



Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

Millennium Hall, Burberry Road, Buckden, Cambridgeshire PE19 5UJ

Telephone: 07941 671999

Email: enquiries@buckdenpreschool.co.uk

www.buckdenpreschool.co.uk



Reflecting on Quality
committed to improvement

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

Children must be kept safe while on outings.

Supervision of children on outings and visits

January 2017

Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- We carry out a risk assessment for each local venue used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings and a risk assessment is carried out before the outing takes place.
- All outing risk assessments are made available for parents to see.
- 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.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff remain behind with the rest of the children.
- Named children are assigned to individual staff members to ensure each child is individually supervised, that
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as regular volunteers, they may be included in the adult to child ratio and have children allocated to them.

•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.
- The names of staff members assigned to each of the children.
- The time of return.

•We take a mobile phone on outings outside the village, ie the zoo, or the country park, as well as supplies of tissues, wipes, spare clothing and nappies, 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. We adhere to the setting's Sun Protection policy and ensure that they are dressed appropriately for the type of outing and weather conditions.

•We take a list of children with us with contact numbers of parents/carers as well as an accident book, photos of the children and a copy of our Missing Child policy.

• We provide children with high visibility vests to wear that have our setting name on.

•Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

•We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.

•As a precaution, we ensure that children do not eat whilst travelling in vehicles.

•We ensure that contracted drivers are from reputable companies, do not have unsupervised to the children and are not included in the ratios.

This policy was adopted by _____ (name of setting)

On _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____
(e.g.chair/owner)

This policy will be reviewed annually.