



HEYWOOD PREP
CORSHAM

SUPERVISION OF CHILDREN ON TRIPS

**Updated
March 2019**

1. Introduction

This Policy applies to the EYFS, including after school and holiday clubs.

2. 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 in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

3. 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, for example welly walks and library trips.
- 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 upon request.
- Our adult to child ratio is high and linked to consideration of their age, sensibility and type of venue as well as how it is to be reached.
- 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 the school office in the trips folder with the following information:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a first aid pack, lunch, 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 number for the school office.
- Records are kept of the vehicles used to transport children on the trip form, 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.
- Nursery children wear high visibility jackets on walks to local places of interest.

4. Approval & Review

This policy was reviewed in March 2019 and approved by Anna Lawrence, Head of Pre-Prep. The next policy review will take place in February 2020.



Anna Lawrence
Head of Pre-Prep