**Supervision of children on outings and visits**

**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 sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
* Parents are always asked to sign specific consent forms before major outings. (A major outing is one that cannot be reached on foot from the nursery)
* A risk assessment is carried out before an outing takes place and is relayed to all staff members concerned.
* Our adult to child ratio complies with the EYFS Welfare standards. However, this is also re-assessed before an outing takes place by taking into account: age and stage of development of children as well as staff and child familiarity with the location.
* When on outings, 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.
* Staff take a mobile phone on outings, and supplies of tissues, wipes, spare clothes 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. As well as this staff take the children’s emergency contact and medical details with them on **all** outings.
* Where parents accompany children and staff on outings, staff remain responsible for the children, and accompanying parents are to assist in the stewarding of the entire group rather than just their own child. Parents must not separate from the main group, with their children, during the course of an outing. This policy will be made clear to all parents accompanying outings, and will apply unless specific alternative agreement has been made.

**Out of Nursery Visit**

* **The date and time of outing.**
* **The venue and mode of transport.**
* **Names of staff assigned to named children.**
* **Time of return.**
* **Risk assesment.**

**Signed:**