**Child Protection and Safeguarding** 

**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 areas such as on to Court Meadow, into the recreational area, the local fire station and library, and other local areas when it is suitable in order to enhance their learning. We ensure that there are procedures and risk assessments to keep children safe on such outings, and that staff are well briefed beforehand.

**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.
* This general consent is “to take your child for outings by foot”
* There is a risk assessment for each venue carried out, which is reviewed regularly.
* For any bigger outings – such as the fire station visit, or something which requires travel by car, we send home letters to inform parents and ask for consent.
* For those children that are not accompanied by a parent, parents are asked to sign a consent that they are happy for staff to care for their child. However the pre school and staff are not responsible for the transport of children and parents are asked to organise their own transport.
* A risk assessment is carried out before an outing takes place (the venues that we use also generally have their own risk assessment for visitors including children).
* All venue risk assessments are made available for parents to see.
* Our adult to child ratio’s remain the same as within our setting, and as governed by the EYFS Framework (2021), although during visits we exercise caution and will usually have extra members of staff.
* All staff share the responsibility of the children and will be given designated tasks to ensure children are safe.

Major outings will have a separate register listing:

* The date - time - venue
* Names of children that staff are responsible for.
* Emergency contact details for each child.
* Any allergies

For visits to our local recreational area and Court Meadow:

* Register will be taken if all children on outing, but if small group taken, the children’s names will be written on 2 pieces of paper, one to be taken on outing and the other to be kept with the register back at setting.
* Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
* A minimum of two staff should accompany children on outings with a ratio of 1:5 and a minimum of two should remain behind with the rest of the children (taking into account ratio requirements). Although when the group is predominately 2 year olds the ratio will be 1:4 and ideally be a minimum of 3 staff.

**Other useful Pre-school Learning Alliance publications**

* Register and Outings Record (2006)
* Risk Management in Early Years Settings (2007)