

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

## Supervision of children on outings and visits

### **Policy statement**

Outings and visits enrich children's learning and provide meaningful opportunities to engage with the local community. The safety and wellbeing of children on any outing is paramount. This policy ensures that all outings are carefully planned, risk assessed, adequately supervised and fully compliant with statutory requirements and Ofsted expectations.

All staff, students, and volunteers involved in outings must follow this policy without exception.

### **Procedures**

#### **Purpose and Planning**

- Every outing must have a clear educational purpose, linked to the curriculum and identified learning outcomes.
- A Designated Visit Leader (DVL) is appointed for each outing. They are responsible for planning the visit, completing risk assessments, coordinating staff, and ensuring safety throughout.
- Outings with higher-risk elements (water proximity, transport, public events, animals) require enhanced assessments and additional approval from the Manager or DSL.

#### **Parental Consent**

- Parents/carers sign a specific outing consent form for each trip that leaves the immediate local area.
- The DVL ensures parents are fully informed about:
  - Location
  - Purpose
  - Travel method
  - Timings
  - Clothing/weather requirements

#### **Risk Assessment Requirements**

- All outings have a written risk assessment approved by the Manager before the outing takes place.
- Risk assessments include:
  - Environmental hazards
  - Individual children's needs (SEND, allergies, medical needs)
  - Staffing requirements and supervision plan
  - Emergency procedures
  - Toileting arrangements

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- Children with additional needs (e.g., allergies, SEND, medical conditions, EAL) have individual risk assessments where required.
- Dynamic risk assessment is conducted continuously during the outing, and the outing will be stopped if safety concerns arise at any point.

### **Ratios and Supervision**

- Minimum ratio: 1 adult to 4 children, but higher ratios are applied following the risk assessment.
- A minimum of two staff attend every outing, regardless of group size.
- If part of the group remains at the setting, at least two staff must remain onsite.
- Named children are allocated to individual staff ("key supervision groups").
- Staff maintain constant visual supervision and regularly count their group, including:
  - On arrival
  - Departure
  - Before and after crossing roads
  - During transitions (toilets, play areas, lunch areas)
- Staff ensure children hold hands or walk with safety ropes where appropriate.

### **Use of Parents and Volunteers**

- Parents attending an outing supervise their own child only, unless they have been fully vetted (DBS & reference checks) and inducted as volunteers.
- Vetted volunteers may be counted in ratios but must follow staff instructions and safeguarding requirements.
- Volunteers are never left alone with children who are not their own.

### **Outings Register and Documentation**

- The following are taken on all outings:
  - Up-to-date register
  - List of children with emergency contact numbers
  - Medical/allergy information and required medication
  - Copy of the outing risk assessment
  - Missing Child Policy
  - Accident/incident forms
  - Staff emergency contact details
  - First aid kit (mini or full, based on outing)
  - Mobile phone (fully charged)
- Outings are recorded in the Outings Record Book with:
  - Date and time
  - Venue
  - Adult-to-child ratio

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- Names of staff and volunteers and their allocated children
- Mode of transport
- Departure and return times
- Any incidents or adjustments on the day

### **Equipment and Supplies**

- Depending on the outing, staff take:
- Tissues, wipes, nappies, spare clothing
- Plastic bags / bucket for sickness
- Water and appropriate snacks
- Medicines for individual children (administered following Medicines Policy)
- Sun hats, coats, weather protection
- High visibility vests with setting name and phone number (no child names)

### **Clothing and Weather Safety**

- Parents are reminded to apply sunscreen before arrival where needed and to send a named sunscreen for reapplication.
- Children must come with weather-appropriate clothing (coats, hats, gloves, wellies, sunhats, etc.).
- Outings may be cancelled or shortened if weather conditions make them unsafe.

### **Road Safety and Public Spaces**

- Staff model safe road crossing behaviour, using pedestrian crossings wherever possible.
- Children walking near roads must hold hands or use an approved walking rope.
- Staff position themselves strategically to ensure full visibility and prevent straying.
- Staff remain vigilant about:
- Dogs and other animals
- Crowded public areas
- Water hazards (extra staff required)
- Public toilets (staff check first and children use as a group)

### **Transport and Vehicles**

- If using staff or contracted vehicles:
- All vehicles are recorded and checked for:
- Insurance (business use where applicable)
- MOT
- Roadworthiness
- Only named, approved drivers transport children.
- Staff supervise children inside all vehicles—drivers are not included in ratios.
- Children must use appropriate:

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- Car seats
- Booster seats
- Seat belts
- Children must not eat in vehicles due to choking risk.
- Contracted drivers:
  - Must be from reputable companies
  - Must never have unsupervised access to children
  - Must meet all safeguarding and DBS compliance checks required by the LA

### **Toileting Procedures**

- Staff accompany children to toilets in pairs where possible.
- Staff check toilets before children enter.
- If a child requires intimate care, this follows the **Intimate Care Policy**.

### **Emergencies on Outings**

- The DVL leads the response in any emergency.
- Emergency procedures include:
  - Contacting the setting immediately
  - Not leaving the group unattended
  - Following the Missing Child Policy if a child cannot be located
  - Calling 999 for:
    - Serious injury
    - Missing child
    - Threatening or dangerous behaviour
    - Unsafe environment
  - All incidents are logged upon return and reported to Ofsted where required (e.g., serious injury, lost child).

### **When an Outing Must Be Cancelled**

- An outing will not proceed if:
  - Staffing levels are unsafe
  - Weather conditions pose a risk
  - Venue becomes unsuitable
  - Safety concerns arise from the dynamic risk assessment
  - The Manager/DSL withdraws approval
  - Transport issues compromise safety

### **Further Guidance and Legal References**

- EYFS Statutory Framework 2024/25
- Health and Safety at Work Act 1974

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

- Management of Health & Safety at Work Regulations 1999
- Road Traffic Act 1988
- Working Together to Safeguard Children 2023
- Bromley Local Safeguarding Partnership guidance
- Adventure Activities Licensing Regulations (where applicable)
- Pre-school Learning Alliance: *Dynamic Risk Management (2017)*