



LADYBIRDS NURSERY

Supervision of Children on Outings and Visits

Safeguarding

Policy Statement

Children benefit from being taken out of the nursery to go on visits to the local parks, or other suitable venues for activities that will enhance their learning experiences. We do have access to outdoor play, but we do feel the children need to see their environment. All staff are aware of the strict procedures to keep children safe on outings.

Procedures

Parents are asked to sign a permission form when they register their children. The form includes giving staff permission to take the children on local outings. A risk assessment and a going out form is completed before each trip. Our child to adult ratio is high, normally one member of staff to 2 children, depending on their age, sensibility and type of venue, as well as how it is to be reached. Named children are assigned to individual staff to ensure each child is individually supervised to ensure no child goes astray, and that there is no unauthorised access to the children. The children all wear high visibility jackets and either wrist straps or reins depending on age and ability. We have high visibility jackets for staff to wear also. In the instance of babies and very young children going out we use prams and buggies with all the children strapped in. The risk assessment and going out form is stored in the office in individual files. The staff take the nursery mobile phone with them on every outing; it is the responsibility of the manager to ensure the phone has credit on and is fully charged up after each outing. If the phone is in use by another group, they must wait until the group returns, the staff are not permitted to take their own mobiles, and only the nursery camera must be taken. A first aid kit is taken,

and a supply of tissues and wipes, and depending on how long they will be out for, staff take a small drink for the children with them. A minimum of two staff always go on outings, individual members do not take children out alone.

Date Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date reviewed

This policy will be reviewed sooner than the renewal date should any new information become available