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This policy was updated in September 2026 and will be reviewed annually.

Supervision of Children on Outings and Visits Policy

Statement of intent

We want children to benefit from being taken out of the Ladybird Playgroup Thriplow CIO setting and to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences.

Aim

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.

Ladybird Playgroup Thriplow CIO 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 daily activities of the setting. This general consent details the venues used for daily activities.

We always assess potential risks or hazards for the children and identify the steps that need to be taken to remove, minimise and manage those risks and hazards. The assessment includes consideration of staff to child ratios.

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.

Ladybird Manager/Deputy and all staff taking part in the outing sign off every risk assessment.

Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.

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.

A minimum of two staff accompany children on outings. These staff members are paediatric first aid trained. 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 an individual staff member 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 that the walking rope is held when on the street and crossing the road.

Parents who accompany Ladybird on outings are responsible for their own child only. Where parents have undergone vetting with Ladybird as volunteers, they may be included in the adults to child ratio and have children allocated to them.

Outings are recorded in an outings record sheet kept in the setting's Risk Assessment folder, 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.
- The time of return.

Staff will 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 will apply sun cream to children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.

We take a list of children with us with contact numbers of parents/carers, as well as an accident book and a copy of our Lost Child Procedure (outings) Policy.

To ensure that children are easily identifiable we request that children all wear Ladybird uniform on the day. Spares are provided for those that do not have them.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

We will 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.

As a precaution, we will ensure that children do not eat when travelling in vehicles.

Ladybird Playgroup Thriplow CIO ensures that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on *behalf* of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	