

# VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

## Care of Children on Outings and Visits

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.

We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting. We assess the risks for each local venue used for daily activities, which is reviewed regularly. We 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.

To ensure that children are always kept safe on outings, the outing is assessed for risks and hazards which could arise and steps are identified to remove, minimise and manage any risks or hazards. Our adult to child ratio is high but a minimum of two staff accompany children on outings and required adult to child ratios always adhered to. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children also adhering to the required ratios. 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. Parents who accompany us on outings are responsible for their own child only. 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.

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.
- The time of return.

Suitable transport is arranged for the outing with appropriate insurance.

We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini 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.

We 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 accident forms and a copy of our Missing Child Policy.