



1.11 Supervision of children on outings and visits

Policy statement

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

Hendreds Pre-school have two types of outings – **local visits** that take place in the vicinity of East and West Hendred (e.g. walks around the villages, visiting the local parks, etc.) and **day outings** (e.g. visiting places of interest that are further afield).

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the pre-school.
- We have a general risk assessment to cover potential hazards for our local outings. This is to be regularly reviewed and amended if necessary.
- Check the insurance policy to make sure it is adequate and that we are covered for the day outing, and where the cover extends.
- Parents are always asked to sign specific consent forms before day outings.
- A risk assessment is carried out before a day outing takes place.
- If requested by parents, venue risk assessments are made available.
- Children are taken on day outings at a ratio of not more than 1:4 (following pre-school alliance guide lines) depending on the trip and staff awareness of the children.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- The ratio for local visits is be as those set within the setting (currently 1:4 for 2 year olds and 1:6 for 3-4 year olds).

- Two year olds hold hands with an adult wherever possible
- Outings are recorded in the back of the register which is kept in the pre-school stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- The lead staff member takes the preschool mobile phone (with no camera facility) 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.
- If photos need to be taken the preschool iPads are used with Tapestry.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- When using private transport, the supervisor must ensure vehicles are suitable, drivers are competent and both the vehicle and driver are appropriately insured. The drivers should supply a copy of their insurance documents and driver's licenses. This is because the pre-school has responsibility for all children on the register during the pre-school session.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Other useful Pre-school Learning Alliance publications:

- Daily Register and Outings Records (2012)
- Managing Risk (2009)

Name	Megan Wood
Position	Chairperson
Signature	<i>Megan Wood</i>
Date	1 st January 2023