Beetley and District Preschool

Registered Charity: 1181636

Part 5 – Operational Safety

Policy 5.3 – Outings

Purpose of this Policy

Beetley & District Preschool recognises that children's learning experiences are enhanced when they have opportunities to explore the local community and participate in visits beyond the setting.

This policy outlines the procedures in place to ensure that outings are planned, supervised and managed safely.

This policy should be read alongside:

- Policy 2.1 Risk Assessment Summary
- Policy 1.3 – Responsibilities of Staff, Visitors and Contractors
- Policy 4.1 – Accident, Incident and RIDDOR
- Safeguarding Policy

Consent and Planning

Parents provide general consent on registration for local visits within the surrounding area, including regular access to St Mary's School playground and field, Beetley woods, Gressenhall Museum and the local environment.

Specific written consent is obtained for major outings.

A risk assessment is completed for each venue and reviewed regularly. Where appropriate, a member of staff or Committee representative will walk the route in advance.

Risk assessments are available to parents on request.

Staffing and Supervision

Appropriate staffing ratios are maintained at all times.

For local walking visits, the preschool provides a ratio of one adult to four children. For larger or higher-risk outings, such as the annual summer trip, a ratio of one adult to two children is maintained.

Named children are assigned to individual staff members to ensure clear supervision responsibilities. Regular headcounts are carried out throughout the outing.

At least two members of staff accompany children on outings where practicable. Staffing arrangements are planned to ensure safe ratios both on the outing and within the setting.

Children wear high-visibility jackets displaying the preschool name and contact number when away from the immediate premises.

Transport

Private vehicles are not used for transporting children, except where parents transport their own child.

Where coach transport is required, only reputable and appropriately licensed providers are used.

Equipment and Documentation

The preschool mobile phone is taken on all outings. The equipment carried will be proportionate to the venue and duration of the visit and may include:

- First aid kit
- Required medication
- Emergency contact information
- Allergy information
- Tissues, wipes and spare clothing
- Snacks and water

Accident record sheets are taken and any incidents are transferred to Famly upon return.

An outings record is maintained for all visits away from the setting. This forms part of the preschool's wider risk management and safeguarding documentation.

The record includes:

- The date and time of the outing
- The venue and planned route (where applicable)
- Staffing arrangements and named child allocation
- Mode of transport used
- Time of departure and return

Any accidents, incidents or safeguarding concerns arising during the outing are recorded in line with Policy 4.1 – Accident, Incident and RIDDOR and the Safeguarding Policy.

Outings records are stored securely in accordance with the setting's Data Protection and Confidentiality arrangements.

Missing Child Procedure

In the unlikely event of a child going missing during an outing:

- Staff are alerted immediately.
- A thorough search of the immediate area is conducted.
- Other children remain supervised at all times.
- Venue security (where available) is informed.
- Police are contacted without delay if the child is not located quickly.
- Parents are informed as soon as possible.

A current photograph of each child attending is accessible on the password-protected preschool tablet and would only be used if required in the unlikely event of a missing child.

The incident will be reviewed in line with safeguarding procedures and, where appropriate, reported to relevant authorities.

Visits to Farms and Animal Centres

When visiting farms or environments where animals are present, additional hygiene precautions are implemented to reduce the risk of infection.

Prior to the visit:

- The venue's handwashing facilities are confirmed as adequate.
- Staff and volunteers are reminded of hygiene expectations.
- Children wear appropriate outdoor clothing and sturdy footwear.

During the visit, children are supported to:

- Wash hands thoroughly after contact with animals and before eating.
- Eat only in designated areas.
- Avoid putting hands or objects in their mouths.
- Handle animals calmly and appropriately.

If a child develops symptoms of illness following a visit, parents are advised to seek medical advice and inform the healthcare professional of recent animal contact.

Review and Evaluation

Following significant outings, staff complete a review to consider:

- Any transport issues
- Venue suitability
- Supervision arrangements
- Educational value
- Recommendations for future visits

Outings are reviewed as part of the setting's wider risk management processes.

Monitoring and Review

This policy will be reviewed annually or sooner if changes to legislation or guidance occur.

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East