

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

Supervision of children on outings and visits

Policy statement

This policy ensures that outings are planned and managed in line with the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers effective 1 September 2026, Working Together to Safeguard Children 2026, relevant health and safety/transport law and current Bromley Safeguarding Children Partnership (BSCP) procedures.

All staff, students, and volunteers involved in outings must follow this policy without exception. The EYFS 2026 requires children to be kept safe on outings, potential risks and hazards to be assessed and managed, and staff-to-child ratios to be considered. At least one person with a current full paediatric first aid certificate must accompany children on outings. Vehicles transporting children, and their drivers, must be adequately insured.

The setting also follows Working Together to Safeguard Children 2026 and current BSCP/London safeguarding procedures. Any safeguarding concern arising before, during or after an outing is shared promptly with the DSL and relevant agencies where required; immediate danger is referred to emergency services without delay.

Procedures

Purpose and Planning

- Outings are planned to support children's learning, development, wellbeing or community experience. Routine local walks may form part of normal provision where covered by suitable arrangements and risk assessment.
- 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 are informed about outing arrangements. Specific consent is obtained where required by the setting's admissions agreement or where the nature of a particular visit, transport arrangement or individual child's needs makes this appropriate; emergency contact and medical information is kept current.
- The DVL ensures parents are fully informed about:
 - Location
 - Purpose
 - Travel method

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- Timings
- Clothing/weather requirements

Risk Assessment Requirements

- Potential risks and hazards must be assessed before outings and steps to remove, minimise or manage them identified. Under EYFS 2026, an outing risk assessment does not always have to be written; the provider determines where a written assessment is helpful or required to demonstrate effective risk management.
 - Risk assessments include:
 - Environmental hazards
 - Individual children's needs (SEND, allergies, medical needs)
 - Staffing requirements and supervision plan
 - Emergency procedures
 - Toileting arrangements
 - 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.
- Reasonable adjustments are made so children with SEND, medical, sensory, mobility, communication or other needs can participate safely and as fully as possible. Individual plans identify additional staffing, accessible transport/routes, emergency medication/equipment and communication support where required.

Ratios and Supervision

- There is no single statutory EYFS outing ratio. The Manager determines a safe adult-to-child ratio for each outing through risk assessment, taking account of ages and needs, activity, venue, transport, public access, SEND/medical needs, staff experience and higher-risk features. The setting may use 1:4 as an operational starting point where appropriate, increasing adult support whenever needed.
- The number and deployment of adults must be sufficient to keep children safe and manage foreseeable emergencies. The setting normally uses at least two suitable adults for group outings, but this is an operational safeguard rather than a universal EYFS minimum and is reviewed for each visit.
- If part of the group remains at the setting, staffing there must continue to meet applicable EYFS ratio, qualification, paediatric first aid, supervision and safety requirements.
- Named children are allocated to individual staff ("key supervision groups").
- Staff maintain effective supervision. Children must usually be within sight and hearing of staff and always within sight or hearing; supervision is intensified at roads, transport points, crowds, water, toilets and other higher-risk locations. Staff regularly count and reconcile named children, including:

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- 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/carers who accompany an outing are additional helpers unless the provider has formally assessed them as suitable for a defined volunteer role. They follow staff instructions and are not given unsupervised responsibility for other children unless all legal and safeguarding requirements for that role are met.
- Students and long-term volunteers aged 17 or over, and apprentices aged 16 or over, may only be counted in EYFS ratios where the current framework permits this and the provider is satisfied they are suitable, competent and responsible and they hold a valid current paediatric first aid qualification. Anyone under 17 must not care for children unsupervised.
- Casual parent helpers and volunteers who are not authorised for unsupervised regulated activity remain supervised and are not left alone with children.

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
- An appropriate first aid kit and any individual emergency medication/equipment identified by the risk assessment
- A charged setting-approved communication device, with contingency arrangements for loss of signal, battery or device failure where appropriate
- Outings are recorded in the Outings Record Book with:
 - Date and time
 - Venue
 - Adult-to-child ratio
 - Names of staff and volunteers and their allocated children
 - Mode of transport
 - Departure and return times
 - Any incidents or adjustments on the day

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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

Food, drink and safer eating on outings

□ Where children eat or drink on an outing, current EYFS safer-eating requirements continue to apply. Children must be within sight and hearing of a member of staff while eating, food must be prepared/served to reduce choking risk, and allergy/action-plan requirements must be followed.

