



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 by the visit lead, 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 2025. For children aged 2 to 3 years, the ratio is 1 adult to every 5 children; for children aged 4 to 5 years, the ratio is 1 adult to every 8 children.

All EYFS trips include at least one 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 members 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. All children travel in either their own car seat which is fitted by the parent to ensure it is secure or on a booster seat provided by the school.

Signed _____
Principal

Date _____

4/9/25

Date of next review: September 2025