

3.3 Supervision of children on outings and visits policy

Policy statement

Children who attend Perins Pre-School benefit from being taken outside of the premises on visits into the local community to enhance their learning experiences. We aim to always protect and support the welfare of the children in our care. The Manager is responsible for all staff and students receiving information on health and safety policies and procedures to supervise the children in their care suitably.

Procedures

- All off site activities have 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.
- We assess the risks for each local venue used for activities, which are reviewed regularly.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- The Manager sign off every risk assessment.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Our adult to child ratio is high, normally one adult to two or three children, depending on their age, sensibility, and the type of venue, as well as how it is to be reached.
- We ensure that all children on the outing are well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their own child only.
- Outings are recorded on outings form kept in the setting.
- 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 take a list of children with us with contact numbers of parents/carers, as well as accident forms and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- 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.
- 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.

Risk assessment and outing plans.

Our plan will include:

- The name of the designated person in charge of the outing.
- The name of the place where the visit or outing will take place.
- The estimated time of arrive and time for departure.
- The name and number of children, staff, and the staff to child ratio.
- Any equipment needed to be taken.

- Emergency contact number.
- DSL on the outing (if applicable)

This policy was adopted on

20th April 2026

Date to be reviewed

20th April 2026

Signed on behalf of the provider

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager