



SAFEGUARDING CHILDREN OUTINGS AND VISITS POLICY

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. Some settings do not have direct access to outdoor provision on their premises and will need to take children out daily. Staff in our setting ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

PROCEDURES

- Parents sign a general consent on registration for their children to be taken out as a part of an extended activity within the local area.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are notified of the outing and are asked to sign a specific consent form.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see on request.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility, and type of venue as well as how it is to be reached.
- Each child is labelled with a sticker stating the name of the setting and the setting's telephone number.
- 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.
- Outings are recorded in an outings record book kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.

A contact box will also be kept containing the address & emergency contact number(s) of parents/carers. These details (if relevant) will be transferred to a contact book for outings, along with the emergency contact numbers of all staff and volunteers attending. The contact book for outings is kept in the main office.



- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants 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.
- 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.
- A minimum of two staff should accompany children on outings of which one will be a qualified level 3 and a minimum of two should remain behind with the rest of the children one of which should also be a level 3.
- There must be one first aider to accompany on outings.

This policy was adopted on: _____

Date to be reviewed: _____

Signed on behalf of Ivy League Nursery: _____

Name of Signatory: _____

Role of Signatory: _____