



LITTLE ELLIES

Supervisions of Children on Outings & Visits Policy

Policy Creation & Review	
Author(s)	Manager
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Little Ellies

Supervision of children on outings and visits

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 form on registration for their child to be taken out as a part of the child's learning experience.
- This general consent form details the places we take the children to extend their real life experiences and provide cultural capital opportunities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- The EVC to be informed of the planned trip to ensure the necessary procedures are carried out prior to trip.
- A risk assessment is carried out before an outing takes place and signed off by management.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility, transportation and type of venue it is.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff take a mobile phone including the nursery/school mobile phone on outings, and supplies of tissues, wipes, pants etc as well as the outings first aid bag, 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.
- If vehicles are used: Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.
- All Educational Visits are recorded with the EVC lead (Deputy Manager) and a copy of the risk assessment is kept in the setting stating:
 - ✓ The date and time of outing.
 - ✓ Route that will be taken
 - ✓ Timetable for the day
 - ✓ Contact details of staff and parents if they are attending
 - ✓ Map of the area and any pictures that are required i.e. meeting point
 - ✓ Trip leaders.
 - ✓ The venue and mode of transport.
 - ✓ The amount of children and staff attending the outing.
 - ✓ Names of staff assigned to named children.
 - ✓ Time of return.