

The Enchanted Wood Day Nursery Ltd: Safety and Suitability of Premises, Environment and Equipment

Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the nursery to go on visits, trips to local parks or other suitable venues to support and enhance their learning experiences. All staff members ensure that they follow the procedures to keep children safe on outings. All staff members and volunteers are aware of and follow the procedures below.

Procedures

- All off site activities have a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibilities.
- If out of the school grounds a risk assessment for each venue is carried out, this is reviewed regularly.
- We ensure that all parents are asked to sign specific consent form before any major outing.
- A risk assessment is carried out before any outing takes place.
- Our Manager and all staff members taking part in the outing sign off each risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed e.g. a child with allergies visiting a supermarket.
- An outing or trip will not go ahead if any concerns are raised about it's viability at any point.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is higher, this is as follows...
 - 0-3 years – one adult to two children
 - 3-5 years – one adult to four children
- A minimum of two staff members accompany children on 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 members frequently count their designated children.

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with the Nursery as a volunteer, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded in an outings record book kept in the nursery, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- All dietary requirements must be adhered to and a full list of these requirements must be taken on the trip/outing
- Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day. Staff must also be provided with food and drink
- All medical needs must be adhered to during the trip/outing and all medication must be taken and managed by the person in charge of the children with any medical condition. Please remember to ensure that this is out of reach to all children. A child's health care plan is also taken on the trip.
- Nappies, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times.
- The person in charge on the outing must take the nursery mobile and ensure it is fully charged and has sufficient credit, with telephone numbers of the nursery as well as the mobile numbers of the management team.
- The Nursery bag should contain all of the above as well as a first aid box.
- The children wear High Vis jackets when making trips out of the building so the children are identifiable as a group.
- Staff take a list of children as well as an accident book and a copy of our Missing Child Policy.