

## **Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.**

### 8.3 Supervision of children on outings and visits

#### **Policy statement**

Children benefit from being taken out of the Nursery School to go on visits or trips to local parks or other suitable venues for activities that enhance their learning experiences. Staff in our Nursery School 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 consent forms for their children to be taken out of the Nursery School.
- The details of the venues are given to parents.
- There is a risk assessment for each venue carried out.
- 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 ratio is high, normally one adult to two 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, that no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in the diary kept in the Nursery School stating:
  - The date and time of outing.
  - The venue and mode of transport.
  - Names of staff assigned to named children.
  - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water if necessary. 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 take a list of children with them with contact numbers of parents/carers, the accident book and a copy of the Missing Child Policy

- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

**Other useful Pre-school Learning Alliance publications:**

- Daily Register and Outings Record (2014, 2016)
- Managing Risk (2009)
- Managing Risk (2009)