



FIRST STEP PLAYGROUP



Policies and Procedures

1. Safeguarding and Promoting Children's Welfare

1.8 Supervision of children on outings and visits

Policy statement

At First Step Playgroup children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. First Step Playgroup have direct access to outdoor provision on their premises. Staff in the 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 a part of the daily activities of the setting.
- 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.
- Our adult to child ratio is always enhanced whilst on an outing.
- 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.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as 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.
- Children's medications are taken on visits, such as asthma inhalers.
- Staff take a list of children with them with contact numbers of parents/carers.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

Policy Date	26 th July 2015
Date to be reviewed	25 th July 2016
Reviewed	8 th August 2016
Name of signatory	Angie Kelly
Role of signatory	Playgroup Manager
Reviewed	12 th Sept 2017