

Outings

Policy Statement

Children benefit from being taken out of the setting to visit local parks, libraries and other suitable venues, which enhance their learning, development and understanding of the wider community. Little Learners staff ensure that robust procedures are in place to keep children safe on outings, and all staff and volunteers are aware of and follow the procedures outlined below.

Procedures

- Parents sign a general consent on registration for their child to participate in local outings and visits that form part of the nursery curriculum and daily activities.
- There is a risk assessment for each venue used, which is reviewed regularly.
- Parents are always asked to provide specific consent before any major outing or trip.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are available for parents to view upon request.
- Consideration is given to adult-to-child ratios and includes the children's age, needs, capabilities, the nature of the venue and how it will be accessed.
- Named children are assigned to individual staff members to ensure that each child is appropriately supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept within the setting, detailing:
 - Date and time of the outing.
 - Venue and mode of transport used.
 - Names of staff members assigned to each child.
 - Time of departure and return.
- Staff take a designated Little Learners mobile phone on outings, together with supplies appropriate to the venue and duration of the outing. This may include tissues, wipes, spare clothing, nappies, medications required for individual children, a mini first aid kit, snacks and drinking water.
- The designated outings mobile phone is equipped with a camera. Photographs may be taken during outings to support children's learning journeys, observations and assessments, in line with parental permissions and the nursery's Camera, Mobile Phone, Social Media and Data Protection policies. Photographs will only be used for legitimate nursery purposes and will remain confidential.
- Upon return to the nursery, photographs will be uploaded to Tapestry or another approved nursery system in accordance with nursery procedures. Once the upload has been verified, all photographs will be permanently deleted from the outings mobile phone.
- Staff take a list of children's names, parent/carer contact details, an accident book and a copy of the Missing Child Policy on outings.
- A minimum of two staff accompany children on outings and a minimum of two staff remain within the nursery with children who do not attend the outing.



Legislative Framework

This policy meets the requirements of the Early Years Foundation Stage (EYFS) Statutory Framework (published 14th July 25 effective from 1st September 2025) and should be read alongside the nurseries:

- Safeguarding and Child Protection Policy
- Missing Child Policy
- Health and Safety Policy
- Camera and Mobile Phone Policy
- Data Protection and GDPR Policy

Date policy last reviewed/updated	13 th July 2026	Reviewed by	Jodie Richards – Nursery Manager Terri Noone – Interim Regional Nursery Manager
Date of next review/update	July 2027		