



Safeguarding children- EYFS

Supervision of children on outings and visits

Ratifying Committee	Link Governor and Curriculum & Standards Committee
Date	June 2024
Review	Annually

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before outings that are not listed on the venues list.
- A risk assessment is carried out before an outing takes place which is checked by the Head of EYFS and the Educational visits coordinator (EVC). All venue risk assessments are made available for parents to see on request.
- Due to the specific needs of our children our adult to child ratio is high, regularly one adult to one or two children.
- Parental support is requested on trips. Parents are only allowed to supervise their own child.
- If the ratio of staff:children is deemed unsafe the trip will be cancelled.
- A risk assessment identifies named staff to support named children.
- Outings are recorded in an outings record book kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, nappies etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue, the number of children and their needs as well as how long they will be out for.
- Due to the level of supervision and care required by the children staff contact school who telephone parents if required.
- T & W Integrated Transport provide transport for trips.
- Trips are organised for all staff and children from a nursery class. In the event that agreement has not been gained for a child to participate in a trip the child remains at nursery/school with a

- member of the class team. In the event that this compromises the safety of children on the trip a member of another class team will accompany the class on the trip.

This policy is reviewed annually by the Head of EYFS in consultation with EYFS staff