



Health and safety

1.06 Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of their setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. The manager/deputy manager ensures that there are procedures to keep children safe on outings; all practitioners 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 safeguarding lead for each excursion who is clear about their responsibility as designated safeguarding lead.
- Parents are informed of an outing and staff check that consent forms on children's registration were signed.
- A risk assessment on the venue/location whether verbal or written is always carried out before an outing takes place as well as how it is to be reached.
- For individual children with allergies or other specific needs a risk assessment on the venue/location whether verbal or written is always carried out before an outing takes place as well as how it is to be reached.
- The manager and staff taking part in the outing sign off every risk assessment.
- All venue/location risk assessments, if it is helpful to have a written assessment, are available for parents to see.
- Parents are asked to give permission for short outings on the child's registration form.

- Parents are always asked to sign specific consent forms before major outings.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Our adult to child ratio is high, normally one adult to three children; however, this is dependent upon their age, awareness and type of venue to be visited as well as how it is to be reached.
- A minimum of two staff accompany 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.
- There is an identified lead person for outings. The lead is the last to leave the venue and conducts a safety sweep before, during and after any outings.
- On a whole setting outing, named children are assigned to individual practitioners to make sure each child is well supervised, to ensure 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.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Outings are recorded on the daily planning sheet stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - The names of the children who are going on the outing and if it is a group outing the names of practitioners assigned to named children.
 - Time of return.
- Practitioners take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing, nappies, sun cream, medicines required for individual children, sick bucket if travelling on a coach as well as mini first aid packs, snacks and water. The amount of equipment will vary and will 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.
- On major and minor outings, all children wear a bright reflective tabard with 'Jack and Jill Nursery' printed on the back.
- On major outings practitioners take with them a list of emergency contact telephone numbers for all children on the outing as well as an accident book and a copy of our missing child policy.
- If commercial transport is not used, records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that child safety seats are used as appropriate to the age of the child.
- As a precaution, we ensure that children do not eat when travelling in vehicles.

- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- Thorough hand washing must be completed by all children and staff when returning to the setting.

Risk assessment

- A risk assessment is completed prior to the outing and agreed by the setting manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.
- Large outings venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove/minimise risks.

This policy was updated on 23rd July 2025 by Susannah Townley, Manager.

This policy is due to be reviewed on the 23rd July 2026