



# HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun

---

## 4.3 Supervision of children on outings and visits Policy & Procedure

Harpole Preschool has adopted the Preschool Learning Alliance (PLA) policy Supervision of Children on Outings and Visits. The PLA ensure that their policies adhere to statutory guidance and legislative procedure and they provide the preschool with any updates. All policies and procedures are ratified by the Preschool Trustees on a rolling programme. The preschool staff, led by Sharon Matthews, ensure that their practice is in line with the policies and procedures outlined in the PLA guidance.

### 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. Some settings do not have direct access to outdoor provision on their premises and will need to take children out daily. 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 below.

### **Procedures**

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are always asked to sign specific consent forms before major outings, outside of Harpole.
- A risk assessment is carried out before an outing takes place. These risk assessments are made available for parents to see.
- Our adult to child ratio is maintained with legal requirements for all trips and outings.
- Outings are recorded in the Register & Outings record book kept in the setting 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, and supplies of tissues, wipes, & first aid kit on all trips and outings. When required, staff may also take pants, 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.

**Ratified on 11<sup>th</sup> February 2020**