Safeguarding children

3.7 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 and offer them 'Cultural Capital' opportunities. 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.

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.
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.
Our adult to child ratio is high, normally one adult to three children, depending on their age, sensibility and type of venue as well as how it is to be reached.
At least one accompanying member of staff must have a valid first aid certificate.
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.
Any transport must be adequately insured.

Outings are recorded on the register kept in the setting stating:

- The date and time of outing.
- The venue and mode of transport.
- Time of return.

Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
Staff take a list of children with them with contact numbers of parents/carers.

Reviewed on: 25th October 2026