8.3 Supervision of children on outings and visits

Policy statement

Occasionally, we will take the children off site to visit other woodlands, parks etc. These trips usually occur when weather is dangerous i.e. in strong winds and storms whereby it is unsafe to be near/under tree lines, and for educational purposes. 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 outings as a part of the daily activities of the setting.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are available for parents to see should they wish.
- 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 members 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.
- 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 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, as well as an accident book and a copy of our Missing Child Policy.
- We provide children with high visibility vests 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 will also travel by public transport.

This policy was adopted by	The Woodland Nursery
Date to be reviewed	October 2027
Signed on behalf of the provider	T Paskins
Role of signatory (e.g. chair, director or owner)	Nursery owner