

Safeguarding children

Supervision of children on outings and visits

Policy statement

Children at Rudgwick Pre-school benefit from being taken out of the setting to go on visits or trips to local parks, woodlands or other suitable venues for activities which enhance their learning experiences and/or encompass Forest Schools. Our staff ensure that there are procedures in place to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Forest Schools outings are made as safe as is reasonably possible by the staff while encouraging children to learn to take their own risks. 'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool' (Health and Safety Executive).

Procedures

- Parents/carers sign as part of the terms and conditions agreement that their children will be taken out and about locally as a part of the daily activities of the setting.
- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- A risk assessment for each venue is carried out, this is reviewed regularly.
- Parents sign a consent form for all outings on joining our Monday Club to venues further afield either using Pennthorpe mini buses or a hired coach, dependent on numbers.
- A risk assessment is carried out before every outing takes place. Special Measures will be noted on our Risk Assessment and applied if children have an identified special need, allergies or it's recognised that a child may need further assistance for example anxiety.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- A separate Forest Schools risk assessment is conducted and Forest Schools standard procedures are followed at all times.
- All staff read and sign the risk assessment before leaving for outing.
- All children and staff wear HI VIZ jackets for the duration of the outing, unless inside and contained.
- Staff ensure hands or rings are held when on the street and crossing the road.
- Regular headcounts are taken at strategic times during the outing by the person named on the risk assessment.
- All risk assessments for mini bus/coach outings are displayed prior to the outing for parents/carers to see.



- Our adult to child ratio is kept high, and assessed for each outing, depending on their age, sensibility and type of venue as well as how it is to be reached. Certified Paediatric First Aiders are present on all outings.
- Named children are assigned to individual staff (this will usually be key person groups) to be called 'safety groups'. These groups are to be used whenever head counts are required and to ensure each child is supervised, and to ensure no child goes astray, and that there is no unauthorised access to children.
- A safety talk is given to the children before leaving the setting on outings.
- Staff take a mobile phone on outings (for emergency use only), along with trolley containing supplies of tissues, wipes, pants etc. 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 take contact numbers of parents/carers for all children with them on all outings/walks away from the setting.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Where ever possible 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 policy was adopted at a meeting of	Rudgwick Pre-school
Held on	19 th June 2025
Date to be reviewed	19 th June 2027
Signed on behalf of the management committee	
Name of signatory	Laura Thornber
Role of signatory	Chairperson

Other useful Pre-school Learning Alliance publications

- Register and Outings Record (2006 updated 2012)
- Managing Risk (2009)