Supervision of Children on Outings and Visits Policy

Policy Statement

Bradpole Preschool ensures that procedures are in place to keep children safe on any outings. All staff and volunteers are aware of and follow the procedures outlined below.

Procedures

• A risk assessment is completed before each outing takes place and takes into account the venue, transport arrangements, weather conditions, staffing levels, and the individual needs of the children attending.
• Parents/carers are always asked to sign a specific consent form before major outings or trips; these forms are retained in line with our retention of documents policy guidelines.
• All venue risk assessments are available for parents/carers to view on request.
• 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. With SEND children we tend to stick to one to one.
• Named children are assigned to individual staff members to ensure that each child is appropriately supervised, that no child goes missing, and that there is no unauthorised access to children.
• The preschool lead will take a mobile phone on outings, together with tissues, wipes, spare clothing, nappies, any required medication, a mini first aid kit, snacks, and drinking water. The equipment taken will vary according to the venue, the number of children attending, and the duration of the outing.
• The preschool lead will take a list of children attending, including emergency contact details, relevant medical information, accident record forms, and a copy of the Missing Child Policy.
• Children will not be transported in staff members' private vehicles.
• Suitable staffing arrangements will be maintained both on the outing and within the setting to ensure children are supervised safely and EYFS ratios are met at all times.
• Regular headcounts are carried out throughout the outing, particularly when leaving or arriving at a venue and during transitions between locations.
• A register for all the preschool children attending the outing is taken on arrival and when they leave, this register is dual controlled, usually by the preschool leads or a lead and a deputy.

Legal Framework

• Children Act 1989
• Children Act 2004
• Early Years Foundation Stage (EYFS) Statutory Framework

Further Guidance

• Health and Safety Executive (HSE) – School Trips and Outdoor Learning Activities Guidance
• Department for Education – Health and Safety on Educational Visits

This policy was adopted by the Bradpole Preschool Committee
During the Autumn Term 2026
Date to be reviewed Autumn Term 2027