

Woodcote Pre-School Group CIO

Supervision of Children on Outings and Visits Policy

Statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Woodcote Pre-School ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- Children with allergies or other specific needs have a separate risk assessment completed i.e., child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is normally one adult to four children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.

- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their own child only.
- Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- We take a mobile phone on outings, as well as supplies of tissues, wipes and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We provide children with a 'high viz' vest to wear that contain the name of the setting, but not the name of the child.

This Policy has been reviewed and agreed by the Woodcote Pre-School Group CIO Management Committee.

Last Updated: March 2021