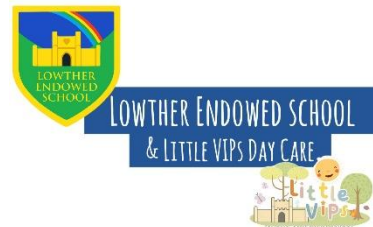


# Little VIPs Visits and Outings Policy



## Policy Statement

At Little VIPs Day Care we recognise that visits and outings provide valuable opportunities to extend children's learning and experiences beyond the nursery environment. We are committed to ensuring that all outings are carefully planned, risk assessed and managed effectively so that children are kept safe at all times.

We follow the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and relevant health and safety guidance to ensure that all visits and outings are conducted safely and in line with safeguarding requirements.

## Planning and Risk Assessment

All visits and outings are subject to a thorough risk assessment to identify potential hazards and outline control measures to minimise risk. Risk assessments are completed prior to any outing and are regularly reviewed to ensure they remain accurate and effective.

For outings that take place regularly, such as local walks or visits to familiar locations, a general risk assessment is in place. These are reviewed frequently and updated where necessary to reflect any changes in the environment, children's needs or staffing arrangements.

Additional or specific risk assessments will be completed for new or more complex outings to ensure that all risks are appropriately managed.

## Outing Procedures

Before any outing takes place, staff are required to complete a trip form which clearly records key information relating to the visit. This includes details of the children attending, the staff accompanying them, the time of departure and the expected time of return.

This ensures that there is a clear record of who is off-site at any given time and supports effective communication and safeguarding.

Parental consent is obtained prior to children attending outings, and parents are informed of any relevant details.

## Staffing and Supervision

Appropriate staffing ratios are maintained at all times during outings, taking into account the age, stage and individual needs of the children.

A designated member of staff will take responsibility for leading the outing and coordinating any response in the event of an emergency. Staff remain vigilant at all times and carry out regular headcounts to ensure all children are accounted for.

Children are closely supervised throughout the outing, and staff ensure that all safety procedures are followed consistently.

## 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 first aid kit, emergency contact information, a fully charged mobile phone and any required medication.

Children and staff will be appropriately dressed for the outing, and additional safety measures such as high-visibility clothing may be used where necessary.

## Safeguarding

Safeguarding remains a priority during all outings. Staff are vigilant to potential risks and ensure that children are protected at all times.

In the event of an incident or concern, staff will follow the nursery's safeguarding procedures, including reporting concerns to the Designated Safeguarding Leads and recording information appropriately.

## Emergency Procedures

In the event of an emergency, staff will take immediate action to ensure the safety of all children. Emergency services will be contacted where necessary, and parents will be informed as soon as possible.

A member of staff will accompany any child requiring medical attention, while the remaining staff ensure the safe return of the other children to the nursery.

## Monitoring and Review

All outings are reviewed as part of ongoing risk assessment and reflective practice to ensure that procedures remain effective and that any improvements are identified.

Risk assessments for regular outings are reviewed frequently, and all procedures are updated where necessary to maintain high standards of safety.

<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