



Gosfield School

Supervision of Children on Outings and Visits in the EYFS

This policy should be read in conjunction with the whole school policy on Educational Visits.

Children benefit from being taken out of the setting to go on visits or trips to suitable venues for activities which enhance their learning experiences. Staff at Gosfield School ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

Parents are asked to sign a specific consent form for their child to be taken out on an EYFS trip.

Before any educational visit takes place, a risk assessment is carried out, which is reviewed by the Educational Visits Coordinator.

Our adult to child ratio follows the guidance set out in the Statutory Framework for the Early Years Foundation Stage, published by the Department for Education in 2021. For children aged 2 to 3 years, the ratio is 1 adult to every 4 children; for children aged 4 to 5 years, the ratio is 1 adult to every 8 children.

All EYFS trips include a member of staff who is paediatric first aid trained.

Staff take a list of children with them, with full medical details and contact numbers of parents/carers.

Staff take a mobile phone on outings, and supplies of tissues, wipes, spare clothing, first aid equipment, snacks and water. The amount of equipment will vary and be consistent with the venue, the number of children and the duration of the outing.

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.

Vehicles in which children are being transported, and the driver of those vehicles, are adequately insured and DBS checked.

Parent helpers/volunteers

On rare occasions it may be necessary to ask for parent helpers or volunteers to accompany an EYFS trip. On these occasions the following procedures also apply:

- Parent helpers/volunteer helpers must not take children to the toilets unless accompanied by a member of staff or accompanying their own children. This is clearly explained before departure.
- Parent helpers/volunteer helpers must not take photographs or videos of the children on the trip. This is clearly explained before departure.

Signed _____

Mr Rod Jackson, Principal



Date _____

16/1/23

Date of next review: January 2024