



St Bede's Childcare Ltd

Outings and Visits Policy

EYFS Legal Requirement:

Children must be kept safe while on outings, and providers must assess risks and ensure appropriate supervision. (EYFS 2024, 3.74)

Policy Statement

St Bede's Childcare is committed to providing safe, enjoyable, and educational outings and visits. All outings are carefully planned and risk assessed to ensure the safety and wellbeing of children at all times.

Outings are considered a **safeguarding responsibility**, and robust procedures are in place to prevent risks and respond effectively to any incidents.

This policy should be read alongside our **Safeguarding and Child Protection Policy** and **Missing Child Policy**.

Aims

We aim to:

- Provide safe and enriching experiences outside the setting
- Promote children's learning and development
- Ensure effective supervision and risk management
- Work in partnership with parents/carers

Parental Consent

- Written parental consent for local outings will be obtained on admission
- Specific consent will be obtained for:
 - Trips involving transport
 - Visits to specific locations (e.g. farms, parks, museums)
- Parents/carers will be informed of outing details in advance

Planning and Risk Assessment

- A **risk assessment** will be completed for all outings
- This will consider:
 - Location and environment
 - Ratios and supervision
 - Individual needs of children (including SEND and medical needs)



- Travel arrangements
- Risk assessments will be reviewed regularly

Staffing and Supervision

- A designated **Person in Charge** will lead each outing
- Staffing levels will be based on:
 - Risk assessment
 - Age and needs of children
- Staff will:
 - Be allocated specific children
 - Maintain close supervision at all times
 - Know the whereabouts of children in their care

Headcounts and Registers

- Headcounts will be carried out:
 - Before leaving the setting
 - During the outing at regular intervals
 - Before returning
 - On return to the setting
- An **outings register** will be maintained

Safety Measures

- Children will:
 - Wear **high-visibility vests**
 - Be supervised in small groups
 - Be supported to understand safety rules
- Staff will carry:
 - A charged mobile phone
 - Emergency contact details
 - First aid kit
 - Any required medication



Children with SEND and Medical Needs

We are committed to inclusion. We will:

- Carry out individual risk assessments
- Make **reasonable adjustments** to enable participation
- Work with the **SENDCo** and parents/carers
- Only restrict attendance if safety cannot be ensured

Transport

- Any transport used will be:
 - Safe and appropriate
 - Properly insured
- If using staff vehicles:
 - Prior approval from management is required
 - Business insurance must be in place
 - Appropriate child restraints will be used

Toileting and Intimate Care

- Arrangements will be made for:
 - Toileting needs
 - Nappy changing where required
- Staff will follow the **Intimate Care Policy**

Emergency Procedures

In the event of:

Accident or Illness

- First aid will be administered
- Emergency services will be contacted if required
- Parents/carers will be informed immediately

Missing Child

- Procedures in the **Missing Child Policy** will be followed immediately
- Police and parents/carers will be contacted without delay



Safeguarding

- All staff must remain vigilant at all times
- Any concerns must be reported to the **Designated Safeguarding Lead (DSL)**
- Outings are treated as a safeguarding responsibility

Behaviour and Expectations

- Children will be supported to:
 - Follow safety instructions
 - Stay with their group
 - Develop awareness of risks

Working with Parents/Carers

We will:

- Provide information about outings
- Share experiences and feedback
- Ensure communication is clear and timely

Monitoring and Review

- All outings will be reviewed to improve practice
- This policy will be reviewed annually or following any incident