

8.3 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 there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- Parents sign a general consent on registration for their children to be taken out to Verulamium Park as a part of the daily activities of the setting.
- There is a risk assessment carried out, which is reviewed as and when necessary.
- 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 if required.
- On major outings named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff take the setting mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, registers, a mini first aid kit, 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 the nursery registers which contain contact numbers of parents/carers, and a copy of our Missing Child Policy.