

JOEY'S CHILDCARE

Outings and Trips Policy

Setting Name: Joey's Childcare

Provider: Rachel Joseph

Address: 11 Carrington Road, Richmond, Surrey, TW10

Registration Status: Awaiting Ofsted Registration

Local Authority: Achieving for Children

Date Written: 1st July 2026

Review Date: 1st July 2027

1. Policy Statement

At Joey's Childcare, I believe outings and trips provide valuable opportunities for children to explore the wider world, develop new skills and extend their learning beyond the home environment.

I am committed to ensuring all outings are carefully planned, risk assessed and carried out safely in accordance with the **Early Years Foundation Stage (EYFS) Statutory Framework**, Safeguarding and Welfare Requirements, and relevant health and safety guidance.

Children's safety and wellbeing will always remain the priority while allowing them to benefit from enriching experiences that support their learning and development.

2. Aims

I aim to:

- Provide children with safe, enjoyable and enriching experiences
- Support children's learning and development through real-life opportunities
- Promote independence, confidence and resilience
- Encourage curiosity and exploration
- Help children learn about their local community
- Ensure children remain safe and well supervised at all times
- Meet children's individual needs during outings

3. Learning Through Outings

Outings play an important role in supporting children's development across all areas of learning.

Outings may support:

Personal, Social and Emotional Development

- Confidence building
- Independence
- Social skills
- Developing relationships

Communication and Language

- Conversations
- New vocabulary
- Listening skills
- Understanding the world around them

Physical Development

- Walking
- Climbing
- Balance
- Coordination

Understanding the World

- Nature
- Seasons
- Community roles
- Local environments

Children are encouraged to learn through first-hand experiences and exploration.

4. Types of Outings

Outings may include:

- Local parks and playgrounds
- Nature walks
- Walks within the local community
- Library visits
- Playgroups and toddler groups
- Music, dance or activity classes
- Local events and community activities
- Shops and local businesses
- Seasonal activities
- Forest school style experiences
- Places of interest suitable for young children
- Places of worship where appropriate

All outings will be suitable for the ages and needs of the children attending.

5. Risk Assessment

Appropriate risk assessments will be completed before outings take place.

This may include consideration of:

- The location
- Transport arrangements
- Weather conditions
- Supervision requirements
- Individual children's needs
- Medical requirements
- Potential hazards

Risk assessments will identify:

- Hazards
- Risks
- Control measures
- Emergency procedures

Dynamic risk assessments will also be carried out during outings to respond to changing circumstances.

Further information can be found in the Risk Assessment Policy.

6. Individual Needs and Inclusion

All outings will take account of children's individual needs.

Consideration will be given to:

- Age and stage of development
- SEND requirements
- Medical conditions
- Allergies
- Dietary requirements
- Mobility needs
- Emotional wellbeing

Reasonable adjustments will be made where possible to ensure all children can participate safely and inclusively.

This policy reflects the principles of the Equality Act 2010 and the SEND Code of Practice.

7. Parental Permission

Written parental consent will be obtained before children participate in outings.

Routine Outings

Parents will complete a general outings consent form covering regular local outings.

Special or Higher-Risk Outings

Specific parental consent may be required for:

- Longer-distance trips
- Special events
- Activities involving additional risks

Parents will be provided with relevant information where appropriate.

8. Supervision

Children will be supervised at all times during outings.

I will ensure:

- Appropriate ratios are maintained
- Children remain within sight or hearing distance where appropriate
- Supervision reflects children's age and individual needs
- Younger children are supported using suitable safety measures

Regular headcounts will be conducted:

- Before leaving
- During the outing
- Before returning
- Upon arrival back at the setting

Children's safety will remain the priority at all times.

9. Safety Measures

To help keep children safe:

- Road safety rules will be followed
- Children will be reminded of safety expectations
- Younger children may use buggies or hold hands

- Safe crossing points will be used
- Boundaries and expectations will be explained
- Children will be encouraged to stay close to the group

Safety measures will be adapted according to the outing and children's needs.

10. Behaviour During Outings

Children will be supported to:

- Follow safety instructions
- Stay with the group
- Respect others
- Follow road safety rules
- Care for the environment
- Behave appropriately in public places

Positive behaviour strategies will be used to support children throughout outings.

11. First Aid and Medication

I hold a current Paediatric First Aid qualification.

During outings I will carry:

- A first aid kit
- Emergency contact information
- A mobile phone
- Any medication required by children
- Relevant medical information where necessary

Children's health and wellbeing will be monitored throughout the outing.

12. Emergency Preparedness

Appropriate preparations will be made for emergencies.

This includes planning for:

- Medical emergencies
- Severe weather
- Missing children
- Transport breakdowns
- Unexpected venue closures
- Evacuations

In an emergency:

- Children's safety will be prioritised
- Emergency services will be contacted where necessary
- Parents will be informed as soon as possible

13. Transport

Where transport is used, it will be safe, legal and appropriate.

Walking

Children will be supervised closely and road safety procedures followed.

Public Transport

Public transport will only be used when suitable and safe.

Vehicle Transport

Where children travel in a vehicle:

- Appropriate child car seats will be used
- Seat belts will be worn
- The vehicle will be roadworthy
- Appropriate insurance will be held
- The vehicle will have a valid MOT where required

- Children will never be left unattended in a vehicle

14. Weather and Clothing

Children should arrive appropriately dressed for planned outings.

I will ensure:

- Suitable clothing is worn
- Waterproof clothing is used when necessary
- Sun protection is used where required
- Drinking water is available
- Activities are adapted according to weather conditions

Outings may be postponed or altered if conditions present an unacceptable risk.

15. Safeguarding on Outings

Children remain protected by the Safeguarding and Child Protection Policy at all times during outings.

I will:

- Maintain appropriate supervision
- Remain vigilant to safeguarding concerns
- Follow safeguarding procedures where concerns arise
- Ensure children's welfare remains the priority

Safeguarding responsibilities apply both within and outside the setting.

16. Lost Child Procedure

In the unlikely event that a child becomes separated from the group:

- I will remain calm
- Remaining children will be kept safe and supervised

- An immediate search of the area will take place
- Venue staff will be informed where appropriate
- Police will be contacted if necessary
- Parents will be informed as soon as possible
- The incident will be recorded

Further information can be found within the Missing Child Policy.

17. Working with Parents

I work in partnership with parents to:

- Share information about outings
- Obtain appropriate consent
- Discuss individual needs
- Ensure suitable clothing and equipment are provided
- Support children's participation

Parents are encouraged to discuss any concerns regarding outings.

18. Record Keeping

The following records may be maintained where appropriate:

- Risk assessments
- Consent forms
- Attendance records
- Accident records
- Incident records
- Medication records

Documentation will be stored securely in accordance with data protection requirements.

19. Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in line with EYFS requirements
- Updated following legislative changes
- Reviewed following significant incidents
- Reviewed following changes to transport arrangements
- Reviewed following updates to local authority guidance
- Shared with parents

Final Statement

At Joey's Childcare, I am committed to providing safe, enriching and well-planned outings that allow children to explore the world around them, develop confidence and independence, and gain valuable learning experiences beyond the setting.

Through careful planning, effective risk assessment and appropriate supervision, I aim to ensure all children enjoy positive and memorable experiences while remaining safe and supported at all times.

Signed: _____

Date: _____