



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 ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Children under the age of two do not go on any outings.
- Prior to the field trip, risk assessment must be carried out by the Centre's management.
- The personnel of the place to be visited must be informed of the approximate number of children and adults arriving and inquire about any information regarding the safety during the visit.
- The ratio of adult to child on a field trip is 1:4.
- Parents/Volunteers must register with the Centre's office prior to the field trip to receive instructions on safety procedures.
- Only staff members are allowed to accompany the child to the bathroom. Parent volunteers are only allowed to take their own child.
- The First Aid kit must be carried by the First Aid/CPR certified staff member.
- No child is allowed to participate in the field trip without written parental consent.
- Complete lists of participating children have to be kept in the administration for record.
- The consent forms should be kept, for record, in the child's file.
- The teacher is responsible for carrying "The classroom emergency kit", and it is her responsibility to keep it up to date.



- All teachers must carry with them mobile phones with the contact number of the security office of the place being visited.
- All children must wear the Centre's uniform for easy identification.
- All staff, inclusive of volunteers and all children must have their identification card on at all times during the field trip.
- All children are counted prior to leaving the Centre and several times during the field trip.
- Children not participating in the field trip have to be placed in another classroom. The teacher has to be informed in advance and present "Non-participating Child" form, stating the child's name and relevant information including the persons who are allowed to collect the child.

The following are the procedures to be undertaken if a child is found missing during a field trip:

1. If a child is found missing, immediately all other children are rounded up and headcount taken to establish that no other child has gone missing.
 2. The security office will be contacted to enforce close down of all the exits to ensure that the child does not leave the premises and to request for further assistance in finding the child.
 3. Two members of the staff will search for the child.
 4. The rest of the children will remain under the supervision of remaining staff, which will provide a photograph and other details of the child to the arriving security personnel.
 5. If the child is not found within 10 minutes the police will be alerted by dialing 999 and then the parents immediately thereafter.
 6. Once the police arrive, the rest of the children will be transported back to the nursery while two members of the staff remain to provide assistance to the police and parents.
- Policy will be reviewed annually