OUTINGS & EDUCATIONAL VISITS POLICY

Applies to: *employees, students, volunteers and any other accompanying adults*

Purpose and Approach

At Dots & Tots Day Nursery, outings are an important part of our play-based, child-led curriculum. Local walks and community visits give children opportunities to explore nature, practise road safety, build community partnerships, grow in confidence and experience the world beyond nursery. All outings must be carefully planned, an outings risk assessment log completed, be inclusive and safely supervised. Children's wellbeing and safety take priority over completing any planned activity.

Scope and Supporting Documents

This policy applies to staff, students and volunteers accompanying children off the nursery premises, particularly local walking outings through Ferro Fields and the surrounding community. It must be read alongside the General Outings Risk Assessment and the Individual Outing Log & Risk Assessment. Staff must follow the Missing Child, Safeguarding, Medication Management, First Aid, Sun Safety, Intimate Care and Risk Assessment policies. Any visit involving transport, unfamiliar venues or additional hazards requires specific planning, consent and risk assessment beyond the general local walking assessment.

Authorisation, Information and Consent

The Nursery Manager, or delegated senior member of staff, must approve outings and ensure the proposed destination, route, timing, staffing and children's individual needs have been considered. Parents must be informed about outing arrangements and the nursery must hold appropriate parental permission for children to participate. Where an activity differs materially from routine local walks, specific information and permission should be obtained as appropriate. No child will attend without the necessary permissions and safe arrangements.

Planning and Risk Assessment

Before each outing, the outing lead must complete the Individual Outing Log & Risk Assessment and ensure all attending staff have read and understood the General Outings Risk Assessment. The record identifies the destination, date, planned and actual departure/return times, all children and staff attending, named first aiders, adult-to-child ratios both on the outing and remaining at nursery, nursery mobile number and any individual support or equipment required. Staff assess the planned route, accessible facilities, traffic, industrial-estate vehicle movements, construction, weather and destination-specific hazards. Dynamic risk assessment begins before departure and continues throughout the outing. Staff must pause, change the route, shorten or abandon an outing if safety cannot be maintained.

Staffing, Supervision and Headcounts

Statutory staffing ratios must be maintained both for the outing group and for children remaining at nursery. The Manager considers children's ages, development, SEND, mobility, behaviour, route and

environmental risks and provides additional staff where necessary; the General Outings Risk Assessment recommends an extra staff member where possible. Each child is allocated to a named practitioner, and all staff know their responsibilities. Practitioners position themselves at the front, middle and rear where needed to maintain direct supervision. A headcount is taken immediately before departure and checked against the outing register, at regular transition points, on arrival, before leaving the destination and immediately on return. Staff remain alert to children at all times; a headcount never replaces direct supervision.

Walking Routes, Roads and Ferro Fields

Safer footpaths and recognised crossings are used wherever reasonably practicable. Walking children wear high-visibility clothing and use the walking hoop lead; pushchairs are used where appropriate for age, development and individual need. Children remain away from the kerb where possible, with staff closest to the road. The group stops together before crossings; staff assess traffic and only direct children across when safe, never assuming a vehicle will stop. Extra care is taken at driveways, junctions, parked vehicles and narrow pavements. Within Ferro Fields, children must not walk freely near manoeuvring cars, vans or lorries, loading bays or reversing areas. Staff stop the group in a safe place while vehicles manoeuvre and change the route or delay the outing where necessary.

Pre-Departure Safety Checks and Equipment

Staff complete and initial the outing log's pre-departure checks. These include a stocked, accessible first-aid kit; an appropriately qualified paediatric first aider; required medication and individual healthcare information; suitable clothing, footwear and sun protection; toileting and nappy-changing arrangements; hygiene supplies and drinking water as needed; a safe and accessible route; working, sufficiently charged nursery mobile phone; emergency contact information; and safe walking hoops, pushchairs, wheelchairs or other mobility aids. The outing log also requires a clear photograph of each child and their clothing before departure, handled securely in accordance with nursery safeguarding and data-protection procedures. Any failed check must be resolved and documented before the group leaves; if it cannot be resolved safely, the outing does not proceed.

