

OUTINGS POLICY

INTRODUCTION

Children benefit from being taken out of the Daisies Montessori Nursery School to go on walks around the local area 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 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.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Staff take a mobile phone on outings and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, 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 take a list of children with them with contact numbers of parents/carers as well as some accident forms and a copy of our Missing Child Policy.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- 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.