



The Federation of the Church Schools of Shalfleet and Yarmouth Achieving Together for a Brighter Future

The purpose of the Federation of the Church Schools of Shalfleet and Yarmouth is to educate children in an atmosphere of Christian love where all achieve the very best they can, now and throughout their lives

Headteacher Shalfleet and Yarmouth: Mrs Elizabeth Grainger BEd English (Hons)

A University of Chichester
ITT Partner School



Supervision of Children on Outings and Visits Policy

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Children must be kept safe while on outings.

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. Some settings do not have direct access to outdoor provision on their premises and will need to take children out daily. 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 as laid out 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.
- This general consent details the venues used for daily activities.
- 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, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff to ensure that each child is well supervised, that 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:

Shalfleet CE Primary, Station Road, Ningwood, Newport, Isle of Wight. PO30 4NN

Tel: (01983) 760269 Email: admin@shalfleetceprimary.co.uk

Yarmouth CE Primary, Mill Road, Yarmouth, Isle of Wight. PO41 0RA

Tel: (01983) 760345 Email: admin@yarmouthceprimary.co.uk

Website: www.fosay.co.uk





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- The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- Staff 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.
 - Staff take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
 - Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
 - A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2012)
- Managing Risk (2009)

This policy was adopted at a meeting of _____ *(name of provider)*

Held on _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____

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