

## Outings and Visits

### EYFS overarching legal requirement:

'The provider must take necessary steps to safeguard and promote the welfare of children.'

**Every Child Matters Outcome:** Staying Safe

**EYFS Requirement:** Safeguarding and Promoting Children's Welfare

### Principle into Practice: A Unique Child

- Keeping Safe (card 1.2)
- Health and Well Being (card 1.4)
- Inclusive Practice (card 1.2)

### Principle into Practice : Enabling Environments

- The Learning Environment (Card3.3)
- The Wider Context ( card 3.4)

This policy applies to the

1. The Early Years Register (EYR)

This policy is not a requirement of the Childcare Register (CR), however it is highly recommended that a policy is written to ensure that you provide a consistent message to all parents about the quality service provided.

### Policy:

A policy is a description of the setting's aim / commitment. Consider the following information when detailing your policy,

- Detail your setting's commitment to providing safe, good quality experiences during visits.
- Detail what systems you follow to ensure safety during outings (Risk Assessments)
- Why do you have outings? How do you ensure that they have a positive impact on the children in your care?

**Procedure:**

A procedure is a description of the way in which a setting goes about a particular activity or process. In this context it is how the setting puts its aim into practice. Consider the following information when detailing your procedures,

- Describe your systems for informing parents of outings and the information you will provide (where, when, times, transport, reason for visit).
- Method of obtaining written parental consent and how is this recorded?
- Risk assessing each outing to ensure safety from leaving (setting / home) base to your return. Contacting destinations prior to the trip (i.e. Zoo) to obtain their standard risk assessment or to help identify what you need to protect children from. Who will be responsible for this? (EYFS Statutory Framework page 24).
- What essential information will you take on the outing - child records, first aid kit, phone, parent numbers etc? (Statutory Framework page 24).
- The ratios and systems of staff supervision you will use to ensure the safety of all children. Do you need to exceed normal ratios? (Statutory Framework page 24) Will parents / volunteers be invited?
- How do you ensure children are always supervised? Are they grouped by key worker? Identify designated meeting points.
- Taking registers- when will these be taken during the outing?
- How will you identify children in your care i.e. coloured vests or badges.
- Catering for all children's needs - how do you intend to make extra considerations for children with additional needs? (Wheelchair access, bathroom facilities, equipment transportation etc). How will you provide a fully inclusive service?
- Information you keep about vehicles, drivers, insurance, MOT and tax etc.
- Procedures for using your own drivers (checks you make, age limits etc) and the records you keep for this.

- Emergency procedures - what will you do in the event of an accident / breakdown or other emergency?
- How will you transport food and keep it cool / fresh?
- How will you ensure that children petting animals will remain free from infection?
- How will you ensure that you are insured for outings?

**Date created**

**Date updated**

**Related Policies:** Health and Safety Policy  
Safeguarding Policy  
Missing Child Policy  
Behaviour Management

**For more information...**

EYFS Statutory Framework

EYFS CD ROM

Requirements for the Childcare Register: Childminders and home child carers  
- - Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non  
domestic or domestic premises – Ofsted ref 080143

**Additional duties under national legislation:**

- The need for car seats, booster seats and seat belts
- Health and Safety Legislation in relation to protecting children from harm and infection [www.hse.gov.uk](http://www.hse.gov.uk) (**Health and Safety Executive guide**)
- Roads and highways- speed limits and licensed drivers

**Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided by Children & Young People's Services (CYPS) should be used as a guide only.**