



General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

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' and the playgroups' mobile telephone number.
- 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.
- 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.
- Playgroup mobile telephone and contact list to be carried at all times.
- Spare items of clothing will be available.
- 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	<hr/> 10 th March 2008
Date reviewed	<hr/> 5 th March 2009
Date to be reviewed	<hr/> March 2010
Signed on behalf of the management committee	<hr/>
Name of signatory	<hr/> Sarah Kennedy
Role of signatory (e.g. chair/owner)	<hr/> Chairperson
Reviewed on:	<hr/> 30 th April 2012
Name of Signatory:	<hr/> Kath Liston
Role of signatory (e.g. chair/owner)	<hr/> Chairperson
Signed on behalf of the management committee	<hr/>
Next Review Date:	<hr/>
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