



Visits and Outings Policy

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment, and equipment

Safety on outings

3.89 Children must be kept safe while on outings. Providers must assess potential risks or hazards for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of staff to child ratios. The risk assessment does not necessarily need to be in writing; this is up to providers.

3.90 Vehicles transporting children, and the driver of those vehicles, must be adequately insured.

At Little Squirrels nursery we recognise the importance of trips and outings and encourage children to participate in planned or spontaneous trips and outings to enhance opportunities to extend learning.

Procedure

- ♥ A member of the management team must be informed and oversee the organisation of any trip/outing.
- ♥ All parents will be well informed of the trip/outing and will be provided with plenty of notice and information of the trip.
- ♥ Written consent from the parents must be obtained for every child prior to them attending a trip/outing, a letter will be sent out regarding any upcoming trips along with a space for parents' consent.
- ♥ A person from the nursery management team must attend the trip/outing and be present during the whole outing.

First aid

- ♥ All our team are first aid trained.
- ♥ A first aid kit must be taken on the trip.

Medication

- ♥ Any staff and children's medication must be taken on the trip/outing (where necessary) the staff complete the outing form which states medication to take on the outing.

Ratios

- ♥ There always needs to be someone at nursery while the children are out, this is to ensure that in the event of an emergency, a member of the management team could go to the site to help the child / staff in question.
- ♥ There are no set ratios stated in the statutory welfare requirements during outings: however, the following must be adhered to (at the very minimum):

Babies and toddlers: one adult – two children

Preschool: one adult – four children

Food and drink

- ♥ All dietary requirements must be adhered to and a full list of these requirements must be taken on the trip/outing.
- ♥ Food and drink must be provided at similar times to those at nursery and drinks should be offered throughout the day. Staff to also take own food and drinks.

Essential items

- ♥ Nappies, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing and intimate care procedures must be followed at all times.
- ♥ The person in charge on the outing must take the nursery mobile and ensure it is fully charged and has sufficient credit, with the nursery telephone number on.
- ♥ The nursery camera must stay with the person in charge of the trip/outing. In the event that the camera is lost, this must be reported immediately and the parents will be informed when they collect their child.
- ♥ All children must be provided with adequate clothing and wear a nursery high-visibility jacket, these jackets have the nursery contact details on the back.

- ♥ Pushchairs if needed.
- ♥ Suncream if needed.
- ♥ Checklist for visit/outings.
- ♥ Consent forms for all children (which include an emergency contact)

Head counts

- ♥ Staff must be provided with a list of children attending the trip. The list must also contain any specific details relating to those children (medical/diet etc.)
- ♥ A regular head count should be conducted throughout the trip/outing.
- ♥ A central meeting point must be arranged if the group needs to be split at any point.
- ♥ All policies and procedures should be adhered to whilst on the trip/outing.

Risks

- ♥ A walk of the trip location must be attended previously by management to observe any potential risks.

Regular outings

- ♥ We go on regular walks to the woods behind our setting; this is usually a spontaneous walk so we have consent for this on registration for these outings.

Use of Vehicle for Outings

When planning a trip or outing using vehicles, we will use a registered minibus company, they must be registered and insured.

If a vehicle is used for outings the following procedure will be followed:

- ♥ Ensure seat belts, child seats and booster seats are used.
- ♥ Ensure the maximum seating is not exceeded.
- ♥ All children will be accompanied by a registered member of staff.
- ♥ No child will be left in a vehicle unattended.
- ♥ Care should be taken when getting into or out of a vehicle.

In the event of a child being lost, the Lost Child procedure will be followed. Any incidents must be recorded in writing.

Policy updated by Kylie Jones and the Little Squirrels team **May 2026**.