

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Children must be kept safe while on outings.



8.3 Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences, teaching them about their wider environment. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting.
- We assess the risks for each local venue, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Our owner/manager and all staff taking part in the outing sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed (when applicable) i.e., child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility, and the type of venue, as well as how it is to be reached.
- A minimum of two staff accompanies children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Named children are assigned to individual staff member to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road. Roads are crossed at designated pedestrian crossings.

- Parents who accompany us on outings are never left with the children unsupervised. The children's parents sign consent on the Registration Form acknowledging that the adult with whom they are allocated on an outing may be a volunteer rather than a member of staff.
- Outings are recorded in an outings record book kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- We take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, 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. We apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We take a list of children with us with contact numbers of parents/carers, as well as an accident book.
- In the event of a pandemic outings for the 2–5-year-old children will be suspended until it is deemed safe to resume. Children will still have access to outdoor play and learning opportunities as normal, as long as social distancing measures are encouraged. This will be done with the acknowledgement that young children play in close proximity to each other during play however strict hygiene rules will be followed at all times. Children aged 0-2 years will still be taken for walks in pushchairs by practitioners, adhering to social distancing at all times and following strict hygiene rules.

This policy was adopted by	Jolly Tots Preschool Nursery	<i>(provider)</i>
on	1 st September 2025	<i>(date)</i>
Date to be reviewed	September 2026	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Lee Davison	
Role of signatory (e.g., Chair, director, or owner)	Manager	

Other useful Pre-school Learning Alliance publications

- Daily Register and Outings Record (2015)
- Managing Risk (2009)