



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Safeguarding Children

Supervision of Children on Outings and Visits

Policy statement

Children benefit from being taken outside of the setting on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff 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 general consent on registration for their children to be taken as a part of the daily activities of the setting, to the school field, church and the local park.
- 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 the 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 four 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, to ensure no child goes astray, and that there is no unauthorised access available to children.
- Outings are recorded in an outings record book kept in the setting stating:
 - The date and time of the outing.

Ofsted Registration No: 309872
Preschool Learning Alliance Member: 104284

- The venue and mode of transport used.
- 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.

Other useful Pre-school Learning Alliance publications:

- Register and Outings Record (2006)
- Risk Management in Early Years Settings (2007)

- Date Policy was written and agreed by all staff:

- Signed :

- Position :