



Safeguarding Children: 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. All the members of staff and volunteers need to ensure that there are procedures to keep children safe on outings, and they follow the procedures below:-

Procedure or Protocol:

- Parents need to sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting, for example local nature walk (including village shops, woods, parks and train station).
- This general consent details the venues used for daily activities.
- There is a risk assessment for the venue 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 venue risk assessments are made available for parents to see.
- *Guideline for adult and child ratio: (two to three year olds: 1A4C, three to five year olds: 1A-8C)*
- 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.
- Outings are recorded in an outings record book 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.
- The setting leader or manager will take a mobile phone on outings with the contact numbers of parents or carers of those children who are participating.
- A member of staff will ensure there is enough 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.
- Records are kept of the 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 and practiced at	Village Montessori Nursery School Ltd
Effective date	July 2021
Review date	July 2022
Name of the manager who prepared	Mrs Kwai Fong Purchase
Read and acknowledge by member of staff	Cristina (Deputy), Vicky, Svitlana (Room Leader), Magdalena

Useful link:

<http://learning.nspcc.org.uk>