



Supervision of children on Outings and Visits policy

Statement of intent

At Playhouse Pre-School, we recognise that outings and visits provide valuable opportunities for children to extend their learning, develop independence and confidence, experience the local community and enjoy a wider range of activities and environments.

Children must be kept safe while on outings. Playhouse Pre-School will assess the risks associated with each outing and put appropriate arrangements in place to remove, minimise and manage those risks.

All staff and volunteers involved in outings must understand and follow the procedures in this policy.

Planning outings and visits

Before an outing takes place, staff will consider:

- the purpose and suitability of the outing;
- the age and developmental stage of the children attending;
- the individual needs of the children;
- the number of children attending;
- the staffing available;
- adult-to-child ratios;
- the venue and activities;
- the route to and from the venue;
- road and traffic risks;
- accessibility;
- weather conditions;
- medical, dietary and allergy needs;
- toileting and personal care arrangements;
- first aid arrangements;
- emergency procedures;
- communication arrangements; and
- any other hazards or risks associated with the outing.

The risk assessment will identify the steps required to remove, minimise and manage identified risks.

Risk assessments will be reviewed regularly and whenever there is a significant change to the venue, route, activity, staffing or needs of the children.

Parental consent

Parents and carers will be informed about routine local outings undertaken as part of Playhouse activities.

Parents and carers will be asked to provide general consent for agreed routine outings when their child joins Playhouse.

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Information provided to parents will include, where appropriate, the types of venues and activities children may visit.

Specific information and/or consent will be obtained for outings that are outside the normal routine or involve additional risks.

Parents and carers may withdraw their consent for their child to attend an outing.

Parental consent does not replace Playhouse's responsibility to assess and manage risks.

Staffing and supervision

Staffing levels for each outing will be determined through the risk assessment.

The assessment will consider:

- the number and ages of children;
- children's individual needs;
- the venue;
- the route;
- the activity;
- transport arrangements;
- staff experience and qualifications; and
- any additional risks.

Staffing must always meet the requirements of the EYFS and must be sufficient to provide effective supervision.

Children will be allocated to named members of staff for supervision. Staff will remain responsible for actively supervising all children and maintaining awareness of their whereabouts and safety.

Particular consideration will be given to babies and younger children, children with additional needs and children who require additional support with mobility, communication, medical or personal care needs.

Where children remain at Playhouse while other children are on an outing, staffing arrangements must continue to meet EYFS requirements and the needs of the children remaining at the setting.

Before leaving the setting

Before leaving, staff will:

- complete the required register and headcount;
- confirm which children are attending;
- ensure children are appropriately dressed for the weather and activity;
- check that required medication and medical equipment are available;
- take an appropriate first aid kit;
- take a charged mobile phone;
- take emergency contact information;
- take drinking water and any other appropriate supplies;
- ensure staff know their supervision responsibilities; and
- check that the planned route and arrangements remain suitable.

A member of staff holding a current paediatric first aid certificate will accompany children on outings.

During the outing

Staff will maintain active supervision throughout the outing.

Headcounts will be carried out regularly, including:

- before leaving Playhouse;
- on arrival at the venue;
- when moving between areas;
- before leaving the venue; and
- on returning to Playhouse.

Staff will remain alert to changing risks and will adapt arrangements if necessary.

Children will be given clear, age-appropriate instructions about staying with the group and keeping safe.

Staff will ensure that children remain within agreed boundaries and that unauthorised people do not have access to the children.

Equipment and supplies

The equipment taken on an outing will depend on the children's needs, the venue, the activity and the length of time away from Playhouse.

This may include:

- first aid supplies;
- tissues and wipes;
- drinking water;
- spare clothing;
- nappies and personal care supplies;
- required medication;
- emergency contact information; and
- other equipment identified through the risk assessment.

Medication and medical equipment must be readily accessible and managed in accordance with the child's healthcare and medication arrangements.

Mobile phones and photographs

A mobile phone will be taken on outings where possible to provide a means of communication in an emergency.

Staff must follow the Playhouse Safeguarding Children and Child Protection Policy and Photographic Images Policy regarding mobile phones, photographs and video recordings.

Personal mobile phones must not be used to photograph or record children.

Road and traffic safety

Where an outing involves walking near or crossing roads, staff will follow the arrangements identified in the risk assessment.

Children will remain closely supervised and staff will use appropriate crossing points.

The level of supervision will reflect the age, developmental stage and individual needs of the children.

Toileting and personal care

Staff will make appropriate arrangements for children's toileting and personal care needs while away from Playhouse.

Children's dignity and privacy will be respected.

Any personal care provided on an outing must follow Playhouse's relevant procedures and safeguarding requirements.

Food and drink

Where food or drink is provided or taken on an outing, staff will consider children's allergies, dietary requirements and individual medical needs.

Food and drinks will be stored, transported and provided safely and hygienically.

Staff will follow the Playhouse Food and Nutrition, Allergy and Health and Safety procedures.

Lost or separated child

If a child becomes separated from the group, staff will act immediately.

Staff will:

- alert the other members of the group;
- establish the child's last known location;
- search the immediate area;
- inform venue staff or security where appropriate;
- maintain supervision of the remaining children;
- contact emergency services if the child cannot be located immediately or there is any concern for their safety;
- inform the Manager as soon as practicable; and
- contact the child's parents/carers as soon as it is safe and appropriate to do so.

The incident will be recorded and reviewed to identify any actions or changes needed to prevent a recurrence.

Emergency, accident or illness

If a child becomes unwell or is injured during an outing, staff will provide appropriate first aid and seek medical assistance where necessary.

Emergency services will be contacted immediately where required.

Parents/carers will be informed as soon as reasonably practicable where their child has been injured, becomes unwell or requires medical attention.

All accidents, injuries and significant incidents will be recorded in accordance with the Playhouse Health and Safety Policy.

Where an outing is affected by an emergency, staff will follow the Playhouse Emergency Procedures.

Weather and environmental conditions

Outings will be planned with consideration of weather and environmental conditions.

Staff will consider:

- heat and sun exposure;
- cold weather;
- rain;
- high winds;
- storms;
- poor air quality where relevant; and
- any other environmental risks.

An outing will be postponed, changed or cancelled where the conditions present an unacceptable risk to children or staff.

Transport

Where children are transported in a vehicle, the arrangements will be risk assessed.

Vehicles and drivers must meet the relevant legal and insurance requirements.

Appropriate child restraints will be used where required.

Volunteers and students

Any volunteers or students accompanying an outing must understand their role and responsibilities before leaving the setting.

They must follow Playhouse safeguarding and supervision arrangements.

Volunteers and students must not be given responsibility for supervising children beyond their role, experience, training and any applicable safeguarding requirements.

Review of outings

Following an outing, staff will consider whether the arrangements were effective and whether any changes are needed for future visits.

Risk assessments will be updated where necessary.

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Any accidents, incidents, safeguarding concerns or near misses will be recorded and reviewed in accordance with the relevant Playhouse policy.

This policy was agreed by the staff of Playhouse Pre-school Broadwater.

Adopted on 24th April 2015 and will be reviewed annually.

Reviewed on 25th September 2026 by Z. Munford