

# Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

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## 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 venues for activities which enhance their learning experiences.. Staff at Wanborough Playgroup ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

### Procedures

- Outings will be open to all playgroup children, parents and carers.
- Written permission will be sought from parents before every major outing; permission for local trips and walks will be sought when the child starts playgroup.
- If it is a first visit to a site, a member of staff will visit the site to ensure that it is suitable and safe for playgroup children, their siblings and parents/carers. A risk assessment will be carried out and a copy of this will be made available to parents/carers if requested.
- If it is not a day when a child normally attends playgroup, they must be accompanied by an adult who will remain responsible for the child for the duration of the outing.
- There is a ratio of one adult for every 3 playgroup children. Any non-playgroup children will remain the responsibility of the adult who accompanies them.
- Wherever possible, all playgroup children will wear playgroup uniform.
- All children attending the outing will be issued with a playgroup badge/sticker bearing the information 'Wanborough Playgroup'
- All children will have the appropriate car seats when travelling by car. Child safety will remain the parents or carers responsibility when travelling to and from the event. No child will be allowed to travel in a staff car.
- Parents transporting children will be asked if they have appropriate insurance.
- First aid kit to be carried at all times by a trained first aider.
- A register will be held by the supervisor of all persons attending the trip.
- Parents will be advised of a mobile number to be used during the outing
- Playgroup mobile telephone and contact list to be carried at all times.
- Parents advised to bring/send spare items of clothing for their child
- The outing will be cancelled in the event of inclement weather.
- The outing will be cancelled in the event of insufficient adults to comply with the 1:3 ratio.

This policy was adopted at a meeting of	Wanborough Playgroup
Held on	10 <sup>th</sup> March 2008
Name of signatory	Sally Jamie
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	5 <sup>th</sup> March 2009
Signed on behalf of the management committee	Sarah Kennedy
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	5 <sup>th</sup> March 2010
Signed on behalf of the management committee	Sarah Kennedy
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	30 <sup>th</sup> April 2012
Signed on behalf of the management committee	Kath Liston
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	3 <sup>rd</sup> March 2014
Name of Signatory:	Ali Petherbridge
Signed on behalf of the management committee	
Role of signatory (e.g. chair/owner)	Chairperson
Next Review Date:	March 2015