

Safeguarding children

1.8 Supervision of children on outings and visits

Policy statement for St Joseph's Pre-school

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.

In line with statutory requirements detailed in the Early Years Foundation Stage (EYFS), St Joseph's Pre-school will ensure that at least one member of staff who has a current paediatric first aid certificate will accompany children on outings.

We expect our staff to take particular care when supervising children in the less formal atmosphere of an educational visit where a more relaxed discipline may be acceptable. Staff remain in a position of trust¹ and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

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 to ensure that the precautions remain suitable.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place².
- All venue risk assessments are made available for parents to see.
- We encourage all parents/carers to accompany their own child on trips where possible. Those children who will be accompanied by practitioners will be in a 1:2 ratio maximum.
- 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.
- 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; and
 - time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, 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.
- Staff leading trips will ensure they carry all relevant emergency supplies. Trip leaders will check that all children with medical conditions, including allergies, carry their

¹ Everyone working with children has a "duty of care" to keep children safe and protect them from harm. This means that all adults have a duty to report child protection or welfare concerns to Children's Services or the Police.

² As per EYFS "Safety on outings"

medication. Children must not leave the setting without staff carrying the child's medication.

- Staff take a list of children with them with contact numbers of parents/carers.
- 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.
- This procedure is read alongside 1.17 Administering Medicines and 1.18 Managing Children with Allergies, or who are sick or infectious.

Visits to farms³

- Before a visit to a farm a risk assessment is carried out - this may take account of safety factors listed in the farm's own risk assessment which should be viewed.
- We will talk to the children about avoiding touching faces or putting fingers in mouths whilst in farm environments. Staff will supervise children at all times.
- We will tell the children not to kiss farm animals and will not allow children to put their faces close to animals.
- Children will wash their hands thoroughly with soap and water after contact with animals, fences or other surfaces and on their return to the setting. This will be supervised.
- We will not eat or drink while touching animals or walking round a farm, and only eat and drink in picnic areas or cafes. Hands will be washed thoroughly with soap and water before eating and drinking.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors. After cleaning, hands will be washed thoroughly in soap and water.
- Gels or wipes will not be used instead of soap and water as these do not remove E.coli O157.
- Staff are aware that ticks can carry infections, including Lyme disease and tick-borne encephalitis. Warm blooded animals such as sheep, deer, cats and dogs are prone to getting ticks during the spring and summer months. People also may get bitten wherever they spend time outdoors. Staff will check the children on return to the setting but also ask parents/carers to recheck again when the child is home.
- We advise staff and volunteers who are, or may be, pregnant to avoid contact with ewes and to consult their GP before the visit.

In case of an emergency on outings

As precautionary measures St Joseph's Pre-school will take the following steps to try to protect all children:

- during outings children are to wear hi-visibility vests;
- during outings the Lead Practitioner will carry a "grab bag" containing a backup mobile phone, contact details and emergency information for all children linked to the setting and a first aid kit; and
- we will avoid busy places such as city centres, large train stations and other places where large crowds of people congregate to the best of our ability.

Transporting children

In certain situations, staff or volunteers may be required to or offer to transport children as part of their work. As for any other activity undertaken at work, St Joseph's Pre-school has

³ As per Public Health England Guidance: "Shiga toxin-producing Escherichia coli (STEC): symptoms, how to avoid, how to treat" 20 December 2017

a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks. The setting believe that this situation is unlikely to occur.

However, staff should not offer lifts to children unless the need for this has been agreed by the Lead Practitioner and/or Chair of Committee. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. The vehicle must also be adequately insured⁴. If transport, eg. coach, is booked then this requirement should be double checked with the provider together with confirmation that their allocated driver holds a current DBS certificate and that the maximum carrying capacity is not exceeded.

Staff should never offer to transport children outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parents/carers.

Refunds for outings and visits

As per St Joseph's Pre-school's Policy 4.10 Payment of Fees, refunds will not be made for school outings and visits as the Pre-school is still required to pay staff and for the Leigh Building and associated costs.

Missing child

Should a child go missing on an outing or visit, the Pre-school will follow guidance set out in St Joseph's Pre-school's Missing Child Policy.⁵

Reference

- Safer Recruitment Consortium
"Guidance for the safer working practice for those working with children & young people in education settings" v 2 May 2019
Associated Addendum April 2020
- Early Years Foundation Stage statutory framework (latest version)
- Public Health England Guidance: *"Shiga toxin-producing Escherichia coli (STEC): symptoms, how to avoid, how to treat" 20 December 2017 – re [farm visits](#)*
- UK Health Safety Agency's guidance on [ticks](#)

Associated Policies and Procedures

- 1.7 Missing Child
- 1.12 4 Critical Incident
- 1.17 Administering Medicines
- 1.18 Managing Children with Allergies, or who are sick or infectious

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	September 2014
2.0	Committee	Reviewed	October 2016
3.0	K Coupe	Reviewed, updated and version controlled	01 May 2019 Committee Meeting
4.0	K Coupe, A Shipton & N Powers	Updated one bullet about staff ratio and children on trips. Also reviewed with reference to "Guidance for safer working	29 April 2021 Committee via email (quorate)

⁴ As per EYFS "Safety on Outings"

⁵ No 1.7 Missing Child

Version Number	Author	Purpose of Change	Date
		practice for those working with children and young people in education settings” and the associate Addendum	
5.0	K Coupe	Inclusion of wording with regards to “duty of care”	14 July 2021 Chair (A Hitchings)
6.0	K Coupe	Document reviewed. • Inclusion of “In case of an emergency on outings” – wording from 1.12.4 Critical Incident • Inclusion of “Associated Policies & Procedures” section as per EY Safeguarding Audit s175/157	29 May 2023 Chair (A Hitchings)
7.0	K Coupe	Reviewed and updated to include reference to statutory requirements as detailed on the Early Years Foundation Stage	21 January 2025 Committee Member (H Heaven)
8.0	K Coupe	Updated in line with “Health Protection Update” in the 16 May 2025 Provider Newsletter from GCC re Farm visits. Plus inclusion of hyperlinks.	3 June 2025 Committee Member (L Finn-Powers)
9.0	K Coupe	Reviewed and updated with reference to 1.17 Administering Medicines and 1.18 Managing children with allergies, or who are sick or infectious	11 April 2026 Committee Member (S Long)