

# Coniston Early Years Centre Policy Document

**Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment**  
Children must be kept safe while on outings.

Coniston Early  
Years Centre



High Quality Care for All Children  
A Firm Foundation for Education

## 8.3 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 pre school ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

### Procedures

- Parents sign a general consent through Arbor on registration for their children to be taken out as a part of the daily activities of the pre school, such as walks in the local area or forest sessions.
- This general consent details the venues used for daily activities.
- Parents are always asked to sign specific consent forms before major outings. Parents are also text regarding any trips particularly if they are unplanned or impromptu.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, we ensure the ratio reflects the age of the children, their sensibility, and the type of venue we are visiting as well as how it is to be reached, and this includes Forest School sessions.
- Forest School sessions are always staffed by appropriately qualified staff for the activities that will be taking place in Forest School.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to the children.
- Outings are recorded on an outings record kept in the setting, stating:
  - The date and time of the outing.
  - The venue and mode of transport used (where applicable).
  - The names of the staff members assigned to each of the children.
  - The time of return.
- Staff 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 as applicable to the outing. 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.

- On rare occasions when two trips are taking place at the same time it may be necessary to take a staff members personal phone for use in case of emergency contact. This will only ever happen at the discretion of the manager and any personal phone taken will be subject to checks on return.
- Staff always take the contact numbers of parents/carers on outings (these are programmed into the outings phone), as well as an accident book and a copy of our Missing Child Policy.
- A minimum of two staff accompany children on outings and for those children remaining at pre school the adult to child ratio conforms to the requirements of the Early Years Foundation Stage.
- At least one member of staff with a current first aid training certificate (relevant to infants and young children) remains on the premises and at least one member of staff with a current first aid training certificate goes on outing this includes Forest School sessions. At no time will we allow a situation where either party is without a member of staff who has a relevant and full first aid certificate.

## Reviewed by

Manager .....Sarah Trussell..... Date .....19.2.26.....

Staff .....Staff Meeting ..... Date .....6.3.25.....

Trustees .....Trustee Meeting..... Date .....15.5.25.....