



Supervision of Children on Outings and Visits Policy

Policy Statement

Pavilion Pre-School (Aigburth) CIO is committed to providing children with safe, enjoyable and enriching experiences both within the setting and when participating in outings and visits.

Outings provide valuable opportunities for children to develop their independence, confidence, curiosity and understanding of the wider world. We recognise, however, that taking children away from the familiar environment of the setting can introduce additional risks.

The safety, welfare and safeguarding of children will always be our highest priority. Children will be appropriately supervised at all times, and outings will only take place following suitable planning, risk assessment and consideration of staffing, children's individual needs and the nature of the visit.

This policy applies to all children attending:

- Preschool sessions
- Breakfast Club
- After-School Club
- Trips, walks and local visits
- Educational visits
- Visits to parks, libraries, shops, community facilities and other local venues
- Special events and activities outside the setting
- Any other occasion where children leave the normal setting premises.

Aims

The aims of this policy are to ensure that:

- Children are kept safe and appropriately supervised on all outings and visits.
- Appropriate staffing arrangements are in place before an outing takes place.
- Risks associated with the outing are identified and controlled.
- Staff understand their responsibilities when supervising children away from the setting.



Supervision of Children on Outings and Visits Policy

- Children's individual needs, abilities and vulnerabilities are taken into account.
- Safeguarding arrangements remain effective outside the setting.
- Parents/carers are provided with appropriate information about planned outings.
- Emergency procedures are understood and can be implemented quickly.
- Children are encouraged to participate positively and safely in experiences beyond the setting.

Planning Outings and Visits

All outings must be appropriately planned in advance.

Before an outing takes place, the designated member of staff responsible for the visit will consider:

- The purpose and educational value of the outing.
- The age and number of children attending.
- The children's individual needs and abilities.
- Any SEND or additional support requirements.
- Medical needs, allergies and medication.
- Behavioural or emotional needs that may affect supervision.
- The number and suitability of staff and other adults attending.
- The location and accessibility of the venue.
- Travel arrangements and road safety.
- Toileting and personal care arrangements.
- Food and drink requirements.
- Weather conditions.
- First aid arrangements.
- Emergency contact arrangements.
- Safeguarding considerations.
- The possibility of a child becoming separated from the group.
- Any specific hazards associated with the venue or activity.



Supervision of Children on Outings and Visits Policy

Where appropriate, a pre-visit may be undertaken to identify potential hazards and establish suitable supervision arrangements.

Risk Assessment

A suitable and sufficient risk assessment will be completed before an outing where the activity or location presents additional risks.

The risk assessment will consider, as appropriate:

- Roads, car parks and traffic.
- Water and open water.
- Public spaces and crowded areas.
- Toilets and changing facilities.
- Animals.
- Play equipment.
- Slips, trips and falls.
- Weather and environmental conditions.
- Sun exposure and hot weather.
- Cold or wet weather.
- Allergens and food.
- Children becoming separated from the group.
- Members of the public.
- Transport arrangements.
- Accessibility.
- Fire and emergency evacuation arrangements.
- Specific risks relating to individual children.

Risk assessments will identify appropriate control measures and will be shared with staff attending the outing.

Risk assessments will be reviewed when circumstances change and following any incident, accident or near miss.



Supervision of Children on Outings and Visits Policy

Staffing and Supervision

The setting will ensure that there are sufficient suitable adults to supervise children safely throughout the outing.

Staffing will take account of:

- The required EYFS staffing ratios where applicable.
- The number and ages of children.
- The location and activity.
- The level of risk.
- The needs of individual children.
- The experience and competence of staff.
- Whether additional adults are required.

The setting will not rely solely on minimum ratios where the nature of an outing requires additional supervision.

Staff must remain vigilant and position themselves appropriately to maintain effective supervision.

Children must never be left unsupervised.

Adults accompanying the outing must understand their responsibilities and must not become distracted by personal mobile phone use or other activities.

Where volunteers, students or parents/carers accompany an outing, they will be given clear instructions regarding their role and responsibilities. They will not be placed in sole charge of children unless they are appropriately qualified, suitable and authorised to do so.

Individual Supervision Arrangements

Some children may require additional or more specific supervision due to:

- SEND.
- Medical conditions.



Supervision of Children on Outings and Visits Policy

- Allergies.
- Communication difficulties.
- Mobility needs.
- Behavioural or emotional needs.
- A history of absconding or becoming separated from adults.
- Age or developmental stage.

Individual supervision arrangements will be identified as part of the planning and risk assessment process.

Where necessary, a named member of staff will be responsible for maintaining close supervision of a particular child.

Head Counts and Registration

Children will be accounted for regularly throughout the outing.

A register or outing list will be taken and checked:

- Before leaving the setting.
- When leaving the setting.
- On arrival at the destination.
- At regular intervals during the visit.
- Before moving between locations.
- Before leaving the venue.
- On arrival back at the setting.
- At any other point considered necessary.

The designated person will ensure that the number of children present corresponds with the register.

Staff should know which children they are responsible for supervising.

