



Supervision of children on outings and visits

Policy Statement

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

Procedures

- * Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.
- * A risk assessment for each destination is carried out and routes are clearly designated, including maps and reference points; we ensure these are reviewed on a regular basis.
- * Parents are always informed about and asked to sign specific consent forms before major outings.
- * Outings are recorded in an outings record book kept in the setting stating:
 - Date of the outing
 - Destination
 - Time of departure/arrival
 - Children and staff present on the outing and their assigned key group
 - Means of transport (major outings only)
- * A duplicate copy of the outing register will be kept with the outing bag during the outing and used for head-count purposes.
The most senior member of the team present on the outing is responsible to conduct regular head-counts during the following stages of the trip:-
 - Departing the nursery.
 - On arrival to the destination
 - During regular intervals throughout the excursion, (particularly if attending a number of locations) .
 - Departing the destination.
 -On return to the nursery the Practitioners will ensure the children remain on the Walkodile or in the pushchair until they are safely on the nursery premises and front gate is closed securely. A head-count will be done immediately as the children enter the building.

Practitioners will ensure the following items are always in their outing's bags:

- Outing register
- Contact list
- Risk assessments and Designated routes
- Classroom's mobile phone
- Classroom's camera

- Individual water bottles and/or water with disposable cups
- Changing mat, nappies, nappy bags, wet wipes and disposable gloves
- Antibacterial gel (adult use only)
- At least one set of spare clothes
- Portable potty

In addition to that, we will make provisions for change in weather, e.g., sun cream, rain covers, etc.

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.

