

Outings and Visits Policy

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Safeguarding children: Supervision of children on outings and visits

Policy Statement

Children benefit from being taken out of the Nursery School to go on visits to local parks and other suitable venues for activities that enhance their learning experiences. The following policy offers guidance that all teachers, students, volunteers and parent helpers must follow when taking children from the nursery on an outing.

Procedures

Parents sign consent forms for their children to be taken out by teachers at Milkshake Montessori upon registration. The most senior member of teaching staff who is organising the outing is responsible for ensuring that children taking part in the outing have parental consent

For large group trips which require the use of vehicles or other modes of transport a separate permission form must be signed by the child's parent or guardian.

The details of the venue are given to parents. For visits to the local environment such as the park, the library or the local shops this may be done by a teacher at the end of the child's session. For large group outings this will be done by the most senior member of the teaching staff who is organising the outing before the trip may take place.

A risk assessment must be carried out for each venue, before the outing can take place. The most senior teacher who is organising is responsible for carrying out or reviewing the risk assessment.

All venue risk assessments are made available for parents to see. If parents would like to see a copy of the risk assessment they should contact the manager who will provide a copy.

Outings with children may not always be pre-planned and as a result may be spontaneous on the day. Parents will be informed of any outings that their child takes part in upon collected that day.

Ratios on outings will be maintained according to the specific risk assessment. Whilst ensuring that staffing ratios are maintained to ensure that children are supervised and their safety remains paramount. Parent helpers and long time students (aged over 17 years) may be used in ratio when on outings, providing they have been made aware of this beforehand.

Named children for example children with additional needs or who require more support are assigned to individual teachers to ensure the child is supervised. The teacher responsible for the individual child must be aware at all times whilst out where their children are and if they have any allergies or medical needs such as epi-pens and inhalers.

Written by Sonya Kanchan-Lal

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Outings are recorded in the Outings diary kept in the office, by the teacher organising the outing. The Outings diary should record:

- The date and time of the venue
- The venue and mode of transport (walking, bus)
- Names of the staff and children who attended the outing
- Time of return
- Any issues that have arisen
- The effectiveness of the risk assessment

The teacher responsible for the outing must take a minimum of two mobile phones and give one to another teacher and numbers should be known to each phone. There should be supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water if necessary. The amount of equipment will vary and be consistent with the venue and the number of children as how long they have been out for. The teacher responsible for the outing must ensure that the settings mobiles are fully charged before leaving the nursery. Children will be required to either hold a rope band when walking to and from places and/or have security tags on whilst on an outing – depending on the type of outing.

The teacher responsible for the outing must take an updated list of children's emergency contact details. A register of which children are on the outing must be left at the setting with a Manager and copy taken with them on the outing.

A minimum of two teachers should accompany children on outings. One of which must be a Paediatric trained staff member, who must take the Outings First Aid box on the outing. Children should be in ratios at all times. (Where possible there should be an extra member of staff / student / volunteer to accompany the group.)

Should a child become missing/ lost during an outing then the settings Lost Child Policy will come into effect.

It is the responsibility of all staff to ensure that they are aware of this policy and its contents within.

Staff should also review the risk assessments to the places they are visiting e.g. Library RA / Park RA etc.

Should a child become ill or injured during an outing then the settings the Major/ Minor Incident Policy will come into effect. It is the responsibility of all staff to ensure that they are aware of this policy and its contents within.

Medicines, Allergies and dietary needs Risk assessments and policies should also be reviewed when going on trips.

If a child falls when outside or is at risk from falling and at risk to themselves or other children during the trip – then the staff member who intervenes to prevent this should enter a physical intervention log for that child immediately when they return to the setting and discuss this with the parent upon collection.