

1. Safeguarding children

1.6 Supervision of children on outings and visits and Forest School.

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

Local outings (church, woods, school, shop) procedure

1. Check risk assessment
2. Inform children of outing, purpose of outing and safety rules (expectations regarding safe crossing of the road. Not to run ahead and not to touch or eat any plants without prior consent of an adult, to return to adults immediately using 'fe fi fiddle de dee' or if whistle is blown.) If the manager/deputy feels it is not appropriate for a child to attend the outing, for the child's personal safety reasons, the parent will be requested to collect the child. If the outing is a planned event, the manager will discuss personal safety issues with the parents.
3. Check ratio is appropriate for age of children. Minimum ratio of 1:4 for 2.5 yr olds 1:8 for 3 & 4 yr olds. Request assistance from committee parents if necessary (DBS checked). Give consideration to how the group may be split in the event of a child needing the toilet.
4. Remind children to go to the toilet, assisting those that require help
5. Ensure children/adults are wearing appropriate clothing for weather and ground conditions. Fluorescent jackets to be worn by children and group leaders.
6. Check head count complies with register
7. Deputy Manager (or assigned adult) to carry supplies bag (contents: daily register and emergency contact details, first aid kit, baby wipes, tissues, plastic bag and water bottle) mobile phone and camera. Other items as necessary for purpose of visit (e.g purse, bug viewers)
8. Place contact details sign on door.
9. Manager (or lead adult) to go through visual check list and carry whistle.
10. Children/adults leave nursery building and remain under canopy. Supporting adults to place children in pairs for caterpillar, and remind them of safety rules
11. Lock door & nursery gate.
12. Adult at front and rear, other adults to support as necessary (walk alongside or within caterpillar of children)

At destination

1. Head count
2. Remind children of purpose of outing
3. Remind Children of expectations as appropriate.

Return to nursery

1. Head count
2. Supporting adults to place children in pairs for caterpillar, and remind them of safety rules
3. Adult at front and rear, other adults to support as necessary (walk alongside or within caterpillar of children)
4. When in nursery car park assigned adult to go ahead and check nursery is safe to re-enter.
5. Head count as children re-enter the building
6. Change footwear and clothing as necessary
7. Children and adults to wash hands

Emergency Procedure

In the event of emergency children will be escorted to nearest designated place of safety (the nursery or St Michael's School)

Missing Child

- As soon as it is noticed that a child is missing, and to ensure that no other child has gone astray, children will be asked to stand still whilst headcount is carried out.
- One staff member searches the immediate vicinity but does not search beyond that.
- The manager contacts the police and reports the child as missing.
- The manager contacts the parent, who makes their way to the setting or outing venue as agreed with the manager.
- Staff take the remaining children back to the nursery
- Staff keep calm and do not let the other children become anxious or worried.
- The manager will follow directions of the Police.

Accidents and incidents whilst on an outing

Accidents and incidents will be reported in the accident and incident record book upon return to the nursery. The risk assessment will be reviewed and amended if necessary.

Toileting whilst away from the Nursery.

In the event of a child needing toileting facilities, the closest facilities will be used. If there are no facilities a portable potty will be available or children may go to the

toilet outside 'in the bushes'. In this instance the supporting adult will ensure privacy for the child. The Manager will assess the appropriate action according to the individual situation. i.e. it may be appropriate for the whole group to deviate from the itinerary of the outing, or if within a secure environment, it may be appropriate to split the group.

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<u>H Budd</u>		22/08/2017	Manager
Policy Review Date: August 2019			