



Hillside Pre-School

Hillside Free Church Hall, Hillside Road, Chorleywood, Herts WD3 5AS
www.hillsidepreschool.co.uk

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 places which enhance the childrens learning experiences.

We at Hillside Pre-School ensure that there are procedures to keep children safe on outings.

Procedures

- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting
- Parents are always asked to sign specific consent forms before major outings
- A risk assessment is carried out before an outing takes place
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility, type of venue and how the venue 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 an outings record book kept in the setting stating:
 - The date and time of outing
 - The venue and mode of transport
 - Names of staff assigned to namedchildren
 - Time of return



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- Staff take a mobile phone on outings, and supplies of tissues, wipes and spare clothes as well as a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and 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 the 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

Procedure for Short Walks:

- We prepare a list of children and ensure that we have enough staff
- We prepare the children before we go by making sure they have used the toilet and have the necessary clothing for the type of weather eg. Wellies, sunhats, coats and hats
- We encourage the children to put on their own coats etc and when they are ready, to sit on the step in the entrance hall.
- We count/check them against the list
- We call out the childrens names and tell them which group they will be in and which member of staff they will walk with
- Staff carry a mobile phone with the Pre-School number stored, The First Aid Kit and the 'Going Out' Record

Hillside Pre-School (Chorleywood) Ltd

Registered as a company limited by guarantee in England & Wales

Registered No: 7013187 Registered Charity No: 1132378

Tel : 01923 284 878 / Email : info@hillsidepreschool.co.uk



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Signed by the Pre-School Leader

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Name of the Pre-School Leader

Date

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Signed by the Committee

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Name & role of Committee Signatory

Date

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