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NLCA, Aperdele Road, Leatherhead KT22 7QT

**Supervision of children on outings and visits**

**Policy statement**

Children benefit from being taken out of the preschool to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our preschool 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/carers sign a general consent on registration for their children to be taken out in the local area as part of the daily activities of the preschool
* There is a risk assessment carried out for each venue which is reviewed regularly.
* Parents/carers are always asked to sign specific consent forms before major outings.
* A risk assessment is reviewed and adapted as necessary whilst on the outing to account for changeable circumstances.
* All venue risk assessments are made available for parents/carers to see.
* Our adult:child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of location along with how the location will be reached.
* If appropriate, 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 a folder 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 and any necessary medication for individual children. They also take a supply of wipes, tissues, spare clothes, a first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue, the number of children and how long they will be out for.
* Staff take a list of children with them with contact numbers of parents/carers.
* Records are kept of any vehicles used to transport children with named drivers and appropriate insurance cover.
* A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children if applicable.

March 2022

To be reviewed March 2023