



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

SAFEGUARDING CHILDREN

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare
 The Pre-School must take necessary steps to safeguard and promote the welfare of children

1.8 - SUPERVISION OF CHILDREN ON OUTINGS AND VISITS POLICY

POLICY STATEMENT

Children benefit from being taken out of the Pre-School to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Some Pre-Schools do not have direct access to outdoor provision on their premises and will need to take children out daily. Staff in our Pre-School ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning
1.4 Health and well-being			

PROCEDURES

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the Pre-School
- This general consent details the venues used for daily activities
- 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 type of venue as well as how it is to be reached
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children

- Outings are recorded in an outings record book kept in the Pre-School stating:
 - ❖ The date and time of outing
 - ❖ The venue and mode of transport
 - ❖ Names of staff assigned to named children
 - ❖ Time of return
- Staff take a mobile phone on outings together with supplies of tissues, wipes, nappies, pants etc as well as a mini first aid pack, 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 with them a list of children and contact numbers of parents / carers
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children

OTHER USEFUL PRE-SCHOOL LEARNING ALLIANCE PUBLICATIONS

- Register and Outings Record (2006)
- Risk Management in Early Years Pre-Schools (2007)

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

Next Review Date

January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

Name of Signatory

Kayte Terrett

Role of Signatory

Chairperson – Woodham Mortimer Pre-School Committee
