

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

Children must be kept safe while on outings.

Repton Manor nursery

Supervision of children on outings and visits

Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff are aware of and follow the procedures as laid out below.

Procedures

- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- We assess the risks for each outing before we go.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- **Our manager signs off every risk assessment.**
- **An excursion will not go ahead if concerns are raised about its viability at any point.**
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, 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.
- Named children are assigned to individual staff member 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 when on the street and crossing the road.**
- Parents who accompany us on outings are responsible for their own child only. 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.
- Outings are recorded in an outings record book kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The time of return.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

This policy was adopted by	Repton Manor Nursery	<i>(name of provider)</i>
On	1 st September 2021	<i>(date)</i>
Date to be reviewed	September 2022	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	James Kilduff	
Role of signatory (e.g. chair, director or owner)	Chair of Directors	

Further Information

- Daily Register and Outings Record (2018)
- Dynamic Risk Management (Pre-school Learning Alliance 2017)