

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

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- 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; and the risks are assessed before the outing takes place.
- Our manager and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- All venue risk assessments are available for parents to see if required.
- Our adult to child ratio is high, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- On major outings (e.g. annual Whipsnade Zoo trip) 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 frequently count their designated children and ensure hands are held or they are holding the walking rope when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their own child only unless permission is granted by another child's parent. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- 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/day sheets which contain contact numbers of parents/carers, and a copy of our Missing Child Policy.
- [We/I] provide children with 'high viz' vests to wear that contain the name and setting telephone number – but not the name of the child.

Updated 13/6/21