

## Supervision of Children on Outings and Visits

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff within the nursery ensure that there are procedures in place to keep children safe on outings, and all staff and volunteers are aware of the procedures below.

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the nursery.
- This general consent includes local parks, libraries, shops, etc.
- Parents are always provided with additional information about major outings and a separate consent form is required.
- A full risk assessment is carried out for such outings and wherever possible a pre-visit is carried out by at least one member of staff.
- Our adult : child ratio is adapted on outings, is possible having twice the normal amount of adults to children, depending on their age and type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff to ensure that each child is individually supervised, to ensure no child goes astray and that there is no unauthorised access to the children.

Staff must take a mobile phone on outings and adequate supplies of tissues, wipes, nappies or pants etc, as well as 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.

Staff must take a list of children with them and emergency contact numbers for parents/carers. A minimum of two staff should accompany children on outings and a minimum of two staff should remain behind at the nursery with the rest of the children where the whole group is not attending.