**Safeguarding children**

**Supervision of children on outings and visits**

Policy statement

Children benefit from being taken out of the Playgroup to go on visits to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our 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

* Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the Playgroup.
* 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 an outing takes place.
* All venue risk assessments are made available for parents to see.
* Our adult to child ration is high, normally one adult to three children, depending on their age, sensibility and type of venue as well as how it is to be reached.
* Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
* Outings are recorded in an outings record book kept in the Playgroup stating:

-The date and time of the outing.

-The venue and mode of transport.

-Names of staff assigned to named children.

-Time of return.

* Staff will 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 will take a list of children with them with contact numbers of parents/carers.

This policy was adopted at a meeting of Greendown Playgroup

Held on Signed on behalf of Greendown Playgroup