**Safeguarding and Welfare Requirement; Safety and Suitability or Premises, Environment and Equipment**

Children must be kept safe while on outings

**THORNGUMBALD PRESCHOOL**

**Policy Statement**

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. 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 as laid out below.

**Procedures**

* Parents sign a general consent on registration for their children to be taken out as part of their 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 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 to ensure that each child is well supervised, that no chid goes astray and that there is no un authorised access to children.
* Outings are recording stating:

the date and time of the outing.

The venue and mode of transport used.

The names of the staff members assigned to each of the children.

The time of return.

* 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 log they will be out for.
* Staff take a list of children with them and contact numbers of parents/carers, as well as an accident book and a copy of our Missing child Policy.
* Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
* A minimum or two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

**Other useful Preschool Learning Alliance Publications**

* Daily Register and Outings Record (2012)
* Managing risk (2009)

02/09/2021

*This document replaces policy adopted: 19/03/2013*