

Outings & Visits

Supervision of Children on Outings and Visits

**Unique
Child**

**1.3 Keeping
Safe
1.4 Health and
Wellbeing**

**Positive
Relationships**

**2.2 Parents as
Partners**

**Enabling
Environment**

**3.3 Learning
Environment**

**Learning
Development**

**4.2 Active
Learner**

The our team of Haddenham Puddleducks Pre-school ensure that there are procedures to keep children safe on outings; all our team and volunteers are aware of and follow the procedures below.

- *Parents sign a general consent form on registration for their children to be taken out as a part of the daily activities of Haddenham Puddleducks Pre-school*
- *Parents sign a specific consent form for their children to be taken out to do special activities or to go on outings with Haddenham Puddleducks Pre-school*
- *There is a risk assessment for each venue carried out, which is reviewed regularly.*
- *All venue risk assessments are available for parents to see.*
- *Our adult to child ratio is one adult to two children for special activities or outings.*
- *Named children are assigned to team/volunteers 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 section of the Health & Safety record book kept in Haddenham Puddleducks Pre-school stating:

- *The date and time and place of outing.*
- *Names of our team assigned to named children.*
- *Time of return.*
- *Our team take a mobile phone on outings, and general supplies of tissues, wipes, pants etc as well as a first aid kit. 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.*
- *Our team will take a list of children with them with contact numbers of parents/carers and the number of the designated Emergency Co-ordinator usually our Administrator who in the event of a major emergency will co-ordinate with staff, parents and services.*
- *A minimum of five adults will accompany children on general activities/outings i.e. using the school hall.*

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by

