



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

### 8.3 Supervision of children on outings and visits

#### Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences.

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

- 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.
- For larger trips we ask for consent via email before the trip, the email has a risk assessment attached.
- We assess the risks for each local venue used for daily activities, which is reviewed regularly.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two/three children, depending on their age, sensibility and the type of venue, as well as how it is to be reached. On small outings such as going to the bowling green, we may adjust those ratios depending on the number and age of the children taking part. The children's safety is always our major consideration when planning an outing.
- 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.

- 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 on major outings.
- 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.
- 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 ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child, if those are available.
- As a precaution, we ensure that children do not eat when travelling in vehicles.

This policy  
was adopted  
by:

on:

Date to be reviewed:

Signed on behalf of  
the provider:

Name of signatory:

Role of signatory (chair or secretary of the committee)