

Howe Dell Day Care

Supervision of Children on Outings and Visits

Policy adopted in January 2007, to be reviewed May 2026

Aim

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities, which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below. Parents (The term 'parent' implies any person or body with parental responsibility such as foster parent or carer). All off site activity have a clearly identified educational purpose with specific learning and development outcomes.

Procedure

Procedures A daily health and safety check of the outdoor area and equipment is to be carried out before allowing the children to play and any defects are to be removed. Members of staff also need to be aware of appropriate risk assessments not only when travelling to and from outdoor areas but also should be carried out on enhanced provisions. It is vital that the appropriate child: adult ratio is to be maintained at all times.

We ask parents to sign a general consent on our registration form for their child/children to be taken out on local short outings as a part of the daily activities of the setting. We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.

There is a designated lead for each excursion who is clear about their responsibility as designated lead. We assess the risks for each local venue used for daily activities, which is reviewed regularly.

We will always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place. Any written outing risk assessments are made available for parents to see.

We assess the risks for each local venue used for daily activities, which is reviewed regularly. This includes our six and four seated buggy which is used for daily activities.

A minimum of two staff accompanies children on outings. Unless the whole setting is on an outing, a minimum of two staff also remains behind with the rest of the children. One of these members of staff holds an up to date paediatric first aid certificate. Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.

Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.

Outings are recorded in outings record book kept in the setting, stating:

- ✚ The date and time of the outing.
- ✚ The venue and mode of transport used.
- ✚ The names of the staff members assigned to each of the children.
- ✚ The time of return.

Parents are asked to bring their children suitably attired for the weather, i.e. wellingtons and raincoat or sunhat and Sun-cream. On enrolment, parents/carers will give the nursery staff permission to apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.

We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.

Parents who accompany us on outings do so on a voluntary basis where the staff are responsible for all the children. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.

Local Outings

This policy will apply should a Day Care trip be organised to ensure that children are appropriately cared for away from the registered setting. We are committed to ensuring that all children are taken out as regularly as possible. This will be subject to weather conditions and other relevant circumstances i.e. adult/child ratio, the type of activity, the ages and safety of children.

A risk assessment has been carried out to include adult: child ratios, taking into account the nature of the outing. Parents/carers sign the registration form to give consent for their child/ren to be taken off the premises for a non-motorised outing.

To ensure that children are appropriately always cared for, the following must be adhered to when off the premises. The following things should be discussed the manager before any trips take place.

An outings form is to be completed stating

- ✚ The names of the practitioners and children who are going on the trip
- ✚ The destination of the visit
- ✚ Emergency phone numbers for the children the setting mobile number (should the need for them to be contacted arise).
- ✚

The following things should be taken on all trips away from Day Care

- ✚ A mobile phone on outings for emergency use only
- ✚ A list of all children and staff including contact information, medical conditions will be considered.
- ✚ A suitably stocked First Aid box should be taken on all trips.
- ✚ Wet wipes, tissues, toilet roll
- ✚ Spare clothes/nappies
- ✚ Drinks (particularly in hot weather)
- ✚ Bags for any rubbish
- ✚ Emergency contact forms
- ✚ Any medication needed for children i.e. inhalers It is expected that children will arrive at nursery dressed appropriately for the weather. Sunhats/sun-cream should be taken out on all summer trips (provided by parents) ensuring the safety of children.

Emergency Procedure for accidents in the event of an accident staff will

- ✚ Administer first aid if it is required whilst ensuring that the remaining children are supervised, and ratios are maintained.
- ✚ Call an ambulance if one is required.
- ✚ Inform personnel at the venue if applicable.
- ✚ Inform the manager or supervisor about the accident.
- ✚ Contact the parents /carer or emergency contact.
- ✚ Ensure that if the parent is unavailable a member of staff will accompany the child in the ambulance should this be necessary.
- ✚ Make arrangements for the remainder of the group, depending on the circumstances of the emergency.
- ✚ A record of the accident/ incident will be completed.
- ✚ In the case of any serious accident /injury Ofsted and RIDDOR will be informed.

Howe Dell Day Care wants to ensure that children have access to outdoor play every day, all year round. We want to ensure that children are provided with appropriate clothing to allow them to play all year round, sun hats and sun creams are to be provided during the summer period. It is imperative that we ensure that Equality of opportunity outside is cover by ensuring that all children have the ability or support to play and explore in the outdoor area.



All children will have access to outdoor play regardless of gender, special needs, race and home or cultural background. We have respect for cultural issues, example, some children may need to remain fully clothed even when the paddling pool is available.