



## **The Butterfly Rooms (Incorporating Woodlands) LTD**

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 |

*Limited by Guarantee*

Telephone Number: 01708 863 737

### **Supervision of Children on Outings and Visits**

#### **Introduction**

Children benefit immensely from outdoor learning experiences, whether through visits to local parks or other suitable venues. These outings enrich their development, fostering curiosity and engagement with the world around them.

We are committed to ensuring children's safety at all times, following comprehensive procedures that align with the latest 2025 Early Years Foundation Stage (EYFS) regulations and the Children's Wellbeing and Schools Bill. Staff and volunteers strictly adhere to the procedures outlined below.

#### **Procedures**

- All off-site activities must have a clearly defined educational goal with measurable learning and development outcomes.
- Every excursion has a designated lead, responsible for overseeing safety and compliance.
- Parents provide general consent upon registration for short local outings (venues specified).
- Parents must sign specific consent forms for major excursions, with clearly outlined risk assessments provided.
- Digital consent forms are encouraged for easy access and record-keeping.
- Two emergency contacts per child must be verified and documented before any outing.
- Comprehensive risk assessments are conducted for all venues and reviewed regularly.
- Children with allergies, disabilities, or specific medical needs have personalized risk assessments (e.g., allergy precautions at food-based venues).
- Multi-agency safeguarding protocols are followed, ensuring coordination with local authorities when required.
- Outing viability assessments are conducted to ensure conditions are safe.
- Food-related outings must follow allergy management and food hygiene protocols.
- Adult-to-child ratios are strictly compliant with legal regulations and adapted according to the nature of the outing.

- A minimum of two staff members accompany children on all outings.
- At least one staff member must hold a valid paediatric first aid (PFA) certificate.
- Staff involved in outings must have up-to-date safeguarding training, renewed every two years.
- Parents who join outings supervise only their own children, unless they are vetted volunteers included in staff ratios.
- Outings are recorded digitally, logging:
  - o Date, time, venue, and transport details
  - o Staff-child assignments
  - o Expected return time
- Staff carry a mobile phone with GPS tracking, ensuring real-time updates to the setting.
- A first-aid kit, essential medications, and emergency contacts are taken on every outing.
- Children wear badges with the setting's contact details (but not personal information).
- Staff maintain continuous supervision, preventing unauthorized access or separation.
- Regular headcounts are conducted, ensuring accountability.
- Sun protection and weather-appropriate clothing are provided as necessary.
- Toileting during outings must balance supervision with privacy and dignity.
- Staff are encouraged to report any concerns during outings in line with the setting's whistleblowing policy.
- If a child is unexpectedly absent on the day of an outing, the absence is reported and followed up immediately.

This policy was adopted by

The Butterfly Rooms

(Incorporating Woodlands) Ltd

On

7<sup>th</sup> July 2025

Date to be reviewed

7<sup>th</sup> July 2026

Signed on behalf of the Management  
committee



Name of signatory

Miss Aimee Thompson