



## **Seedlings Nursery & Pre-School**

**at**

**Great Horwood Church of England School**

**Supervision on Visits and Outings Policy**

**September 2025**

**This policy was adopted on: 21 January 2026**

**Date of next review: January 2027**

**Signed:** P.M. Shaw

## Our Vision

**'I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.' John 15:5**

At Great Horwood Church of England School, the academic, emotional and spiritual well-being of all individuals is at the heart of all that we do; where everyone is valued. We are a safe, welcoming school within the heart of the village community that aims to provide all our children and adults with the learning opportunities to flourish, be healthy, grow in resilience and realise their full potential; being fully equipped and prepared for a successful future.

Inspired by Christian faith and rooted in the teachings, values and spirituality of the Church of England we embrace our core values of love, perseverance and respect where all individuals learn to value themselves and others.

We are committed to setting high standards of achievement within a caring and nurturing learning environment. We aim to provide opportunities for children to develop a curiosity of learning, a thirst for knowledge through play, and an exploration of the world around them.

## Seedlings Nursery & Pre-School at Great Horwood CE School

### Policy on Supervising Pupils on Visits and Outings

#### 1. Policy Statement

Seedlings Nursery & Pre-School recognises the educational and developmental benefits of taking children on visits and outings to local parks, museums, farms, and other suitable venues. All outings are planned and managed in line with the **EYFS statutory framework (2025)** and **DfE guidance**, ensuring the safety, wellbeing, and learning of every child.

#### 2. Legal & Framework Context

- Complies with **EYFS safeguarding and welfare requirements** (effective September 2025).
- Adheres to **DfE guidance** on health and safety, risk assessment, and supervision.
- Maintains statutory **staff-to-child ratios**:
- Ensuring pupil ratio's are risk assessed with a higher staff to child ratio when required
  - Age 2: 1 adult to 5 children
  - Age 3+: 1 adult to 8 children (or 1:13 if led by a qualified teacher/EYPS/EYTS).

#### 3. Procedures

##### 3.1 Consent

- **General consent** obtained at registration for routine local trips. Parental permission is given on Family. Parents will be notified of the visit before it takes place.
- **Specific consent** required for major outings beyond the immediate locality. Parental permission is given on Family.

### 3.2 Risk Assessment

- A **comprehensive risk assessment** (event specific plan) is completed for outings beyond the immediate locality.
- Local area risk assessments are used for outings within walking distance of Great Horwood School – such as St James Church and Great Horwood PECE (Play Park)
- Venue-specific risk assessments are available for parents/carers to view.

### 3.3 Use of Evolve

- All event-specific plans, risk assessments, and emergency procedures are recorded and authorised through the Evolve system.
- Evolve is used to:
  - Upload risk assessments.
  - Record pupil and staff attendance
  - Names of staff and their assigned children.
  - Document transport arrangements, insurance checks, and emergency contacts.
  - Record the date and time of departure and return.
  - Document Venue details.
  - Document the Emergency contact list.
- The Trip Leader ensures Evolve submissions are completed and approved before departure.

### 3.4 Staffing & Supervision

- Ratios comply with EYFS requirements and may be enhanced for higher-risk venues.
- Minimum of two staff accompany children on outings; at least two remain on-site.
- Each child is assigned to a named staff member for individual supervision.

### 3.5 Equipment & Essentials

Staff take with them:

- Mobile phone
- Radio Walkie Talkie's if within range of school
- First-aid kits
- Hi-Viz Jackets for staff, adults and children
- Tissues, wipes, spare clothing
- Snacks and water
- Additional items as identified in risk assessment

### 3.6 Transport

- Records of vehicles used, named drivers, and insurance cover are maintained.
- Legal child restraints are always used.
- Documents and transport (coach) risk assessments are uploaded to Evolve.

### 3.7 Safeguarding

- All staff are trained in safeguarding and paediatric first aid.
- Supervision ratios are maintained during emergencies and toileting.
- At least 1 DSL accompanies children on the visit.

### 4. Roles & Responsibilities

Role	Responsibility
Headteacher & EVC	Ensures compliance with EYFS and DfE guidance; approves Evolve submissions.
Nursery Trip Leader	Completes risk assessments, obtains consent, ensures ratio compliance.
Staff on Outing	Supervises assigned children, carries essentials, follows safeguarding rules.

### 5. Monitoring & Review

- Policy reviewed annually or after any incident.
- Updates made in response to safeguarding developments or feedback.



Paula Shaw  
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