



Harvard Park Policies and Procedures:
Supervision of children on outings and visits

41. Supervision of children on outings and visits

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.

Planning and preparation

- Outings have a purpose with specific learning and development outcomes.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- If staff are agency or from another sites (applicable to chain settings) to maintain ratios on an outing, they are fully briefed about the children they are accompanying.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents/carers are informed of an outing and staff check that consent forms on children's registration were signed. This general consent details the venues used for daily activities.
- Children are specifically allocated to each member of staff; they are responsible for supervising their designated children for the duration of the excursion.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached. Where excursions are taking place in the local area, a ratio of one adult to three children may be more suitable.
- A minimum of 2 staff accompanies children on outings. Unless the whole setting is on an outing, a minimum of 2 staff also remain behind with the rest of the children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- We take a copy of our Missing Child Policy along with an appropriate first aid kit.
- Outings are recorded on an outing record sheet kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children along with contact number.
 - The time of return and whether medication such as EpiPens were taken out.
- A mobile phone owned by the setting is taken out should contact need to be made along with a small first aid kit
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.

- Sun cream (where parent/carer consent is gained) is applied as needed and children are clothed appropriately – sunhats are always encouraged.
- Children wear a 'high viz' vest with the name and number of the setting.
- Staff have emergency contact numbers saved in the mobile phone, medication and equipment needed for children.
- At no point are volunteers and/or students deemed responsible for any number of children. Nor are they counted in the outing's ratio. Students who are on apprenticeships with us maybe counted in ration were deemed competent by a manager or director and who are aged 17 and over.
- When applicable, Parents/carers on outings are responsible for their own children.
- When applicable, parents/carers who are meeting us at a specified location for an event such as parents in partnership, are responsible for their own children while attending the event. During the journey there and on the return (where necessary), the children are the responsibility of our staff.

Risk assessment

- Risk assessments are completed prior to the outing and signed off by the setting manager and/or director and all staff taking part.
- We carry out a risk assessment for each local venue used for daily activities, which is reviewed regularly.
- Existing risk assessments are reviewed/amended as required.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- All outing risk assessments are made available for parents/carers to see on request.

Outing venue (larger outings)

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.
- We always ask parents/carers to sign specific consent forms before major outings; and a risk assessment is carried out before the outing takes place.

Transport (where applicable)

- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

- The setting manager and/or directors ensure that seat belts are provided by relevant modes of transport, and that booster seats and child safety seats are used as appropriate to the age of the children.
- The maximum seating capacity of a coach or minibus is not exceeded.
- Public transport should always be ratio of 1-2 (unless agreed with the setting manager).
- As a precaution, we ensure that children do not eat when travelling in vehicles.

Forest School sessions (not on site)

For Forest School sessions, a separate Forest School risk assessment is conducted, and Forest School standard procedures are always followed. The designated lead is always a trained Forest School educator. The sessions always have a level 3 trained early years educator practitioner to help support.

Farm and zoo visits: Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E. coli or other infections have occurred. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Shoes are cleaned and hands washed thoroughly as soon as possible on departure.
- Outdoor footwear is worn to visit farms is cleaned of mud and debris as soon as possible on departure and should not be worn indoors.
- We follow our outings procedures.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

For further guidance, refer to the insurance provider.

Larger outings checklist: There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager and/or directors.

- Risk assessments completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead practitioner is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before during and after the outing.

Further guidance:

[Preventing accidents to children on farms INDG472\(rev4\) \(hse.gov.uk\)](#)

[Stay safe farm safety \(hse.gov.uk\)](#)

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead