

OUTINGS POLICY

Statement of intent

At Roundabout Pre-School, we value opportunities for children to explore the wider community and engage in meaningful learning experiences outside the setting. Outings enhance children's understanding of the world and support the Early Years Foundation Stage (EYFS) areas of learning. This policy outlines how we plan and manage outings to ensure they are safe, inclusive, and beneficial for all children.

Aims

- To provide children with safe, well-organised experiences beyond the setting.
- To promote learning across all areas of the EYFS through real-life experiences.
- To ensure the safety and well-being of children, staff, and volunteers on all outings.
- To comply with all legal and statutory safeguarding duties as outlined in the EYFS statutory framework and Early Years Inspection Handbook.

Planning and Risk Assessment

A thorough **risk assessment** is carried out for outings, identifying potential hazards and actions to mitigate them. These are completed in line with the Health and Safety Executive (HSE) and EYFS requirements.

Risk assessments consider the venue, transport, adult-to-child ratios, weather, medical needs, allergies, and emergency procedures.

Risk assessments are reviewed on a half-termly basis or when required, if the route has to change due to road/ path works.

Parental Consent

Written consent is obtained from parents/carers for all off-site outings.

A general consent form is signed on registration for regular local outings (e.g., park walks), and specific permission is requested for trips further afield or requiring transport.

Supervision and Ratios

Staff-to-child ratios for outings are always equal to or better than those required by the EYFS. Younger children or outings with increased risk may require higher ratios.

A designated outing leader is appointed to oversee the organisation and safety of the trip. All staff are assigned specific children to supervise throughout the outing.

Staff roles and responsibilities

Staff are briefed on the outing plan, risk assessment, emergency contacts, and roles before leaving the setting. A first aid kit, children's emergency medication, and contact details are taken on all outings. At least one member of staff with a full paediatric first

aid certificate accompanies each outing. Headcounts are taken regularly—on departure, during the outing, and before returning to the setting.

Safeguarding

All outings follow the setting's safeguarding and child protection policies. Staff remain vigilant and maintain high levels of supervision at all times. Lost child procedures are clearly understood by all staff and rehearsed as part of training.

Inclusion and accessibility

We ensure that all children, including those with additional needs, are able to participate in outings.

Adjustments are made to ensure accessibility, and parents are consulted in planning where appropriate.

Emergency procedures

In the event of an emergency (e.g., a child becoming ill or lost), the lead member of staff follows the agreed emergency procedure and contacts the setting manager and parents immediately.

Mobile phones (setting-owned) are taken on every outing for emergency use only.

A written incident form is completed if any incident occurs during an outing.

Communication with parents

Parents/carers are informed in advance of the details of all planned outings, including dates, location, travel arrangements, and what children need to bring.

Feedback about the outing is shared through photos, discussions, or learning journals.

Review

This policy will be reviewed annually or sooner if there are changes in statutory guidance or the needs of the children in our care.

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