**Supervision of Children on Outings and Visits**

**Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues such as the local care home, 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.

**Procedures**

* 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.
* We always ask parents to sign specific consent forms before major outings, and the risks are assessed before the outing takes place.
* Any written outing 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 the type of venue, as well as how it is to be reached.
* A minimum of two staff accompanies children on outings. Unless the whole setting is on an outing, a minimum of two staff also remains behind with the rest of the children.
* Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
* 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. We apply sun cream to children as needed and ensure they have dressed appropriately for the type of outing and weather conditions.
* 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 Policy.