

SECTION 1

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



Safeguarding Children

1.8 Supervision of children on outings and visits

Policy Statement

Children benefit from being taken out of the Pre-School to go on visits to the local Primary School or other suitable venues for activities which enhance their learning experiences. Staff in our Pre-School ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

EYFS key themes and commitments

1.3 Keeping safe

2.2 Parents as partners

3.3 The learning

4.2 Active learning

1.4 Health and well-being

environment

Procedures

- Parents sign a general consent for their children to be taken out as a part of the daily activities of the Pre-School.
- This general consent details the venue.
- There is a risk assessment for each 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.
- Our adult to child ratio is high - one adult to two.
- Named children are assigned to a suitable person 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 Pre-School 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 First Aid Box 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 a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

This policy was adopted at a meeting of	Langham Pre-School	Name of setting
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory (e.g. chair/owner)		

Other useful Pre-school Learning Alliance publications:

- Register and Outings Record (2006)
- Risk Management in Early Years Settings (2007)