



Colyton Caterpillars Early Education

Early Years Visits and outings Policy

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

Our setting believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

The manager will ensure that where possible a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment Policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the manager will write to the venue requesting all relevant information and a risk assessment statement where available.

The setting will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Any parent that joins us on an irregular visit needs not have a DBS in place as they will not have unsupervised contact with children.

During visits and outings

On visits or outings, the staff ratio will be 1:8 for 3+ years, 1:4 for 2-year olds and 1:2 for under 2's; subject to the nature of the activity and the risk assessment, although we will endeavour to be over the staff ratio.

- Children will remain under close supervision at all times.
- When children are on outings, there will always be at least one member of staff who has a current paediatric first aid certificate.
- The manager will ensure that a full first aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- One designated member of staff will keep mobile phone with them at all times. These numbers will also be left at the setting in case an emergency.
- A register will be taken at the beginning and end of the visit or outing. Additionally, regular head counts will be taken by staff.

- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with the member of staff left on duty at the settings premises (if staff numbers allow for such a provision).
- Permission is received from either parent with parental responsibility, resident or non-resident.