



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

## Supervision of Children on Outings & Visits Policy

### Policy statement

Children benefit from being taken out of the pre-school to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Some settings do not have direct access to outdoor provision on their premises and will need to take children out daily. Staff at Hail Weston Pre-School Activity Group (HWPAG) ensure that there are procedures to keep children safe on outings; all staff, students and volunteers are aware of and follow the procedures below.

### Procedures

- Parents sign a general consent on registration at HWPAG for their children to be taken out on walks as part of the daily activities of the pre-school.
- There is a risk assessment carried out for each venue, which is completed for each visit/outing.
- Parents are always asked to sign specific consent forms before major outings.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio ensures that the children are kept safe, normally one adult to three 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 children.
- The risk assessment for each visit/outing is kept as a record of outings and also includes:
  - The date and time of outing.
  - The venue and mode of transport.
  - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, etc as well as a mini first aid pack which includes medication e.g. inhalers/epipens, snacks and water. The amount of equipment will vary and be consistent with the venue, time away from the setting and the number and requirements of the children.
- Staff take a list of children with them with contact numbers of parents/carers.
- 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 at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020***

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson