

**Springboard Sunderland Trust**

**Springboard Nursery**

**Supervision of Children on Outings and Visits**





## Document Control

This is a controlled document. Whilst this document may be printed, the electronic version posted on the Springboard SharePoint intranet is the controlled copy. Any printed copies of this document are not controlled. This document should not be saved onto local or network drives but should always be accessed from SharePoint.

<b>Supervision of Children on Outings and Visits</b>	
Category:	Springboard Nursery
Responsible Person:	Jane Waggott
Accountable Person:	Gemma Dunn
Date of First Issue:	November 2015
Next Review Date:	01/08/2025

## 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 at Springboard Nursery ensures that there are procedures in place which are consistently followed, to keep children safe on outings; all staff, learners and volunteers are aware of and follow the procedures below.

This policy and the subsequent procedures will be reviewed every year or sooner in response to any issues which may arise during an outing.

## Procedures

- Parents sign a general consent on registration for their children to be taken out on planned or unplanned outings as part of certain activities the setting may provide.
- There is a risk assessment carried out for each venue, which is reviewed regularly. They are also carried out before an outing takes place
- Parents are always asked to sign specific consent forms before major outings.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio remains in line with EYFS requirements on all outings. The setting will observe a higher staff: child ratio to ensure the safety and welfare of the children if appropriate.
- Named children are assigned to individual staff to ensure each child is individually supervised, this will 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.
- Staff take the nursery mobile phone on outings.
- Any photography undertaken during an outing will follow the photography and digital imagery policy.
- In the event of a child going missing on an outing staff will follow Missing Child policy and procedures.

## Equipment taken on an outing:

- Supplies of tissues, wipes, underwear etc. as well as a first aid kit, snacks and water.
- Additional equipment for children needing additional support / medical needs – such as inhalers, buggies, rains, medication.
- 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 will take a list of children with them. Contact numbers of parents/carers will also be taken if all staff are on the outing.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff will accompany children on outings and a minimum of two will remain behind with the rest of the children.

This policy was adopted at	Springboard Nursery
Date:	15/08/2021
Date to be reviewed	01/08/2025
Signed by the manager	<i>J Waggott</i>
Signed by the signatory	<i>S Reay</i>
Name of signatory	Steve Reay
Role of signatory	Chief Executive





