



Bearwood College
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NURSERY - WALKS AND TRIPS POLICY

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

NURSERY – WALKS AND TRIPS POLICY

At all times, staff:children ratios are maintained within the Nursery, in accordance with national regulations.

Regular headcounts are essential for the proper control of a group. These are especially important:

- when leaving the building
- when the group may be separated
- on the return into Nursery
- when getting off or onto transport

All staff when working in a room are responsible for knowing how many children they have in that room and being aware of children entering and leaving the building, so that they may accurately undertake a named headcount.

A risk assessment must be completed for any trip that takes children off Bearwood College grounds and these are to include a reduced ratio for the children.

When staff take children outside the fenced area of the Nursery, a mobile phone is always carried for communication alongside a first aid kit and a list of children's names is left with the Nursery management team.

Lost Children

Within the Nursery grounds and building, exits are kept securely fastened, children are not left outside the sight or hearing of a member of staff and all visitors are accompanied by staff members at all times. A minimum of two members of staff must be outside with a group of children at any time.

In the event of a child going missing whilst outside Nursery grounds, the Nursery Manager or Administrator will be phoned and immediately be available to take part in a search.

If the child is not found within 10 minutes the Master at Arms of Bearwood College (Head of College security) will be informed, to assemble a search party.

Parents/carers will be informed of the situation, usually by telephone. If the child is not found within 30 minutes, the police will be informed. At this point the police will advise as to the procedures they wish to invoke.

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