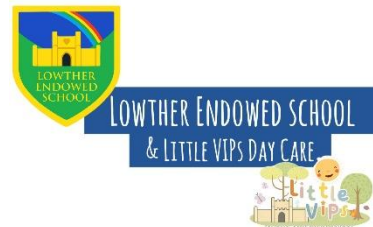


# Little VIPs Visits and Outings Policy



## Policy Statement

At Little VIPs Day Care we recognise that visits and outings provide valuable opportunities to extend children's learning beyond the nursery environment. We believe that well-planned outings enhance children's experiences, support their understanding of the world, and contribute positively to their development across all areas of learning.

We are committed to ensuring that all outings are carefully planned, risk assessed and safely managed so that children are fully safeguarded at all times. The safety and wellbeing of children is our highest priority, and all visits are carried out in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and safeguarding requirements.

We ensure that parents are fully informed of all outings and that appropriate consent is obtained prior to any child leaving the setting.

## Planning and Risk Assessment

All visits and outings are thoroughly planned in advance to ensure they are suitable for the age, stage and individual needs of the children attending. A detailed risk assessment and outing plan is completed by a senior member of staff prior to the visit, identifying any potential hazards and the measures in place to minimise risks.

Where possible, staff will visit the location in advance to assess suitability. The risk assessment will include details such as the destination, travel arrangements, staffing ratios, individual needs of children, required equipment, emergency procedures and safeguarding considerations.

The outing plan will also clearly identify the designated outing leader, the expected times of departure and return, and the roles and responsibilities of all staff involved.

## Parental Consent and Information

Parents and carers are informed in advance of all planned outings and written consent is obtained before any child participates. Consent may be gathered via secure systems such as nursery apps or registration documentation.

We encourage parent involvement where appropriate and may invite parents to support outings. In such cases, expectations regarding health and safety, safeguarding and conduct will be clearly communicated by the manager.

## Staffing and Supervision

We ensure that appropriate staffing ratios are maintained at all times during outings, taking into account the age, needs and abilities of the children. Additional staff or volunteers may be deployed where required to ensure children's safety.

A designated outing leader, usually the most senior member of staff present, is responsible for overseeing the visit and coordinating any response in the event of an incident or emergency. At least one member of staff attending the outing will hold a valid paediatric first aid certificate, and this will be increased where identified through risk assessment.

Children are supervised at all times, and regular headcounts are conducted throughout the outing to ensure all children are accounted for.

## Health, Safety and Equipment

Staff will ensure that all necessary equipment is taken on outings to support children's safety and wellbeing. This includes a fully stocked first aid kit, emergency contact details, a charged mobile phone and any required medication or specialist equipment.

Children and staff will be easily identifiable, for example through high-visibility clothing or identification systems. Appropriate clothing and resources will be provided depending on weather conditions and the nature of the outing.

All reasonable steps are taken to ensure that the environment remains safe, and staff will continually assess risks throughout the visit.

## Use of Transport

Where transport is required, all arrangements are carefully planned to ensure children's safety. Vehicles used are appropriately licensed, insured and maintained, and drivers are checked to ensure suitability.

All children will be secured using appropriate safety restraints in accordance with legal requirements. Ratios are maintained during transportation, and additional support is provided where necessary, particularly for younger children or those with additional needs.

Parents are informed in advance where outings involve transport.

## Safeguarding and Welfare

Safeguarding remains paramount during all outings. Staff are vigilant to potential risks, including environmental hazards, public interaction and unforeseen incidents. All safeguarding concerns will be managed in line with the school and nursery's Safeguarding and Child Protection Policy.

A designated safeguarding lead will be identified for each outing, and all staff are aware of procedures to follow should a concern arise.

## Missing Child Procedure

In the unlikely event of a child going missing during an outing, immediate action will be taken. Staff will conduct a thorough search of the area while ensuring the remaining children are kept safe, calm and supervised.

The outing leader will coordinate the response, including contacting the police and informing the nursery, who will then contact parents. Staff will work together to manage the situation effectively, ensuring that roles are clearly allocated.

All incidents will be recorded, and Ofsted will be notified where required. Following any such incident, a full review and risk assessment will be carried out to prevent reoccurrence, and appropriate support will be provided to children, families and staff.

## Emergency Procedures

In the event of an emergency during an outing, staff will take immediate action to ensure the safety of all children. This may include moving to a safe location and contacting emergency services if required.

Parents will be informed as soon as it is safe to do so. All outings are supported by detailed risk assessments which include contingency planning for emergencies such as accidents, illness, extreme weather or other unexpected events.

## Recording and Documentation

All visits and outings are supported by appropriate documentation, including risk assessments, outing plans and registers. Records of headcounts, incidents and any relevant information are maintained and stored securely.

These documents are available for inspection and form part of our commitment to maintaining high standards of safety and accountability.

## Working in Partnership with Parents

We value the role of parents in supporting children's learning and safety during outings. We keep parents fully informed and provide clear information about planned visits. We also encourage parents to share relevant information about their child's needs to support safe participation.

## Policy Review

This policy is reviewed annually or sooner if there are changes to legislation or guidance. Practice is monitored through regular reviews, staff supervision and reflective practice to ensure the continued safety and wellbeing of children.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
April 2026	Hayley Fassam – Nursery Manager	April 2027