

# **Birdwood Supervision of Children During Outings and Visits Procedure**

## **1. Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We 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.

## **2. Procedures**

### *Consent*

We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.

### *Ratios*

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.

A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.

Named children are assigned to an individual staff member to ensure that each child is well supervised, that no child goes astray, and that there is no unauthorised access to children.

### *Recording of the trip*

Outings are recorded by the setting, including details of which children and which staff are present on each outing. Copies of signed letters by parents are recorded in the children's files.

We 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.

### *Advance notice to parents*

Parents will be advised ahead of the group going on a trip. Parents will administer the sun cream on their child and to ensure they have dressed appropriately for the type of outing and weather conditions.

### *Child safety*

We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Procedure.

We ensure the safety of the children by keeping 1 adult: 2 children ratio. It is the responsible adult's duty to care and look after the two children. The setting only takes 8 children at most on the visit - normally to the park, library, or the post box.