



Red Dragon Pre-School

Policies and Procedures

Supervision of children on outings and visits

Contact details:

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8.3 Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of Red Dragon Pre-School to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff at Red Dragon 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.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment for each venue is carried out, which is reviewed regularly.
 - 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, normally one adult to four 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.
- Outings are recorded on an outings record form kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - What the child is wearing
 - Time of return.
- Staff take a mobile phone on outings, and 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.
- Staff take a list of children with them with contact numbers of parents/carers, and if on a longer outing an accident book and a copy of the missing child policy is also taken
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover
- We provide children with badges to wear that contain the setting's telephone number – but not the name of the child.
- 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 when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

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