

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

Children must be kept safe while on outings.

### **Parc Eglos Nursery: Supervision of children on outings and visits**

#### **Policy statement**

When we take children off site to enhance their learning experiences, we 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**

- We ask parents to sign a general consent on registration for their children to be taken out on local short outings in Helston.
- We ensure that the Nursery Manager, or Wrap Around Senior Leader, is informed of the date, time and location of the visit and this is put on the Nursery Calendar.
- We always ask parents to sign specific consent forms before major outings; and a risk assessment is carried out before the outing takes place.
- All 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 an 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. We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- 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 the Health and Safety File kept in the setting, 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.
  - A copy of the risk assessment for the visit. Where there is already a risk assessment in place for the visit, it is reviewed before the visit. The route and location is visited by the lead member of the team before the visit and the risk assessment reviewed and updated, giving particular consideration to the particular needs of individual children who will be taking part.

- A copy of adult and child briefing points
- 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.
- We take a list of children with us with contact numbers of parents/carers, medical details such as important details from health plans and the name of the child's doctor and surgery, as well as accident record sheets and a copy of Risk Assessments and the Missing Child Policy.
- We provide children with badges/labels to wear that contain the name and setting telephone number – but not the name of the child.
- 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

Parc Eglos Nursery

On

18<sup>th</sup> November 2013

Date of review:

January 2017

Next review due by:

January 2018

Signed on behalf of the provider

Parc Eglos Nursery

Name of signatory

Mr Marc Talbot

Role of signatory (e.g. chair, director or owner)

Chair of Governors

### Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2012)
- Managing Risk (2009)