



## **Supervision of Children on Outings and Visits 3.64**

Children benefit from being taken out of the nursery to go on visits or trips to local suitable venues for activities which enhance their learning experiences. Staff at Forest Park Day Nursery and pre-school will ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

These procedures are written in line with current guidance Early Years Foundation Stage – (EYFS). The nursery manager is responsible for ensuring all staff understand and follow these procedures.

### **Procedures**

- Parents/guardians sign a general consent on registration for their children to be taken out as a part of the activities of the nursery.
- This general consent details the venues used for activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents/guardians 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/ guardians to see.
- The 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.
- Outings are recorded on an outings sheet kept in the nursery outing bags stating:
  - See Sheet at end of Policy
- Staff take the nursery 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.
- Staff take a list of children with them with contact numbers of parents/ guardians.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- At least one member of staff on the outing should be a qualified first aider.

### **Visitors**

At nursery we may have visitors e.g. Police or Dentist come to do talks to the children. We would follow all our Visitor Procedures for our Policy and again we would never leave a visitor unsupervised with our children

### **Disseminating and Implementing this Policy**

All nursery staff will be required to read this policy on their induction and to comply with the contents of the policy. The policy will be kept in the policy point folder and will be available for staff to refer to at all times.

The implementation of the policy will be monitored by nursery staff on a day to day basis. If incidences of non-compliance do occur, this will be dealt with on a case by case basis through performance management of staff.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

The policy will be formally reviewed at least annually.