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

Children must be kept safe while on outings.

4.3 Supervision of children on outings and visits

Policy statement

Children benefit from carefully planned visits and trips to local parks and other suitable venues that enhance their learning experiences. We ensure that children are kept safe on outings by following the current Early Years Foundation Stage statutory safeguarding and welfare requirements, our safeguarding and attendance procedures, and all risk-assessed outing arrangements. All staff, students and volunteers involved in outings are made aware of these procedures and must follow them.

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. This general consent details the venues used for daily activities.
- We assess the risks for each venue, route and mode of transport before use, including safeguarding, lost child, medical, toileting, weather, traffic, water, animals and public-contact risks. Risk assessments are reviewed regularly and whenever circumstances, guidance or a child's needs change.
- We obtain written parental consent before major outings. For regular local outings covered by general consent, parents are informed of the types of venues used, typical arrangements, and how they will be notified of any significant changes.
- Our manager and all staff taking part in the outing sign off every risk assessment.
- Children with allergies, medical conditions, disabilities or other specific needs have an individual risk assessment and, where applicable, a care plan, required medication and trained staff support in place before the outing.
- 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.
- Staffing levels for each outing are decided through risk assessment and must meet or exceed the statutory staff:child ratio requirements. Ratios are increased where needed because of children's age, stage of development, individual needs, the venue, the route, transport arrangements or any identified hazards.
- A minimum of two suitable adults accompanies children on outings unless a written risk assessment demonstrates that alternative arrangements are safe and appropriate. Unless the whole setting is on an outing, sufficient staff remain on the premises to meet statutory ratios and safeguarding requirements for the children who stay behind.
- Named children are assigned to individual staff members so that each child is directly supervised, no child goes astray, and there is no unauthorised access to children. Staff carry out frequent head counts, including before departure, on arrival, when moving between locations, before returning, and on return to

the setting. Children use walking rings, reins or other agreed safety measures where risk assessment shows these are required.

- Parents who accompany us on outings are responsible for their own child only. Volunteers, students or parents are only included in ratios where they meet the setting's safer recruitment, suitability, supervision and qualification requirements, including any required paediatric first aid certificate. From 1 September 2026, staff and volunteers undertaking regulated activity must meet the applicable statutory checking requirements.
- Outings are recorded in 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 all children attending and the adults accompanying them.
  - The names of the staff members assigned to each of the children.
  - The time of return.
  - Any incidents, accidents, delays, changes to arrangements, absences or safeguarding concerns arising during the outing, and the action taken.
- We take a charged mobile phone on outings, as well as tissues, wipes, spare clothing and nappies, required medicines, individual care plans where applicable, a suitably stocked first aid kit, snacks and water. Equipment is matched to the venue, duration, number of children, weather and risk assessment. We apply sun cream where needed and ensure children are dressed appropriately for the outing and weather conditions.
- We take an up-to-date list of children, parent/carer contact details, more than two emergency contacts where available, relevant medical information, an accident record form, and a copy of our Missing Child Policy and emergency procedures.
- We provide children with high-visibility vests or other agreed identification that shows the setting name and telephone number, but not the child's name.
- Records are kept of vehicles used to transport children, including named drivers, valid driving licences, roadworthiness, MOT where required, tax, appropriate insurance cover and any relevant risk assessment.
- We ensure that seat belts are worn while travelling in vehicles and that child car seats, booster seats or restraints are used in line with current legal requirements and the child's age, height, weight and individual needs.
- 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.
- If a child is absent, unaccounted for, delayed or cannot be collected as expected during an outing, staff follow the setting's attendance, missing child, safeguarding and emergency contact procedures immediately and record all actions taken.

Legislative review note: This policy has been reviewed against the current Early Years Foundation Stage statutory framework for group and school-based providers in England, including safeguarding and welfare updates effective from 1 September 2025 and published updates for 1 September 2026. The setting will review this policy again whenever statutory guidance, local safeguarding procedures or transport law changes.

This policy was adopted by	Stowey Bears Preschool	*(name of provider)*
On		*(date)*
Date to be reviewed	Reviewed annually and when statutory guidance changes	*(date)*
Signed on behalf of the provider	*Rachel Penny*	

Name of signatory	Julia Jameson
Role of signatory (e.g. chair, director or owner)	Chairperson

Other useful Pre-school Learning Alliance publications

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