Safeguarding and Welfare Requirement:

Safety and Suitability of Premises, Environment and Equipment

8.3 Supervision of children on outings and visits

Policy Statement

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 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 child goes astray and that there is no unauthorised access to children.
- 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 long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

This policy was adopted at a meeting held by Little Acorns committee on 31st January 2017.

To be reviewed	**January 2018**
Signed on behalf of the provider	
Name of Signatory	**Sue Casselden**
Role of Signatory	**Business Manager**