



# HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

## SAFEGUARDING CHILDREN SUPERVISION OF CHILDREN ON OUTINGS AND VISITS POLICY

Staff/Parents Pack

Here at Humpty Dumpty Pre-school, children benefit from being taken out to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experience. Some settings do not have direct access to outdoor provision on their premise and will need to take children out daily. 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 below:

### Procedures

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- This general consent details the venues used for daily activities
- 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.
- Out adult to child ratio is high, normally one adult to two 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 in an outings record book kept in the setting stating:
  - The date and time of the 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 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

This policy was revised and updated in September 2020  
It will be reviewed annually.