



Supervision of children on outings and visits

Policy statement

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

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

Procedures

- Parents sign a general consent on the Nursery/Parent contract for their children to be taken on outings.
- Parents are always issued with a letter prior to any outing and asked for their written consent.
- A risk assessment is carried out before an outing takes place.
- All risk assessments are made available for parents to see, on request.
- 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, to ensure no child goes astray, and that there is no unauthorised access to children. A label with the name and contact number for the nursery is attached to each child.
- Outings are recorded in an outings record book kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Names of parent volunteers.
 - Designated meetings points and times.
 - 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. 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.
- Toilet facilities are provided at regular intervals.

- Food and drinks are provided at similar times to those in the nursery and additional drinks are taken when the weather is warm or if energetic exercise is part of the outing.
- If a child requires medication, a risk assessment is carried out prior to the outing and the key person, or another member of staff who is fully informed about the child's needs and/or medication takes the medication on the outing. See our Administering medicines policy for more information.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

In the event that a child goes missing whilst on an outing the Missing child policy and procedure applies, unless the child belongs to a parent volunteer.

Useful Pre-school Learning Alliance publications

- Register and Outings Record (2006)
- Managing Risk (2009)

This policy was adopted on:

31 July 2011

Date to be reviewed by:

31 August 2012

Signed on behalf of the Management Committee:

Signatory Name:

Lisa Kennedy