

Outings and Visits

Policy Statement

Children benefit from being taken out of the nursery to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Some settings do not have direct access to outdoor provision on their premises and will need to take children out daily. We ensure that there are procedures to keep children safe on outings and minimise risk.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- There is a risk assessment for each venue carried out, which is reviewed on every visit.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- A senior member of staff will visit every venue prior to the children attending.
- Our adult to child ratio is always maintained and will depend on the children's ages and abilities as well as the staff and parents attending.
- Named 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.
- Outings are recorded in our outings file kept in the setting; it includes:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return
 - Risk assessment
 - Written permission

- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, sunscreen (weather depending), 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.
- Any children with additional medical needs will have their care plan and medication with us. The adult responsible for the child will carry the medication with them.
- There must be a minimum of one staff member who is paediatric first aid trained on every outing.
- Staff take a list of children with them with contact numbers of the nursery and parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children if any children are to remain at the setting.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>14th September 2025</i>	Zoey Gordon	<i>September 2026</i>

This policy has been read and understood by the following staff members:
