



Outings and Visits Policy

Statement of Intent

The nursery believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children and adults remains paramount.

Method

- Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination to pre-empt any potential difficulties and carry out a risk assessment.
- The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey, and any transportation involved.
- If a prior visit is not possible, the Manager will write/email the venue requesting all relevant information and a risk assessment statement where available.
- Children will be talked through any potential safety hazards and told to remain with an adult at all times.
- Staff will explain to children what to do in an emergency, including designating a suitable meeting point.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Parental Consent

Before a proposed visit or outing

- The nursery will send a message via email on Blossom Educational to parents/carers giving them detailed information outlining the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.
- Parental consent is needed for all off-site visits and outings.
- The Manager will take names of children out on visits, which should include emergency contact names and numbers, on the trip while the original will be stored at the nursery.
- Parents/carers have the right to withhold consent for a proposed visits or outing.
- Any child who does not have parent consent will not be allowed to participate.

During visits and outings

Updated: Sep 22, Jan 23, Sept 24, August 25

- The adult to child ratio is 1:2 subject to the nature of the activity and the risk assessment
- Children will remain under close supervision at all times.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children if parents are not present.
- The Manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the health, illness and Emergency policy.
- Staff will have access to a mobile phone at all times. These numbers are recorded on the staff telephone list at the office.
- Staff take a nominated mobile phone on outings for emergency use and an emergency contact list of telephone numbers and supplies of tissues, wipes, pants etc as well as a mini first aid pack, a snack 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.
- Staff will ensure individual children's medication is taken for each outing.
- A minimum of two members of staff will accompany children on outings and a minimum of two remain behind with the rest of the children, depending on the ratios needed as per Statutory Guidance.
- A minimum of one member of staff must have Paediatric First Aid.
- A register will be taken at the beginning and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit or outing, along with relevant phone numbers, will be left with the member of the management at the office.

The following procedures and documentation in relation to Outings and Visits are

Policies

- Health & Safety Policy
- Risk Assessment Policy
- Child Protection Polic

Statutory Framework for the Early Years Foundation Stage 2025

Section 3: The Safeguard and Welfare Requirements