

MOSS SIDE PLAYGROUP

SUPERVISION OF CHILDREN ON VISITS

JANUARY 2017
Version 1.0

EYFS

SUPERVISION OF CHILDREN ON OUTINGS AND VISITS

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

- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are available for parents to see.
- Our adult to child ratio is high, normally one adult to four children, unless ratios need to be increased to support children who have additional needs.
- 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.
- Outings are recorded in an outings record book kept in the setting, 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 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.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

ANNUAL REVIEW

The Chair of the Committee will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the policy meets the needs of Moss Side Playgroup

SignedDate (Chair of Committee)

SignedDate (Manager)

COMPILED	VERSION	DATE	EDITOR
APPROVED			
REVIEWED			
REVISED			
Compiled	1.0	January 17	Kersh Webster/EYFS Staff
Approved			

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