# Outings and Visits Policy

## Statement of Intent

We recognise that outings and visits provide valuable opportunities to enhance children's learning, development, and understanding of the wider community. Where appropriate, children are taken to local parks, libraries, and other suitable venues to support their educational experiences.

The safety and wellbeing of children is our highest priority. All outings are carefully planned, risk assessed and supervised to ensure children are always kept safe. All staff and volunteers are required to understand and follow this policy.

## Procedures and Practice

To ensure the safety and welfare of children during outings, we follow the procedures below:

### Parental Consent

- Written general consent is obtained from parents/carers on registration for routine local outings.
- This consent includes information about regularly used venues.
- Separate written consent is obtained for major or extended outings.

### Risk Assessment

- A detailed risk assessment is carried out for each venue and mode of transport.
- Risk assessments are reviewed regularly and updated as required.
- Ongoing risk assessments are conducted during outings to respond to changing conditions.
- All risk assessments are available for parents/carers to view upon request.

**Staffing and Supervision**

- Appropriate adult-to-child ratios are always maintained and may be increased where necessary.
- Each child is allocated to a named member of staff.
- Staff carry out regular headcounts throughout the outing.
- Staff ensure children are always supervised and protected from unauthorised access.
- A minimum of two members of staff accompany children on outings.
- Where applicable, sufficient staff remain on the premises to care for children who are not attending.

**Preparation and Equipment**

Staff take appropriate equipment on all outings, including:

- A charged mobile phone
- Emergency contact list for all children
- First aid kit
- Tissues, wipes, spare clothing, and personal care items
- Drinking water and snacks (where required)

The equipment carried reflects the number of children, venue, and length of the outing.

**Records and Documentation**

A written record is kept for all outings and includes:

- Date and time of the outing
- Destination and purpose
- Mode of transport
- Names of children attending
- Names of staff supervising
- Time of return
- Any incidents or concerns

These records are stored securely within the setting.

**Transport Arrangements**

- All vehicles used to transport children are insured, roadworthy, and suitable.
- Driver details and insurance information are recorded.
- Appropriate child restraints are used where required.
- Children are always supervised during transport.

**Emergency Procedures**

- Staff are trained in emergency procedures.
- In the event of an emergency, staff will contact emergency services and the setting immediately.
- Parents/carers will be informed as soon as possible.

- A written record of any incident will be completed and reviewed.

## Roles and Responsibilities

- The Manager is responsible for ensuring this policy is implemented and reviewed regularly.
- All staff and volunteers are responsible for following the procedures outlined in this policy.
- Parents/carers are responsible for providing up-to-date contact information and relevant medical details.

## Review and Monitoring

This policy is reviewed regularly to ensure continued compliance with statutory requirements and best practice guidance.

## Policy Adoption

**Name of Setting:** Little Monsters Day Nursery
**Date Adopted:**
**Signed:** _____
**Role of Signatory:** Manager