**SUPERVISION OF CHILDREN ON OUTINGS AND VISITS**

Children benefit from being taken out of the setting to go on visits or trips to suitable venues that will enhance their learning experiences. Busy Bees has clear procedures to keep children safe on outings and all staff and volunteers are aware of and following the agreed procedures.

**Procedures:**

* Parents will be asked to sign a consent form for any visit/trip;
* A risk assessment will always be undertaken for each trip/visit. This will include:
1. What are the hazards?
2. Whom could they affect?
3. What safety measures need to be in place to reduce any risks to an acceptable level?
4. Can Busy Bees implement the safety measures?
5. Are emergency procedures in place and do they need modifying?
* When deciding on a trip/visit Busy Bees will consider the following:
1. Suitability of the visit/trip for all children attending Busy Bees including those with special medical or educational needs;
2. Accessibility such as travel time and the mode of transport to be used;
3. Any special conditions such as timing, weather etc.,
* Busy Bees will ensure that on any trip/visit that a mobile phone is taken together with supplies of tissues, wipes, spare clothing, changing bag and nappies, medicines required for individual children, a mini first aid kit, snacks and water.
* Essential records are taken which includes contact details of parents/carers, written permission from parents to take part in the outing as well as their agreement relating to emergency treatment for their child if needed. Their contact details are also provided to Busy Bees emergency backup staff;
* Busy Bees will discuss with the children safety measures to ensure that they “stay safe and play safe” by remaining in sight and/or hearing of an authorised adult. Busy Bees will implement a “buddy” system;
* An authorised adult will accompany children to the toilet.

We encourage children to assess their own risk through education and role-play such as road safety and stranger danger. When discussing ways in which children can keep themselves safe Busy Bees will take into account the child’s age and stage of development.

Children are encouraged to hold hands when out walking and encouraged to use a buddy system. Road safety procedures are practised whenever we are out and about.

**Travelling by car/coach**

Any vehicles used to transport children will have current car tax, MOT and appropriate business insurance. Parents will be asked to give permission for their children to be driven by a member of Busy Bees staff or another parent. Appropriate child safety car seats will be used and seat belts will be worn at all times.

This policy was adopted at a meeting of the Busy Bees Pre-school Committee on 18 April 2013.

Reviewed: 30 August 2019

Signed on behalf of Busy Bees Pre-school …….Sally Evans (Chair)