



Policy Document:

Safeguarding Children- Supervision of Children on Outings.

Policy Document:



Safeguarding Children - Supervision of Children on Outings.

Policy statement

The centre recognises that children benefit from being taken out of the setting to go on a visit to local parks or other suitable venues for activities that enhance their learning experiences.

Staff in our setting ensure that there are procedures in place to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on registering for their children to be taken out of the setting.
- This general consent covers daily activities at the setting.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Children with specific needs including allergies may require a separate risk assessment.
- Parents are always asked to sign a specific consent form before major outings.
- An excursion will not go ahead if concerns are raised about its suitability at any point.
- For all off site activities we try to maintain an adult to child ratio which is higher than required by EYFS (1:8 for 3 and 4 year olds and 1:4 for 2 year olds [From 1 September 2023 this changes to 1:5])
- Named children may be assigned to individual staff to ensure each child is properly supervised, to ensure no child goes astray and that there is no unauthorised access to the children.
- Outings must be recorded:
 - Date and time of outing.
 - Venue and mode of transport.
 - Name of staff/volunteers assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings and supplies of tissues, wipes, pants etc. as well as a mini first aid kit, snacks and water as appropriate.
- Staff take a list of the children with them together with contact phone numbers.
- A minimum of two adults should accompany children on an outing and a minimum of two should remain behind with the rest of the children.

This policy should be read in conjunction with the setting's Missing Person policy.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted on:..... - 1 October 2010
Signed:..... SK

This policy was reviewed/amended in:..... - October 2013
Signed:..... SK

This policy was reviewed/amended in:..... - February 2014
Signed:..... SK

This policy was reviewed/amended in:..... - June 2015
Signed:..... SK & JRS

This policy was reviewed/amended in:..... - July 2017
Signed:..... SK

This policy was reviewed/amended in:..... - July 2019
Signed:..... SK

This policy was reviewed/amended in:..... - November 2021
Signed:..... SK

This policy was reviewed/amended in:..... - August 2023
Signed:.....JRS

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....

