



Noah's Ark Pre-School

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 parks or other suitable venues for activities which enhance their learning experiences. In addition Noah's Ark has direct access to outdoor provision on our premises which children have access to. Staff in our setting ensure that there are procedures 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 registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the outings used for daily activities.
- There is a risk assessment for each outing carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All risk assessments are made available for parents to see when signing the consent form.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of outing as well as how it is to be reached.
- All children will be assigned to a named adult.
- Each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Local outings are recorded on an outings sheet and kept in the setting stating:
 - The date and start time of outing.
 - The venue
 - Time of return.

- Staff take a mobile phone on outings, and supplies of tissues. First Aider will be present at all times. The amount of equipment will vary and be consistent with the outing and the number of children as well as how long they will be out for.
- A headcount is made before leaving and when returning from the outing.
- During a whole group outing in the near environment, the Manager stays in the setting.
- Staff take a list of children with them with contact numbers of parents/carers.
- A minimum of two staff should accompany children on short outings (for example shops or church) and a minimum of two should remain behind with the rest of the children.