

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Outings Policy and Procedures

Policy statement

Noah's Ark Day Nursery recognises that trips and outings create enhanced experiences for our children and can play an important part of their learning. We recognise the need to ensure the safety of everybody who participates on our outings.

Policy and Procedures for outings

Noah's Ark Day Nursery is committed to carry out the following procedures for any outing:

- A risk assessment is carried out before an outing takes place.
- Parents sign a general consent form on registration for their child to be taken out as part of the daily activities of the setting. Parents are required to sign separate consent forms before major outings.
- Full details of outings to be provided to parents/carers.
- Staff: child ratios will always be maintained and exceeded if deemed necessary in the risk assessment.
- A first aider holding a current paediatric first aid certificate will always be present.
- There will be access to a mobile phone to all staff.
- Roads will only be crossed where necessary. If a road must be crossed, one member of staff will control the traffic, allowing the children and other adults to cross safely.
- Children are assigned to individual staff to ensure each child is individually supervised. This is to ensure no child gets lost and that there is no unauthorised access to children.
- The whole group will always stay together and walk at the pace of slower children.
- Younger children will always hold an adults hand when walking to and from the Pre-School. Older children will walk in twos in front of their assigned adult
- When arriving at the destination a headcount will take place. This procedure will be regularly carried out throughout the outing and upon safe arrival back at the Pre-School.
- In case of an accident, where possible, the whole party will return to the setting.
- If a child is found to be missing during the outing, we will follow the guidelines set out in our missing child procedures.

Transportation

When planning a trip using vehicles, records of driving licences, MOT certificates and business use insurance are checked.

- All drivers and escorts to be DBS checked.
- Harnesses, seatbelts and booster seats are fitted where required.
- The maximum seating will not be exceeded.

- No children will be left unattended in any vehicle.

The following will be taken on all outings:

- Mobile phone
- First aid kit
- Children's emergency contact details including medical conditions and needs.
- Staff emergency Contact details
- Copies of relevant policies and procedures
- Daily register
- Accident/Incident Log
- Spare clothes (if required)
- Medication (if required)
- All adults and children will wear hi-viz vests, allowing them to be easily identified and visible to traffic.

This policy was adopted by

Noah's Ark Day Nursery

On

11/06/2017

Date to be reviewed

11/06/2018

Signed on behalf of the provider

Name of signatory

Angela Martin

Role of signatory (e.g. chair, director or owner)

Director/Manager