

Health and Safety of Children and Adults on Visits

June 2025

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. We 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

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- The outing lead will take the setting 'outings' phone with them- no personal phones can be taken. This phone has the setting number stored and will always be charged and ready to us.
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the activities of the setting.
- We assess the risks for each local venue 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.
- Our manager and all staff taking part in the outing sign off every risk assessment.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents to see.
- Our adult to child ratio is normally one adult to four children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- The manager will determine the ratio needed on a case by case basis after assessing the children attending, their age and their individual needs.

- 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.
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adults to child ratio and have children allocated to them.
- Children are signed in and out in the main register when they come and go on the outing.
- We 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. 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 apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- Accidents and incidents that occur during the trip will be recorded on the usual accident reporting forms upon return.
- There must always be a member of staff on the visit who has a valid full paediatric first aid certificate.
- We take a list of children with us and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

Version	Changes made	Author	Date	Review Date
1.0	Baseline version	H Clarke	20 th September 2020	September 2021
1.1	Review – no changes	H Clarke	20 th September 2021	September 2021
1.2	New Logo	H Clarke	9 th November 2022	September 2023
1.3	Amended to include the new 'outings' phone.	H Clarke	4 th October 2023	September 2024
1.4	Updated to include recording of accidents/incidents on the trip. Updated to include register.	H Clarke	June 2025	September 2025