

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

Children must be kept safe while on outings.

Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the setting to go on short walks to Almondbury High School to collect the post which enhances their learning experiences. The staff in our setting ensure that there are procedures to keep children safe on outings; all staff 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.
- Our adult to child ratio is high, normally one adult to two children maximum.
- Only the Manager or Key Person may go on the visit and staff remaining are made aware of the child/ren leaving the setting.
- Photographic evidence and written observation of this trip will be taken for the child/ren's Record of Achievement.

Our annual trip during the Summer Term is agreed on in advance and booked by the Setting.

Parents/Carers and their children make their own way to the venue where Mulberry Bush staff will be there to accompany them and provide assistance.

Children are the responsibility of the parent/carer at all times.

This policy was adopted at a meeting of	The Mulberry Bush Pre School and Lunch Club	<i>(name of provider)</i>
Held on	9/4/13	<i>(date)</i>
Date to be reviewed	9/4/14	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair, director or owner)	<hr/>	

Other useful Pre-school Learning Alliance publications

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