



Safeguarding children

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 Panda Playgroup ensure 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 within the village.
- 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.
- Our adult to child ratio is high, normally one adult to two children where there are 2 year olds present on the outing or one adult to three children where all the children are 3 or over. Where children 3 or over are not able to understand boundaries to keep them safe whilst out or where a child is new to the setting, that child must have a minimum of one adult to two children.
- 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 folder kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.

Staff take the Panda phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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. Staff take a list of children with them with contact numbers of parents/carers. In case of emergencies.

- Records of the vehicles used to transport children if applicable, with named drivers and appropriate insurance cover are kept.
- A minimum of two staff should accompany children on outings.

This policy has been reviewed and updated March 2022