

## Supervision of children on Outings and Visits

### Policy statement

Denmead Day Care recognises the importance of trips and outings for children in providing new and enhanced experiences linked to the EYFS curriculum. While undertaking trips and outings, we always recognise the need for safety. We regularly make trips to the Green Meadows Care Home in Denmead, and to the play park close to the setting, but we do occasionally venture further out to visit local sites such as All Saints Church and Waterlooville Library. We ensure that there are procedures in place to keep children safe on outings and all staff are aware of the procedures. Volunteers, supply staff and students who come in to help will be made aware also.

### Procedures

#### Day Trips Out

- Parent registration forms will have a permission section to ask if it is ok for the staff of DDC Nursery and Preschool to take the children out as part of the daily activities of the setting. Children will not leave the setting without parents being informed prior to the trip. Parents have the right to rescind permission at any time.
- Visual risk assessments are carried out for each venue in the GOING OUT BOOK. In the GOING OUT BOOK we record the place we visit, the children and staff present and what the visual risk are.
- If there is a major outing planned parents will sign a consent form to say it is ok for their child/children to go.
- All children wear visibility jackets when they go out.
- Staff will carry with them a mobile phone, and a kit bag containing a first aid kit, tissues, wipes, spare nappies and clothes, gloves and plastic bags etc; they will also carry a copy of the register, snack and water. The amount of equipment will vary depending on how long the children go out for, the type of venue and how many children there are.
- Babies are kept in buggies that have a five point harness. Reins are used on children who are walking but have no road sense. All little ones wear hi-viz jackets.
- There is possibility we will be able to hire a mini bus- the driver will have MiDas training, appropriate insurance, car seats will be used for children and parents will be told in advance of use. No child will ever be left unattended in a vehicle. Safety will always be maintained when children are entering and exiting a vehicle.
- A minimum of two staff should accompany children on an outing and two should stay behind with the rest. Quite often we will have volunteers that might come out to help us. They are not left alone with the children.

- All of our staff are required to complete their 12 hour Paediatric First Aid training, so there will be at least two members of staff who have this qualification attending the trip. If an incident arises then we will contact parents as soon as possible.
- Adult/Child ratios are adhered to and will be exceeded according to circumstances.
- Essentials records are carried at all times including medical information and emergency contact details.
- Equal Opportunities exist for all children – children with special educational needs, disabilities and / or cultural requirements will be included, and adjustments will be made where necessary to ensure inclusion.

This policy was reviewed on 17 September 2011

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