



Outings/Visits Policy

Date: November 2023

Review: November 2025

Policy intention

This policy is in place so that trips and experiences are carefully planned and executed safely. Outings provide important experiences that contribute to the learning and development of children. We have a responsibility to keep children safe on and off the premises whilst in our care.

Risk assessments, permissions, ratios, transportation methods, emergency communications systems, named first aider, resources and equipment, clothing and changing considerations are all detailed in our procedure.

Aims

- To extend children's learning experiences and to support the belief that wherever possible these should be "first hand" experiences.
- For children, parents and other adults to see that learning takes place all the time and not just at set times within the preschool setting.
- For children to have experiences alongside other children and to have shared experiences.

Procedure

- Outings/visits will be recorded in an outings record book with date and time of outing, venue and mode of transport, names of staff assigned to named children and time of return.
- We share details of any planned outings in advance with parents/carers in line with the [Parent Partnerships Policy](#).
- Consent from the parents will be obtained before every outing that isn't a local visit. Parents/carers will be informed fully of all details for the outing/visit, including date, venue special activities, lunch arrangements and timings.
- We will ensure medication and allergy information is up to date.
- The manager/deputy manager will ensure that the mobile phone, tissues, wipes, first aid kit snacks & water as well as any relevant names, telephone numbers, permission details and medical information/medication of the children are carried throughout the outing/visit.
- A member of staff is to carry on them, the preschool mobile phone which must be fully charged, in the case of emergencies.
- At no time whilst on an outing must a member of staff use the preschool mobile phone to make or receive personal phone calls or messages.
- Any adults helping on the outing/visit should at no point be on their mobile phones for personal reasons.
- At least 1 first aider must be present and have a suitable, complete first aid bag with them. All adults should know who that person is.
- Risk assessments are undertaken to remove, minimise and manage risks and hazards. These are made available for parents/carers to see upon request.
- Children will walk either side of an adult holding hands. 1 adult to 2 children. This is to ensure children are holding hands with an adult at all times. Where possible, pedestrian crossings will be used, if not an additional adult will hold the traffic until all children have crossed safely. Younger children will be pushed in pushchairs.
- We ensure a system is in place in case of emergencies following the risk assessment.
- Vehicles in which children are being transported and the driver of those vehicles are adequately checked. If children are being transported in own vehicles, it is the responsibility of the parent/carer to ensure the safety of the child. Drivers should have adequate insurance cover.

- For any unaccompanied children needing transportation for any outing / trip, it is the responsibility of the parent / carer to make their own private arrangements, even if it is with another parent / carer.
- Any unaccompanied children will then become the responsibility of the staff and will be supervised throughout the outing.
- If being transported by coach, children will be carefully supervised throughout the journey by all attending adults, and will remain seated at all times.
- Children will be appropriately dressed in accordance with type of outing and weather.
- We manage hygiene and toileting needs, as well as consumption of food and drink.
- During visits to petting farms and zoos, children will wash their hands after contact with animals and before eating or drinking.
- Any accompanying adults will be briefed as to their role and what is expected of them before the outing/visit.
- In the event of an accident or incident we will follow the [Accident, Incident and Injury Policy](#).

Local Visits

In addition to the procedures above, local visits will include the following adaptations and additions:

- Local visits will include trips on foot, i.e. visits to the local park, farm, village walks and immediate countryside.
- Parents sign a general consent on registration, for their children to be taken out as part of their activities. Parents will be notified of any local visits taking place.
- Hold a ring walking ropes will be used and children will always be accompanied by an adult. Adults will be spread out along the rope, as well as, one at the front and one at the back. Younger children will be pushed in push chairs.

Other useful policies:

- [Parent Partnerships Policy](#)
- [Accident, Incident and Injury Policy](#).
- [Health and Safety Policy](#)