Where practical, children may be organised into small groups with a named member of staff responsible for each group.



Supervision of Children on Outings and Visits Policy

Safeguarding

The setting's safeguarding procedures continue to apply during all outings and visits.

Staff must remain alert to:

- Unidentified adults attempting to engage with children.
- Children becoming separated from the group.
- Any concerning behaviour from members of the public.
- Any safeguarding disclosure made by a child.
- Any unexplained injury or concern.
- Situations where a child's safety or welfare may be compromised.

Children should remain within sight or hearing of staff as appropriate to their age, needs and the circumstances.

Staff must never arrange to meet children outside the setting for personal reasons or communicate with children through personal social media accounts.

Any safeguarding concern arising during an outing must be reported in accordance with the setting's safeguarding and child protection procedures.

Road Safety

Particular care will be taken when walking near or crossing roads.

Staff will:

- Keep children together in an organised group.
- Use designated crossing points wherever possible.
- Follow the Green Cross Code and model safe road behaviour.
- Position themselves appropriately at the front, middle and rear of the group where necessary.
- Ensure children do not run ahead or fall behind.
- Give children clear instructions before crossing roads.
- Take additional precautions for children who may require closer supervision.



Supervision of Children on Outings and Visits Policy

Children will never be allowed to cross a road independently during a setting outing.

Transport

Where transport is required, appropriate arrangements will be made to ensure children's safety.

The setting will ensure that:

- Vehicles and drivers are suitable and appropriately authorised.
- Appropriate child restraints are used where required.
- Children are counted before boarding and after leaving the vehicle.
- Children remain appropriately supervised while travelling.
- Staff check the vehicle before leaving to ensure no child has been left behind.
- Emergency contact information is available.
- Any transport provider used by the setting is appropriately checked.

Children will never be left unattended in a vehicle.

Walking Outings

For local walks, staff will carry:

- The outing register.
- Emergency contact information.
- First aid equipment where appropriate.
- Any required medication.
- Mobile communication equipment.
- Relevant individual care information where necessary.

Staff will ensure that children remain together and that appropriate supervision is maintained at all times.



Supervision of Children on Outings and Visits Policy

Toileting and Personal Care

Children's privacy and dignity will be respected when toileting or receiving personal care during an outing.

Staff will follow the setting's intimate care procedures.

Where public toilets are used, staff will assess the environment and ensure children are appropriately supervised.

Children will not be left alone in public toilets where this would place them at risk.

Medication and Medical Needs

Any medication required during the outing must be taken with the group in accordance with the setting's medication procedures.

Staff must be aware of children who have:

- Allergies.
- Asthma.
- Dietary requirements.
- Medical conditions.
- Emergency medication requirements.

Emergency medication must be immediately accessible and not left at the setting.

Relevant staff must know how and when medication should be administered.

First Aid

Appropriate first aid provision will be available during outings.

At least one member of staff attending the outing should hold a current relevant paediatric first aid qualification where required by the EYFS and the circumstances of the outing.

A suitable first aid kit will be taken when appropriate.



Supervision of Children on Outings and Visits Policy

Any accident or injury will be dealt with in accordance with the setting's First Aid and Accident/Incident procedures.

Parents/carers will be informed of accidents or injuries in accordance with the setting's normal procedures.

Weather and Environmental Conditions

The suitability of an outing will be reviewed according to weather conditions.

Staff will consider:

- Heat and sun exposure.
- Cold temperatures.
- Rain and storms.
- High winds.
- Ice or snow.
- Poor visibility.
- Flooding.
- Air quality where relevant.

Children should have appropriate clothing, footwear and protection for the conditions.

Outings may be postponed, changed or cancelled if weather or environmental conditions create an unacceptable level of risk.

Children's Behaviour and Expectations

Before leaving the setting, children will be reminded of appropriate safety expectations.

This may include:

- Staying with the group.
- Listening to adults.
- Walking safely.
- Holding hands where required.
- Not running away.



Supervision of Children on Outings and Visits Policy

- Staying within agreed boundaries.
- Telling an adult if they need help.
- Telling an adult if they cannot see their group or supervising adult.

Expectations will be appropriate to the children's age and understanding.

Children will be encouraged to develop independence while staff maintain appropriate supervision.

Breakfast and After-School Clubs

Outings undertaken as part of Breakfast Club or After-School Club will follow the same safeguarding and supervision principles as preschool outings.

Particular consideration will be given to:

- The different ages of children attending.
- Children who attend school during the day and return to the setting.
- Different levels of independence.
- Children's individual needs.
- The time of day and visibility.
- Road safety, particularly during darker periods.
- Collection arrangements following the outing.
- Ensuring that children are returned safely to the setting or released only to an authorised person.

Children attending Breakfast or After-School Club must remain appropriately supervised until they are collected or otherwise leave the setting in accordance with agreed arrangements.

Parents and Carers

Parents/carers will be informed about planned outings where appropriate.

Information may include:

- The destination.



Supervision of Children on Outings and Visits Policy

- Date and approximate times.
- Purpose of the outing.
- Clothing and footwear required.
- Food or drink requirements.
- Any additional items children need.

