



8.3 SUPERVISING 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. Children at Meadow Nursery School have the opportunity to visit Walter Infant School Foundation Unit as part of our transition programme. 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 as laid out 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.
- This general consent details the venues used for daily activities.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio for visits to Walter is 1 adult to 8 children. Another member of staff escorts the group to the gate and helps collect the children from the gate on their return.
- Named children are assigned to individual staff 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 an 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.

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- The time of return.

- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, and an appropriate first aid kit, 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 will take a medication form with them for any children that require medication during the outing. This form will be completed, detailing dosages given whilst out. The form will be signed by parents on return to nursery.
- Staff take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

Other useful Pre-school Learning Alliance publications

Daily Register and Outings Record (2012)

Managing Risk (2009)

This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee	
Held on	31 st March 2014
Policy reviewed	September 2025
Date to be reviewed	September 2027
Signed by Chair	
Name	Sam Foster-Kennedy
Signed by Nursery Manager	
Name	Debbie Hill

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