



## All Saints Nursery School

# Supervision of Children on Outings and Trips Policy

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# Supervision of Children on Outings and Trips Policy

## All Saints Nursery School

Children benefit from being taken out of the setting to go to the vicarage garden/orchard or explore the natural environment of the church yard for activities which enhance their learning experiences. They also benefit from the opportunity to visit features of the local environment for example the beach, castle, local shops. Staff at All Saints Nursery School 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. (Churchyard, main hall, field, vicarage garden)

There is a risk assessment for each venue carried out, which is reviewed regularly.

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 on the notice board before an outing
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure 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 outing.
  - The venue
  - Names of staff assigned to named children.
  - Time of return.
  - Essential records and equipment taken on outing
  - A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
  - We do not transport children in staff vehicles.
  - We make parents aware that they are responsible for transporting their children to and from the outing venue and once they are registered at the venue we assume responsibility.

### Child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.

- The manager is contacted immediately, and the incident is reported.
- The manager contacts the police and reports the child as missing.
- The manager contacts the parent, who makes their way to the setting or outing venue as agreed with the setting leader. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.
- Staff take the remaining children back to the setting if possible or contact parents to collect them from the venue
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The manager contacts the chairperson and reports the incident. The chairperson, with the management committee, carries out an investigation and may come to the setting immediately.
- The manager, or designated staff member may be advised by the police to stay at the venue until they arrive.

### **The investigation**

- Staff keep calm and do not let the other children become anxious or worried.
- The manager together with the chairperson or representative from the management committee or owner, speaks with the parent(s).
- The chairperson and Trustees, carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
  - The date and time of the report.
  - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
  - When the child was last seen in the group/outing.
  - What has taken place in the group or outing since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Services may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.