Inclusion and Individual Support

All children should have equitable opportunities to participate. Before departure, staff consider allergies, medication, healthcare plans, communication, sensory, emotional and behavioural needs, physical disabilities, mobility equipment and fatigue. Routes and destinations are checked for suitable pavement widths, gradients, dropped kerbs, entrances and accessible facilities where relevant. Individual care plans and moving-and-handling requirements are followed by competent staff, with additional support, equipment, rest breaks or an alternative accessible destination arranged as needed. Staff adapt the outing rather than compromising a child's dignity, comfort or the supervision of others.

Health, Hygiene, Food and Weather

Staff consider toileting and nappy needs before leaving and identify suitable facilities where needed; local cafés and the community centre may provide facilities, subject to availability and suitability.

Appropriate nappies, wipes, tissues, hand-cleaning materials and waste bags are carried. Children are supervised around litter, animal waste and unknown natural materials; hands are cleaned before eating and after toileting or contamination. Food and drinks are managed according to allergy and safer-eating procedures. Children do not eat while actively walking and are seated or stopped safely and supervised when eating. Weather conditions are monitored, with suitable clothing, sun protection and drinking water provided; outings are adapted or cancelled during unsafe heat, ice, storms, high winds or other severe conditions.

Animals, Water and Other Environmental Hazards

Children do not approach, stroke or feed unfamiliar animals unless this is a separately planned and risk-assessed activity. Staff maintain distance from loose or distressed dogs, horses and animal waste. Unknown plants, berries, fungi and natural materials must not be eaten. Routes avoid unprotected ponds, streams, ditches and other open water unless separately risk assessed; children remain at a safe distance and do not enter water on general walking outings. Staff avoid construction, machinery, fumes, broken glass and other environmental hazards and adapt the route where necessary.

Safeguarding and Contact with the Public

Children remain directly supervised and must never leave the group with an unauthorised person. Staff do not disclose children's personal information. Any concerning approach, attempted photography or suspicious behaviour is managed by moving children to safety and following the Safeguarding Policy; police are contacted where there is an immediate risk. Public toilets and enclosed spaces are checked and supervised appropriately before children enter. Staff use the nursery-approved mobile device in line with the Mobile Phones, Cameras, Recording Devices and Social Media Policy. Should staff be concerned at any time management should be contacted and will attend to support and advise.

Medical Emergencies, Accidents and Missing Children

At least one appropriately trained paediatric first aider accompanies the group in accordance with nursery requirements. Required prescribed emergency medication is accessible to authorised staff, and staff carry emergency contact and relevant medical information. In a serious or life-threatening emergency, call 999, give the group's location, provide appropriate first aid and contact the nursery and parents as soon as practicable. If a child is believed missing or separated, the Missing Child Policy is activated immediately, including contacting emergency services, nursery management and parents as required. The safety and supervision of the remaining children must be maintained. Accidents, near misses and safeguarding concerns are reported, recorded and escalated in accordance with nursery procedures.

Returning to Nursery and Record Keeping

On return, staff record the actual return time, complete a final headcount and confirm every child is accounted for. The Individual Outing Log records incidents, hazards, accidents, near misses or concerns requiring follow-up, and all attending staff sign the declaration confirming they understood the general risk assessment and completed the outing-specific checks. Records are retained

securely in accordance with the nursery's records and data-protection arrangements. The Manager reviews any concerns and updates risk assessments or practice as necessary.

Responsibilities and Review

The Nursery Manager oversees approval, staffing, training, record keeping and review of outings. The outing lead coordinates the assessment, briefing, equipment checks, supervision and records. Every attending practitioner is responsible for active supervision, dynamic risk assessment, safe conduct and promptly reporting concerns. The General Outings Risk Assessment and outing procedures are reviewed at least annually, after an incident or near miss, or when routes, conditions or procedures change.

Related Documents

General Outings Risk Assessment; Individual Outing Log & Risk Assessment; Missing Child Policy; Safeguarding Policy; First Aid Policy; Medication Management Policy; Risk Assessment Policy; Sun Safety & Hot Weather Policy; Intimate Care and Personal Hygiene Policy; Food, Nutrition, Allergens and Safer Eating Policy; Records, Confidentiality and Data Protection Policy.

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Signed

Christie Patton

Company Owner