Where parental permission is required, this will be obtained before the child participates.

The setting will ensure that emergency contact information is current.

Lost or Missing Child

If a child is found to be missing or separated from the group, staff will act immediately.

The procedure will include:

1. Raise the alarm and inform all accompanying staff.
2. Establish when and where the child was last seen.
3. Ensure the remaining children are safely supervised.
4. Allocate staff to search appropriate nearby areas.
5. Contact venue staff/security where applicable.
6. Check toilets, exits and other likely locations.
7. Contact the police if the child cannot be located immediately or there is concern for their safety.
8. Contact the setting manager/designated person.
9. Contact the child's parent/carer as appropriate and in line with the setting's procedures.
10. Record the incident fully.
11. Review the risk assessment and supervision arrangements following the incident.

Staff must not delay contacting the police where there is an immediate concern for a child's safety.



Supervision of Children on Outings and Visits Policy

A missing child will be treated as a safeguarding matter.

Emergency Situations

If an emergency occurs, staff will:

- Prioritise the safety of all children.
- Keep the group together where possible.
- Follow the venue's emergency procedures.
- Contact emergency services where necessary.
- Administer first aid within their level of training.
- Contact the setting and parents/carers as appropriate.
- Ensure accurate records are completed following the incident.

Staff must carry or have immediate access to emergency contact information.

Children Who Become Separated

If a child becomes separated from the group but is located quickly, staff will reassure the child and establish what happened.

The incident will be recorded and reviewed to determine whether additional safeguards are required.

Parents/carers will be informed where appropriate, particularly where the incident represents a significant safeguarding or supervision concern.

Photography and Mobile Phones

Staff must follow the setting's policies regarding mobile phones, photography and the use of electronic devices.

Personal mobile phones must not be used for taking photographs of children.

Where photographs are taken for setting purposes, staff must follow the setting's photography and image-sharing procedures and ensure appropriate permissions are in place.



Supervision of Children on Outings and Visits Policy

Mobile phones may be carried for emergency communication but should not distract staff from supervising children.

Volunteers, Students and Parents/Carers

Volunteers, students and parents/carers who accompany an outing will receive clear guidance about:

- Their role.
- Supervision expectations.
- Safeguarding.
- Confidentiality.
- Appropriate interaction with children.
- Mobile phone use.
- What to do in an emergency.

They must not assume responsibility for children unless this has been specifically agreed and they are suitable and authorised to do so.

Outing Documentation

The setting will maintain appropriate records relating to outings, which may include:

- Risk assessments.
- Outing registers.
- Parent/carers permissions where required.
- Emergency contact details.
- Staffing arrangements.
- Accident/incident records.
- Any relevant medical information.
- Records of significant safeguarding concerns.

Records will be stored securely and retained in accordance with the setting's record-keeping and data protection procedures.



Supervision of Children on Outings and Visits Policy

Responsibilities

Manager/Designated Lead

The manager or designated person is responsible for ensuring that:

- Appropriate procedures are in place.
- Outings are suitably planned.
- Risk assessments are completed where necessary.
- Staffing arrangements are appropriate.
- Staff understand their responsibilities.
- Safeguarding arrangements are maintained.
- Incidents are appropriately reported and reviewed.

Staff

All staff are responsible for:

- Maintaining effective supervision.
- Following the risk assessment and outing plan.
- Remaining alert to safeguarding concerns.
- Keeping children together and accounted for.
- Following emergency procedures.
- Reporting accidents, incidents and concerns.
- Ensuring children are treated with dignity and respect.

Volunteers/Parents/Carers

Accompanying adults must:

- Follow staff instructions.
- Maintain appropriate boundaries.
- Support children's safety.
- Report concerns immediately to a member of staff.
- Follow the setting's safeguarding and confidentiality requirements.



Supervision of Children on Outings and Visits Policy

Review of Outings

Following an outing, staff may review:

- What went well.
- Any accidents or incidents.
- Any safeguarding concerns.
- Staffing and supervision arrangements.
- Whether the risk assessment was effective.
- Any changes needed for future visits.

Significant incidents will result in an immediate review of the relevant risk assessment and procedures.

Related Policies

This policy should be read alongside:

- Safeguarding and Policy
- Health and Safety Policy
- Risk Assessment Policy
- First Aid Policy
- Recording and reporting of Accidents and Incidents Policy
- Missing Child Policy
- Emergency Evacuation Procedures
- Administering Medication Policy
- Intimate Care Policy
- Behaviour Leadership Policy
- Mobile Phone Policy
- Equality, Inclusion and Diversity
- SEND Policy
- Collection of Policy



Supervision of Children on Outings and Visits Policy

This policy was adopted in October 2026.

It will be reviewed annually or as and when required.

Last updated: 07.10.26

Signed by Chair of Trustees:

A handwritten signature in black ink, appearing to be 'SR', is placed on a light grey rectangular background.

A handwritten signature in black ink, appearing to be 'S. Burgess', is placed on a light grey rectangular background.

Signed by Operations Manager: