

Outings and visits

We have agreed procedures for the safe conduct of outings:

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- A member of staff always visits the outing prior to the children. Identifying any potential problems.
- Our adult to child ratio is high, normally one adult to two children.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost 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, a snack 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.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Volunteer helpers are also asked to accompany outings in order to keep our ratios low.
- Parents who are asked to transport children as part of a preschool outing must check their insurance first.