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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**8.3 Supervision of Children on Outings and Visits**

**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 as laid out below.

**Procedures**

* All off-site activity has a clearly identified educational purpose with specific learning and development outcomes.
* There is a designated lead for each excursion who is clear about their responsibility as designated lead.
* Parents 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.
* There is a risk assessment for each venue carried out, which is reviewed regularly.
* The manager and all staff taking part in the outing sign off every risk assessment.
* Children with allergies or other specific needs have a separate risk assessment completed i.e., child with allergies visiting a supermarket.
* An excursion will not go ahead if concerns are raised about its viability at any point.
* 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, 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.
* Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children
* Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
* Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, 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 us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
* We provide children with ‘high viz’ vests to wear.
* A minimum of two staff accompanies children on outings and a minimum of two remain behind with the rest of the children.

**Further Information**

* Daily Register and Outings Record (2018)
* Dynamic Risk Management (Early Years Alliance 2017)

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**8.3 Supervision of Children on Outings and Visits**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2025**