

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment
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Children must be kept safe while on outings.

8.3 Supervision of children on outings and visits

Policy statement

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

For a walk around the Village:

- The manager will plan the route which will be taken using google maps. The manager will then print off the route and follow the map stating the safest places to cross the road as well as completing a risk assessment.
- The risk assessment and map are kept together and looked at before each walk. These will be reviewed termly to ensure all risks are documented.

When getting ready to go on a walk:

A walk register is completed which has information on about:

- Name of children going on the walk and if they have medication or a care plan which needs to be take.
- Name of staff on the walk and if they have medication or a care plan which needs to be take. As well as stating who the first aider(s) is/are.

A walk checklist is then completed which states the items going on the walk. These are:

- Mobile phone and number left with the staff in the setting (this is usually a staff members to allow one to be left at pre-school in case of a fire to contact parents).
- All care plans and medication
- Risk assessment and map(which needs to be read prior to leaving by all adults on the walk).
- First Aid Kit
- List of emergency contacts
- a copy of this sheet copied and left at pre-school.
- Drinking water and cups for all children and staff.

At the bottom it states the time of departure and the time of return so that if there was a fire staff are aware these children are not in the building.

- 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.
- Our adult to child ratio is higher, normally one adult to four children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

- **Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations(COSHH)
(2002)

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Date to be reviewed _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____

Date to be reviewed _____