

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

1.8 Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- In addition, the parents are always asked to sign specific consent form for any outing.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to three children, depending on their age and type of venue as well as how it is to be reached.
- Children with additional needs are supervised 1:1. Other children are assigned to individual members of staff to ensure no child goes astray and that there is no unauthorised access to the children. Where possible this will be the child's keyworker and supported by another member of staff.
- Staff take the pre-school mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, prescribed medication (inhalers/EpiPens), 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.

- Staff take a list of children with them with contact numbers of parents/carers.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children. Staffing ratios will always be appropriate for the number of children on the outing or remaining in the setting.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____

Other useful Pre-school Learning Alliance publications

- Register and Outings Record (2006)
- Managing Risk (2009)