



ST MARGARET'S PREP  
CALNE

**Supervision of Children on Trips Policy  
(EYFS)**

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This Policy applies to the EYFS, including after school and holiday clubs. This Policy should be read in conjunction with the Trips Policy.

## 1. Policy statement

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.

## 2. 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.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always advised of upcoming trips and visits via the School Secretary and may withdraw their child from the visit if they so wish.
- A risk assessment is carried out before an outing takes place, in line with the school's Trips Policy.
- All venue risk assessments are made available for parents to see upon request.
- Our adult to child ratio is high and linked to consideration of their age, sensibility and type of venue as well as how it is to be reached.
- 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 the school office in the trips folder with the following information:
  - The date and time of outing.
  - The venue and mode of transport.
  - Names of staff assigned to named children.
  - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a first aid pack, lunch, 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 a list of children with them with contact number for the school office.
- Records are kept of the vehicles used to transport children on the trip form, 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.
- Nursery & Reception children wear high visibility jackets on all trips.