



### 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.

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 the preschool mobile phone on the outing and extra supplies of tissues, wipes and clothing. They also take a mini first aid kit, EpiPen's, if required, snacks and water.  
Staff take a list of children with contact details of parents/carers.