□ The outing plan identifies who is responsible for checking each child's dietary/allergy requirements. A member of staff with a current full paediatric first aid certificate is available while children eat, and emergency allergy medication accompanies the child and remains readily accessible.

- Parents are reminded to apply sunscreen before arrival where needed and to send a named sunscreen for reapplication.
- Children are supported to have weather-appropriate clothing and protection. Plans consider heat, cold, UV exposure, air quality, flooding, ice, storms and other relevant conditions, with reasonable adjustments for individual needs.
- 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, including avoiding close contact with unfamiliar dogs and any location where an animal presents a foreseeable risk
- Crowded public areas
- Water hazards (extra staff required)
- Public toilets and intimate-care arrangements: staff check the environment, maintain appropriate supervision and safeguarding while protecting each child's privacy and dignity; children are not required to toilet as a group where this is unnecessary or inappropriate

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Transport and Vehicles

- If using staff or contracted vehicles:
- Where the setting arranges transport, it checks that vehicles and drivers are suitable for the planned journey and that legal requirements are met, including:
- Insurance (business use where applicable)
- MOT
- Roadworthiness
- Only drivers approved for the setting-arranged journey transport children. Driving licence, insurance and any operator/licensing requirements relevant to the vehicle and journey are checked as appropriate.
- Staffing and supervision in vehicles are risk assessed. A person who is driving cannot simultaneously provide active supervision that would distract from safe driving; sufficient additional adults are provided where needed.
- Children use legally required and appropriately fitted restraints. For cars and vans, children normally use the correct child car seat until age 12 or 135 cm tall, whichever comes first; lawful taxi/minicab, minibus or coach exceptions are considered in advance and the safest reasonably practicable arrangement is used:
- 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 applicable operator, driver-licensing and safeguarding requirements. The setting does not assume that a contracted driver requires an additional setting-arranged DBS check where this is not legally required; contracted drivers are not given unsupervised access to children.

Toileting Procedures

- Toileting is managed according to the child's age, independence, SEND/medical needs and the environment. Staff follow safer-working and intimate-care procedures; a blanket two-adult rule is not required unless the individual risk assessment indicates it.
- Staff check toilets before children enter.
- If a child requires intimate care, this follows the **Intimate Care Policy**.

Emergencies on Outings

□ Before departure, staff agree the emergency meeting point, communication method and roles. The visit leader ensures an accurate register/headcount and child-allocation information are immediately available.

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□ If a child is unaccounted for, staff implement the Missing Child Policy immediately, secure and supervise the remaining group, alert venue/security staff where relevant and contact police without delay where the child is not immediately located or circumstances indicate increased risk. Parents/carers and the setting are informed in accordance with the emergency plan.

- 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
 - Call 999 immediately where there is an emergency requiring police, ambulance or fire and rescue assistance, including where a missing child or other situation presents immediate serious risk. Staff do not delay emergency action while contacting the setting.
- Serious injury
- Missing child
- Threatening or dangerous behaviour
- Unsafe environment
- Accidents, injuries, missing-child incidents and other significant events are recorded and parents/carers informed as required. Ofsted and local child protection agencies are notified where current statutory reporting criteria are met; serious accidents, illnesses, injuries or deaths in care must be notified to Ofsted as soon as reasonably practicable and in any event within 14 days.

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 for group and school-based providers (effective 1 September 2026)
- Health and Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Road Traffic Act 1988
- Working Together to Safeguard Children 2026
- Bromley Safeguarding Children Partnership (BSCP) policies and procedures and London Safeguarding Children Procedures

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- Adventure Activities Licensing Regulations (where applicable)
- HSE: Managing risks and risk assessment at work; DfE: First aid in schools, early years and further education; GOV.UK child car seat and seat-belt requirements