



Safeguarding children

1.08 Supervision of Children on Outings and Visits

Policy statement

We believe that children benefit from being taken out of the setting to enhance their learning experiences. We ensure there are procedures in place to keep children safe on outings and visits and that all staff and volunteers are aware of the procedures below.

Procedures

- Parents sign a general consent on registration for their children to be taken on local trips from the setting. For major outings parents are told in advance.
- A risk assessment is carried out for every outing or visit.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high - one adult to one or two children depending on their age, sensibility and type of venue as well as how it is to be reached.
- 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.
- 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.
- Outings are recorded in an outings register kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff 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 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.
- Staff take inhalers and other medication on trips with photocopy from medication book of appropriate child dosage information if unaccompanied by a parent/carer.
- Staff take a list of children with them with contact numbers of parents/carers.
- Staff do not drive children to or from any trips or visits.

This policy was adopted at a meeting of Brighton Road Baptist Church Playschool Trustees.

On 25/07/2018 (date)

Signed on behalf of the provider

Name of signatory Clair England

Role of signatory (e.g. chair) Chair of Trustees