



# Crestwood Pre-school



General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children

## Safeguarding children

### 1.8 Supervision of children on outings and visits

#### 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. Staff at Crestwood Pre-school ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

#### Procedures

- We place a sticker on the children showing the setting name and pre-school contact number.
- 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 covers walks to the outside areas of Crestwood College, nature walks in the local community, trips to visit the local shops, a walk to the local park area or a visit to Shakespeare infant school.
- 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.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Pre-school staff will always ensure that statutory staff to children ratios are adhered to both on the outing and in the Pre-school settings.
- 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.

- Outings are recorded in an 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.
  - Emergency contact numbers for children and adults on the outing.
  - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, any individual medications, snacks and water. The amount of equipment will vary and be appropriate for 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.

**Other useful Pre-school Learning Alliance publications:**

- Register and outings record (2006)
- Risk Management in Early Years Settings (2007)

**This policy was adopted at a meeting of Crestwood Pre-school Committee**

Held on \_\_\_\_\_ Date to be reviewed \_\_\_\_\_

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_