

## Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.

### 5.3 Supervision of children on outings and visits

#### Policy statement

Children benefit from being taken out of the setting to go on visits or trips for activities which enhance their learning experiences. 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 as laid out below.

#### Procedures

- Parents are always asked to sign specific consent forms before outings.
- A risk assessment is carried out before an outing takes place.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Named children are assigned to individual adults to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, medicines required for individual children and a mini first aid kit. 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 a list of children with them with contact numbers of parents/carers, as well as an accident form and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

This policy was adopted at a meeting of

Upwood Small to Tall

Date last reviewed

28<sup>th</sup> February 2020

Name of signatory

Lisa Milner

Role of signatory

Chair