

## St Nicolas Playgroup



### Supervision of children on outings and visits

#### 1.0 Introduction

Children benefit from being taken out of the setting on visits. All staff and volunteers are aware of and follow the procedures laid out below.

#### Procedures

- 1.1 Parents sign a general consent on registration for their child to be taken out of the playgroup setting. This consent form will cover visits to the Church, Old Priory Gardens, the allotments in Taplow and on other general walks in and around the local community.
- 1.2 There is a risk assessment for each venue. All risk assessments are available for parents to view in the setting.
- 1.3 Parents are asked to sign specific consent forms for major outings.
- 1.4 Our adult-child ratio is high. We aim wherever possible for 1:4 on planned outings. The outdoor learning session would be 1:5. A minimum of two staff accompanies children on local outings and a minimum of two staff remain behind with the rest of the children.
- 1.5 Named children are assigned to individual staff.
- 1.6 Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a first aid kit, snacks, and water.
- 1.7 Staff have a list of children with them with emergency contact numbers of parents/carers, as well as a tablet for recording accidents.
- 1.8 Children wear hi-visibility sleeveless jackets with a contact number printed on the back.

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	