

Supervision of children on outings and visits

Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. 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

- Thorney Island Nursery asks parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. This general consent details the venues used for daily activities.
- Thorney Island Nursery always ask parents to sign specific consent forms before major outings; and a risk assessment is carried out before the outing takes place.
- All outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children
- Named children are assigned to individual staff member 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.
- Outings are recorded in an outings record book kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- Thorney Island Nursery 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, 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. Parents must 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.

School Walks

We provide Breakfast and After School Club for children that attend Thorney Island Nursery. To offer this service, we walk the children from Nursery to School in the morning and collect them from School in the afternoon.

Staff who walk with the children take a mini first aid kit, hi-vis jackets and a register. Staff and Children must wear hi-vis jackets when walking to and from school.

In the morning, adults will walk children to school at 8.40am ready to start their school day.

In the afternoon, adults wait in the school playground, moving from class to class, to collect the children.

Children are encouraged to walk responsibly and are reminded of road safety.

Our route to and from school is risk assessed and updated accordingly.

After School Activities

The School offer a range of After School Activities per year group that the children are encouraged to attend.

We are not able to offer a separate pick up for children that attend these clubs. Because we work to ratio in the evening, we are unable to release staff to complete a second pick up.

Parents have expressed that they are happy for their children to walk to Nursery after their clubs if the setting is in agreement. For safety reasons, our requirements for this are that;

- Children must be in Year Groups 3 – 6
- Children must wear a hi-vis jacket when walking to Nursery
- Parents must provide written consent that they are happy for their children to walk back to nursery unsupervised and that the children are the responsibility of their parents until they reach the setting
- Parents must provide the Nursery with details of which days/activities the children are attending and the finishing time of that activity.

We are happy for younger children to attend clubs, but parents must find a suitable way to ensure the children are collected and delivered to nursery safely.

This policy was adopted at a meeting of:

Thorney Island Nursery

Held on:

January 2019

Date to be reviewed:

January 2020

Signed on behalf of the provider

Laura Gladman (original signed)

Name of signatory:

Laura Gladman

Role of signatory:

Manager