



SUPERVISION OF CHILDREN ON VISITS & OUTINGS

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

As part of our curriculum in the Pre-School, or during sessions at the Out of School Club, the children may be taken for local walks or visits. Permission for these trips has been sought on the Smarties Registration form.

- When taking children on these trips the Setting Manager/team will ensure that a Risk Assessment is carried out and that adult:child ratios are correct.
- The team will take a mobile phone and first aid kit with them.
- The team will ensure that children have appropriate clothing to undertake such a trip.

For outings lasting longer than normal session times and which are not local, separate permission will be required. Smarties will inform parents in advance of any visits or outings involving the transportation of children away from the setting in the following way:

- Smarties will notify parents/carer of the type of transport to be used on such a trip.
- When taking children on trips, outings or to a special event, Smarties will:
 - o Secure individual written consent slips signed by a Parent/Carer.
 - o Advise parents/carer of the time and place the visit will take place, with return times and a mobile phone contact number.
 - o Advise parents/carer on the equipment needed for the trip i.e. coats, rucksack, packed lunch etc.
 - o Ensure that correct staffing ratios are in place. This number is dependant upon the age range of the group, and may differ from one event to another.
- The team members will:
 - o Divide the children into small groups
 - o Take a register, first aid kit, mobile phone and contact numbers with them, together with anything else that is deemed necessary for the comfort of the trip.
 - o All Children will wear a badge with the contact number of the setting.
 - o The register will be taken before setting off, before departure and again on arrival back at Smarties.



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This policy was adopted on: 16/06/2023

Date to be reviewed: 16/06/2025

Name of signatory: Victoria Hutter

Role of signatory: Chairman of the Committee

Signed: 16/06/2023

A handwritten signature in black ink, appearing to read "Victoria Hutter". The signature is written in a cursive, somewhat stylized font and is positioned to the right of the printed text.