

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 ensures 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.

This general consent details the venues used for daily/weekly 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 in compliance with Local Authority guidance.

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:

- **aged 2 to 5 – 1adult: 5 children**
- **aged 5 upwards – 1adult: 8 children.**

However the risk of the venue and method of transport is risk assessed and the ratio of adults may be increased accordingly.

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.

Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.

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.

If parent helpers accompany the outing the expectations are communicated to them and they must accept that the lead teacher is in charge of all adults and children.

11 Juillet 20135