

## **7. Supervision of children on outings and visits**

### **Policy**

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

### **Procedure**

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the nursery.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place and is recorded in Outings Records that is kept in the nursery stating:
  - The date and time of outing.
  - Route plan for walking.
  - Names of staff and children.
  - Allergies and Medication.
  - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes etc as well as a mini first aid pack, 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.
- A minimum of two staff should accompany children on outings.