



NURSERY POLICIES

Policy Name:

Supervision of Children on Outings Policy

General Welfare Requirement:

Safeguarding and Promoting Children's Welfare

- The provider must take necessary steps to safeguard and promote the welfare of children.

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| Policy Date: | 01 Jan 2023 |
| Author(s): | Little Nick Nursery and Preschool |
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| Review Regularity: | Annually |

Signed: R. Downs

Signed: K. Nicholas





Supervision of Children on Outings Policy

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. Some settings do not have direct access to outdoor provision on their premises and will need to take children out daily. 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 below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- 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 will not change from the ratio used while in the setting
- 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.
- Outings are recorded on an outings form kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
 - Phone number of outing phone taken
- Staff take an outings mobile phone on all outings, child's care plans 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.



- 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.

Other useful Pre-school Learning Alliance publications

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