8.3 Supervision of children on outings and visits

Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Our setting does not have direct access to outdoor provision on the premises but access outside play which takes place daily. This is located at The Boswells school where children have access to the playing fields and an outdoor shelter that is in an allocated portable low fenced area. Children may also use Perryfields Infant School playground and occasionally, the premises at Perryfields Junior School. All staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- We ask parents to sign a general consent on registration for their children to be taken to the outdoor areas identified above as a part of the daily activities of the setting. We also ask parents to sign consent for children to be taken off site to visit local shops, parks or library etc.
- We assess the risks for venues used for daily activities, which is reviewed regularly.
- We always ask parents to sign specific consent forms before major outings and the risks are assessed before the outing takes place.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A minimum of two staff accompany children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Staff ensure that all children on the outing are well supervised.
- We take with us supplies of tissues, spare clothing, nappies and 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 ask parents to apply sun cream to children if appropriate.
- We ensure children are dressed appropriately for the type of outing and weather conditions.
- We take the register of children with us including contact numbers of parents/carers, as well as accident forms.

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	