**SUPERVISION OF CHILDREN ON OUTINGS AND VISITS POLICY.**

All staff in Cowling Preschool ensure that there are procedures in place to keep our children safe on outings, so that the children can benefit from visiting and exploring new places.

**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 in place to keep children safe on outings; all staff and volunteers are aware of and follow our procedures.

**Procedures**.

* Parents sign a consent on registration for their children to be taken out as a part of the activities we may do regularly, and a specific consent form will be completed before major outings.
* A risk assessment is carried out before an outing takes place, and these are made available for parents to see.
* Our adult to child ratio is increased, normally one adult to 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 the children.
* Outings are recorded in an outings record book kept in the setting stating:
1. The type and time of outings.
2. The venue and mode of transport.
3. Names of staff assigned to named children.
4. Time of return.
* Staff take a mobile phone on outings, and a supply of tissues, wipes, pants etc as well as a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue, the number of children and the length of time they will be out for.
* Staff will take a list of children with them with contact numbers of parents/carers.
* Records are kept of any vehicles used to transport children, with named drivers and appropriate insurance cover.
* A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**