

Policy/Procedure title	APN018 Supervising Children on Outings and Visits	
Review cycle (*Please specify)	Triennial	
Responsible department	Science & Public Sector Services – Applewood Nursery	
Procedure *owner (*Overall responsibility)	Head of Faculty – Science & Public Sector Services	
Responsible *person (if different to above) *responsibility for communicating changes and staff training where appropriate	Nursery Manager	
Types of provision this procedure applies to: (delete as appropriate)	Support Department	
Revision record		
Rev. no.	Date of issue	Details and purpose of revision:
0	October 2020	New procedure
1	October 2022	Review
2	February 2026	Review

Equality impact assessment

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

Date:	Action and monitoring:
20.2.26	Update and review

EDI Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

Contents

1	Policy Statement	3
2	Procedures for Daily Outing	3
	Appendix 1 – Applewood Nursery Outing Checklist.....	5

1 Policy Statement

Children benefit from being taken out of the setting to go on visits or trips to local parks, the local town or other suitable venues. All outings will enhance the children's learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below. Any major trips will be planned as outlined in the procedure.

2 Procedures for Daily Outing

- 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 could include the following: the library, the park, feeding the ducks, into King's Lynn Town centre, visiting close schools, and other places in the community which are only a small walk away.
- Parents will not necessarily be notified of a daily outing in the morning when the children have been dropped off, however we will endeavour to inform parents on collection.
- Parents are always asked to sign specific consent forms before major outings (different to daily outing), which would be planned in advanced. Specific risk assessments would be undertaken for major trips, records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover. Information regarding the trip will be given to parents prior to the trip.
- Applewood Nursery complete a risk assessment for all local outings.
- All staff who are attending the daily outing will read the risk assessment before leaving Applewood Nursery or have copies and have read risk assessments for any major trips.
- The lead staff member will fill out the Applewood Nursery Outings Check List Appendix 1
- All outings are recorded on the check list which includes the following:
 - Venue
 - Date
 - Time left, time due back and time arrived back
 - Name of appointed leader or responsible person
 - Reason or learning outcome from outing
 - Staff attending, students attending, children attending (their next of kin and tele numbers) and confirmation children have returned
 - Name of first aiders on outing
 - Ensure nursery phone taken
 - Appropriate medication taken
 - Spare clothes taken
 - Spare nappies or wipes
 - A first aid kit is taken and checked before the outing
 - All adults have read the outing risk assessments
 - Subgroups named for adults and children
 - Ensure all children have permission to attend outing or trip
 - Food and water taken – if appropriate

- Once the form is complete, this must be photocopied and sent to finance, so they have a copy of the child's next of kin. Please send it to Groups-Support-Finance@cwa.ac.uk
- According to the Check List there must be 1 level 3 member of staff and half of all other staff members are level 2 qualified.
- Our adult to child ratio is one adult to three children for children who are three years or older, depending on their capability and type of venue. For children two year old and younger the child ratio is one adult to two children, again depending on their capability and type of venue.
- Named children are assigned to individual staff in subgroups to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Appendix 1 – Applewood Nursery Outing Checklist

Venue	Date
-------	------

Time Left	Time Due Back	Time Arrived Back
Room Group(s)		
Appointed Leader / Responsible person		
Reason / Learning / Development Objective for Outing		

Staff and Students Attending	Children attending & do all children have permission to do so?	Next of Kin for Children (Name & tel)	Leader to tick by child's name confirming return

Have you got with you:

	Details:	Tick if agreed
Qualified PFA First Aider(s) name		
Mobile Phone		
Appropriate medication if needed		
Spare change of clothing		
Spare nappies/wipes		
First Aid Kit (checked)		
Have all adults read the Outing Risk Assessment?		
Does each staff member know which children will be in their subgroup?		
Food and water?		
All children had sun cream applied (if applicable)		