



## 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

- CATEY Pre-School ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the activities of the setting. This general consent details the venues used for the activities.
- we assess the risks for each local venue used for activities, which is reviewed regularly.
- we always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Any written outing 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.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing,
- We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Parents who accompany us on outings are responsible for their own child only. But where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded in an outings record book kept in the setting, stating:
  - The date and time of the outing.

For further information, or to arrange a visit please contact Teresa on 01284 827274 or e-mail us: [cateypreschool@hotmail.com](mailto:cateypreschool@hotmail.com)

CATEY Pre-School is committed to the welfare of it's children, staff & volunteers at all times.

Registered Charity Number: 1135211



# Catey Pre-School COCKFIELD

Catey Pre-School, Church Lane, Cockfield, Bury St Edmunds, Suffolk, IP30 0LA

- The venue and mode of transport used.
- [The names of the staff members assigned to each of the children.]
- The time of return.
- We 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We 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.

This policy was adopted at a meeting of	CATEY Pre-School
Held on	11 <sup>th</sup> November 2014
Renewal date:	10 <sup>th</sup> November 2015

Signed:	.....
Date:	.....
Printed Name:	.....
Position:	.....