06 Children Onsite Safety

**06.15 Outings and Events**

Children benefit from being taken out of the setting to go on visits or trips to local suitable venues, for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

**Procedures**

* Parents will be asked to sign a consent form for their children to be taken on an outing which will detail the venue.
* 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 ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
* Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
* Outings are recorded in an outings record book kept in the setting, stating:
* The date and time of the outing.
* The venue and mode of transport used.
* The names of the staff members assigned to each of the children.
* The time of return.
* Staff take a mobile phone on outings, as well as supplies of tissues, medicines required for individual children and a mini first aid kit. The amount of any further equipment or supplies (eg changes of clothes, nappies, snacks, drinks) will be consistent with the venue and the number of children, as well as how long they will be out for.
* Staff take a list of children with them with contact numbers of parents/carers, as well as a copy of our Missing Child Policy.
* A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children but where possible children will all go together.

**Special Events Procedure: -**

*During whole group events (Eg Christmas Party) the following extra arrangements will occur:-*

* Extra staff will be present if possible; one will supervise the outside door.
* Extra staff and children will be registered.

*At concerts: -*

* Children will be supervised in one group until the start of the performance and will walk in a line to the “stage”
* Staff will sit near the children to encourage and support where necessary.