



# Spring Grove School

## EYFS

### Supervision of children on outings and visits Policy

Children benefit from being taken out of the school to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our school 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 consent form for their children to be taken out on outings and visits
- This consent form details the venue to be visited
- A risk assessment is carried out before an outing takes place which may or may not be a written assessment
- Our adult to child ratio is high, normally one adult to three children, depending on their age, sensibility and type of venue as well as how it is to be reached
- Named children are assigned to an individual adult to ensure that 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 school stating:
  - The date and time of the 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 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
- Records are kept of the vehicles used to transport children, 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

Carol Clarke  
Head of Early Years  
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