HALESFIELD DAY NURSERY | POLICIES & PROCEDURES

6.3 Supervision of children on visits and outings

Our nursery believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Preparation

Prior to a visit or outing, if logistically possible, a member of staff or volunteer will carry out an exploratory visit of the proposed destination or walk route to pre-empt any potential difficulties. We have some set risk assessments in place for regular outings including visits to the café, Madeley Orchard and Forest school which we visit regularly with groups of children.

For any new venue, the nursery manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the nursery manager will write to the venue requesting all relevant information and a risk assessment statement where available.

The nursery will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to always stay with staff. Staff will explain to children what to do in an emergency.

Parental Consent

The Enrolment form asks for parental consent for local walks and outings including use of playing field through the underpass which is a public place. At least one week before a planned outing (excluding local walks), the nursery will send a letter to parents/carers giving them detailed information about the proposed event. This will include a full programme of the planned activities, any costs involved, an outline of any journey required, and the mode of transport being used as well as approximate arrival and departure times. The nursery manager will take a copy of the parental and emergency contact details on the outing. Parents/carers have the absolute right to withhold consent for a proposed visit or outing.

Procedures

Children will remain under close supervision at all times. On outings away from the playing field the adult to child ratio will be 1:4 or lower.

The nursery manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the First Aid policy.

The nursery manager will ensure that the nursery mobile phone is with them at all times on any outing away from the nursery.

A register will be taken at the beginning, and end of the visit or outing, and regular head counts will be taken by staff. If a child is identified as missing, the Missing Child Policy will be put into action.

Staffing, supervision and risk assessment

Before every outing, the designated outing leader will review the risk assessment, including the route, road crossings, water, public access, weather, toilets, individual children's needs and any changes since the last visit. The nursery will assess the number of adults needed to supervise children safely; the stated 1:4 ratio is a minimum nursery arrangement for outings away from the playing field and will be increased where risk assessment indicates. Statutory staffing requirements must continue to be met at the nursery and on outings.

The outing leader will allocate named children to each adult, brief all accompanying adults on responsibilities and emergency arrangements, and maintain effective supervision during transitions, toileting, transport and busy public areas. Volunteers and parents helping on an outing will not be counted as qualified staff or left alone with children unless this is permitted by the nursery's safeguarding arrangements and applicable requirements.

Emergency arrangements

A paediatric first aider with a current appropriate certificate will accompany outings where required by the EYFS. Staff will take a suitable first aid kit, a charged mobile phone, emergency contact information, relevant allergy or medical plans and any prescribed emergency medication needed by participating children. Information will be carried securely and accessed only when needed.

Staff will carry out headcounts and check named groups before departure, on arrival, at changes of location, before returning and on return, as well as at intervals appropriate to the risk assessment. A child must never be left behind or released to an unauthorised person. If a child is missing, staff will follow the Missing Child policy immediately, including contacting the police without an arbitrary waiting period where necessary.

If an accident, illness or other emergency occurs, staff will safeguard and supervise the remaining children, provide appropriate first aid, call 999 when required, notify the nursery and parents as soon as practicable, and record and report the incident under the relevant nursery policies.

Consent, transport and review

Staff will check that appropriate parental permission is in place before each outing. Specific consent will be obtained where required by the nursery's arrangements, including for outings beyond the local walks covered by enrolment consent. Transport, seating and child restraints will be checked for suitability and legal compliance before travel. Any change to the planned outing will be assessed and communicated as appropriate.

Risk assessments for regular visits, including the café, Madeley Orchard, Forest School and the playing field, will be reviewed when circumstances change and at the nursery's scheduled review points. Staff will report hazards, incidents and near misses so that future outings can be improved.