



Safeguarding children

1.8.1 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 keep the children safe, all staff and volunteers adhere to the following procedures.

Procedures

- Parents/carers must give consent for their child to go on an outing.
- When the outing is a short walk from the nursery, the consent is given on the child's registration form and on their photo card. (The photo card has a photograph of the child, is signed by the parent and is taken out by the staff leading the outing.)
- For any other outing, parents are always asked to sign specific consent forms.
- We carry out a risk assessment for every venue we visit. These risk assessments are kept in the Health and Safety folder, in the main classroom. Staff must have read the appropriate risk assessment before they go on the outing. Parents can ask to see them at any time.
- A minimum of two staff accompany children on every outing. (A minimum of two staff must remain behind at the nursery with the rest of the children).
- Our adult to child ratio on an outing is normally ~~1:3~~ 1:5 The ratio can vary depending on the children's age, their sensibilities, the type of venue and how it's to be reached.
- We ensure that at least 2 members of staff attending the outing / visit are paediatric first aid trained.
- Outings are recorded in an outings record file, which is kept in the main classroom. In it we record:
 - The date and time of the outing.
 - The venue.
 - The names of the staff and children on the outing. (On any outing other than Baxter's Field, children are assigned to specific staff.)
 - Any vehicles used, their drivers and their insurance cover.
- On every outing staff take:



- A list of children.
- The nursery mobile phone (which is a basic model that can only be used to phone or text: it won't take pictures or connect to the internet).
- A first aid kit.
- Tissues, wipes, spare clothes etc.
- Snacks and water.
- Medicine if a child has medical needs that may need adhering to e.g. inhaler / epi pen.
- A photo card of the child which holds information of medical conditions/allergies and parental consent for the child to be taken offsite and to act in the best interests of the child in the event of a medical emergency.
- The contact numbers of parents/carers.

This policy was updated and reviewed in:

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	