



### Supervision of Children on Outings & Visits

Children benefit from going on outings away from the setting, even for a short stroll, but procedures are put in place and all staff and volunteers are aware and follow the procedures below;

Parents sign a general consent for their child to be taken off the premises.  
The consent form gives details of the places/s we are visiting.  
There is a risk assessment for each visit carried out, which is reviewed regularly.  
A risk assessment is carried out prior to the event.  
All risk assessments are available for parents/carers to view.  
The adult child ratio is higher than when on the premises, one adult to two children.

Outings are recorded in a specific book. We record;  
The date and time of the outing.  
The venue and transport used.  
Names of the staff assigned to the specific children.  
Time of return to the setting.

Staff take a mobile phone on the outing and extra supplies of tissues, wipes and clothing. They also take a mini first aid kit, snacks and water.  
Staff take a list of children with contact details of parents/carers.  
A minimum of two staff accompany the children and two remain at the setting with the remainder of the children.