



Registered Charity No: 1130840
School Mead, Abbots Langley, Hertfordshire WD5 0LB

Outings Policy

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.2 Active learning

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedure:

Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.

For big trips parents will be asked to sign specific consent forms.

A risk assessment will be carried out before any outing.

The adult:child ratio will be high – one adult to two children. Their age, sensibility and the type of venue as well as how it is to be reached will also be taken into account.

Children will be assigned to individual staff to ensure supervision, to ensure no child gets lost and there is no unauthorised access to children.

Outings are recorded on an outings record sheet which is kept with the register in case of fire evacuation. This records:

- The date and time of the outing
- A description of the purpose and location of the outing
- Names of staff assigned to named children
- The approximate duration of the outing

Member of



Registered as a company limited by guarantee in England & Wales
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB
Registered No: 6840267



Registered Charity No: 1130840
School Mead, Abbots Langley, Hertfordshire WD5 0LB

Staff will take a mobile phone on outings, supplies of tissues, wipes, mini first aid pack and spare clothing. The quantity of equipment will depend on the venue of the outing and the number of children as well as how long they will be out for.

Records will be kept of vehicles used to transport children with named drivers and appropriate insurance cover.

A minimum of two staff will accompany the children on an outing and a minimum of two will remain with the rest of the children, maintaining the correct adult: child ratios.

This policy was adopted at a meeting of Breakspeare Community Preschool held on

Signed on behalf of the Committee

Name: Signature:

Signed on behalf of the Preschool

Name):..... Signature:

This policy will be reviewed annually in May

Member of



Registered as a company limited by guarantee in England & Wales
Registered Office: School Mead, Abbots Langley, Hertfordshire WD5 0LB
Registered No: 6840267