



Visits and Outings Policy

At Little Explorers Day Nursery & Preschool we recognise that well-planned visits and outings provide valuable opportunities to extend children's learning, development, independence, confidence, and understanding of the wider world. Outings form part of our curriculum and are carefully planned to support children's interests and learning in line with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 - updates 2026.

We are committed to ensuring that all outings and visits are carried out safely, securely, and in accordance with safeguarding and welfare requirements, whilst promoting inclusion and equal opportunities for all children.

This policy should be read alongside the following policies and procedures:

- Safeguarding and Child Protection Policy
- Missing Child Procedure
- Supervision of Children Policy
- Risk Assessment Policy
- Health and Safety Policy
- First Aid Policy
- Emergency Lockdown Procedure
- Mobile Phone, Camera and Electronic Device Policy
- SEND and Inclusion Policy
- Transporting Children Policy (where applicable)
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Legal and Statutory Framework

This policy is based on:

- Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 - updates 2026
- Children Act 1989 and 2004
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010
- Working Together to Safeguard Children (latest version)
- Data Protection Act 2018 and UK GDPR

Parental Consent

- Written parental permission will be obtained before any child is taken off the premises.

- Parents will be informed of the nature and purpose of regular local outings as part of the registration process and may also be asked to provide additional consent for specific trips or higher-risk outings.
- Parents will be provided with sufficient information regarding the outing, including destination, transport arrangements where applicable, and expected return times.
- Emergency contact details, medical information, dietary requirements, allergies, and individual care needs will be checked and taken on all outings.

Planning and Risk Assessment

All outings and visits will be carefully planned and authorised by the manager or person in charge before taking place.

A written risk assessment and outings plan will be completed prior to every outing and reviewed where necessary. Risk assessments will consider:

- The suitability of the venue and environment
- The age, stage, needs, behaviour, and abilities of the children attending
- Staffing levels and supervision arrangements
- Safeguarding risks, including missing child risks and unauthorised persons
- Travel arrangements and road safety
- Weather conditions and environmental hazards
- Toileting and intimate care arrangements
- Medical needs, allergies, and medication requirements
- Emergency evacuation procedures
- Terrorism and major incident considerations
- Accessibility and inclusion requirements for children with SEND or medical needs

Where appropriate, a pre-visit will be carried out by a senior member of staff to assess the suitability and safety of the location.

Outings will only proceed where managers are satisfied that risks have been appropriately assessed and control measures are in place.

Staffing and Supervision

Children will be supervised at all times during outings.

The nursery will ensure:

- Staffing ratios meet or exceed EYFS requirements and are adjusted according to the level of risk and children's individual needs
- Adequate staff are deployed to maintain children's safety, wellbeing, and effective supervision at all times
- At least one member of staff with a current and valid paediatric first aid certificate accompanies the outing
- Additional first aiders are included where risk assessment identifies this as necessary
- A designated outing leader is appointed for every visit and is responsible for coordinating the outing and responding to emergencies
- Staff understand their roles and responsibilities before departure

The outing leader will ensure:

- All staff are briefed regarding supervision arrangements, headcount procedures, risk controls, and emergency procedures
- Children are assigned to specific staff members where appropriate
- Regular headcounts are completed, recorded where necessary, and carried out:
 - Before leaving the nursery
 - During transitions and movement between locations
 - At regular intervals throughout the outing
 - Before returning to the nursery
 - On arrival back at the nursery

Identification and Safety Measures

To support children's safety:

- Staff will wear nursery uniform and/or high-visibility clothing where appropriate
- Children may wear high-visibility items, wristbands, stickers, or identification tags appropriate to the outing
- Identification used for children will not display unnecessary personal information in line with GDPR requirements
- Children will be supported to understand and follow simple safety rules appropriate to their age and stage of development

Equipment and Documentation

The following will be taken on outings as appropriate:

- Fully stocked first aid kit
- Emergency contact details
- Attendance register/trip register
- Nursery mobile phone with sufficient battery charge
- Medication, healthcare plans, and required medical equipment
- Drinking water, food, spare clothing, nappies, wipes, and other care items as required
- Weather-appropriate clothing and equipment

Personal mobile phones must not be used by staff during outings except in emergencies and in accordance with the nursery's Mobile Phone and Electronic Device Policy.

Transportation

Where transport is used:

- Vehicles will be roadworthy, appropriately insured, taxed, and legally compliant
- Appropriate child restraints and car seats will be used in accordance with current legislation
- Children will never be left unattended in vehicles
- Drivers transporting children on behalf of the nursery must be appropriately authorised and insured

Inclusion and Individual Needs

We are committed to ensuring all children can participate safely in outings and visits.

Reasonable adjustments will be made to support children with:

- SEND
- Medical conditions
- Allergies
- EAL needs
- Disabilities
- Additional safeguarding vulnerabilities

Risk assessments and supervision arrangements will reflect individual needs and may include additional staffing or specialist equipment where necessary.

Accidents, Incidents, and Emergencies

In the event of an accident, illness, incident, or emergency:

- Staff will assess the situation immediately and take appropriate action to safeguard children
- Emergency services will be contacted where required
- Parents/carers will be informed as soon as reasonably practicable
- One member of staff will accompany a child to hospital if necessary while appropriate supervision of the remaining children is maintained
- All accidents, incidents, and near misses will be recorded in accordance with nursery procedures
- RIDDOR and Ofsted notifications will be completed where legally required

Missing or Lost Child Procedure

If a child goes missing during an outing:

- The nursery's Missing Child Procedure will be followed immediately
- Staff will carry out an immediate search of the area while maintaining supervision of other children
- The police and parents/carers will be contacted where appropriate
- Ofsted and other relevant agencies will be informed where required under EYFS safeguarding and welfare requirements
- A full review and risk assessment will be completed following any incident

Major Incidents and Security Threats

The nursery recognises the importance of preparing for wider emergency situations, including:

- Terrorist incidents
- Public disorder
- Extreme weather
- Environmental emergencies
- Transport incidents
- Lockdown situations

In the event of a serious incident or threat:

- Staff will follow emergency procedures and guidance from emergency services
- Children and staff will move to a place of safety where possible
- The nursery will maintain communication with parents/carers as soon as it is safe and appropriate to do so
- Staff will prioritise the immediate safety and wellbeing of children at all times

Further guidance can be found via [National Counter Terrorism Security Office \(NaCTSO\) Advice](#)

Volunteers and Parent Helpers

Parents, volunteers, students, or other adults accompanying outings:

- Will be suitably vetted where required
- Will receive clear guidance regarding their role, expectations, confidentiality, safeguarding, and health and safety responsibilities
- Will not be left alone with children unless appropriate safer recruitment and suitability checks have been completed
- Will remain under the supervision and direction of nursery staff at all times

Monitoring and Review

The nursery manager and leadership team will monitor outings and visits to ensure procedures remain effective, safe, and compliant with current legislation and EYFS requirements.

This policy will be reviewed:

- Annually
- Following any significant incident
- Following legislative or safeguarding updates
- As part of ongoing quality improvement processes.

This policy was adopted on	Reviewed
24/01/2022	19th May 2026