



SHANKLEA EYFS

Outings and Visits Policy and Procedures

Policy Control Details			
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Approved for issue by:	Gareth Pearson	Signature	Date
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Responsibility for review:	EYFS Manager		

Supervision of Children on Outings and Visits Policy and Procedures

Policy Statement

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

Procedures

- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- There will be at least one member of staff with current First Aid qualifications.
- 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 children.
- The main school office will have been informed at least 24 hours in advance of an outing so that the following details can be recorded on EVOLVE
 - The leader or person in charge
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Estimated arrival time and actual arrival time
 - Estimated return time and actual return time.
- Staff will take a mobile phone on outings, and supplies of tissues, wipes, spare clothing etc as well as a 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.
- Staff take a list of children with them with contact numbers of parents/carers.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Children going on an outing will have been spoken to and made aware of the importance of staying with and holding the hand of the adult looking after them on the outing. They will be informed of any potential risks ie staying on the pavement, before and during the outing.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings
- In the event of a child going missing refer to our Lost/Missing Child Policy.
- Any accidents or incidents will be reported to the main school on return. Where the accident is of a more serious nature and a child or adult needs to be taken to the hospital then the parents/carers or next of kin will be informed. If the venue for the outing has person/s responsible for first aid then their assistance will be sought. The member of staff assigned to the child or one of the Nursery leaders to accompany the child to hospital.
- The remainder of the staff and children will remain at the venue until a senior member of staff from the main school arrives at the venue to assist with the return to the setting.
- Staff will remain calm and reassure the children.
- Details of the accident will be recorded.