



## Outings Policy & Procedure



### Policy Statement

It can be beneficial to provide opportunities for children to take part in outings to develop their knowledge of the world and give every child access to the same cultural opportunities in life. Trips can include visits to the local park, library or places of interest.

### Outings procedure

- A full risk assessment is carried out before an outing takes place.
- Staffing ratios must be maintained during the outing.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in the health and safety file stating:
  - The date and item of outing
  - The venue
  - Names of staff assigned to named children
  - Time of return
- Staff will take a mobile phone, first aid box and child contact/emergency contact details on outings
- At least one member of staff present will hold a current Paediatric First Aid qualification
- any child who has a health care plan must have their health care plan documents, along with any medication/asthma pump / EpiPen's if needed

Please also refer to our Missing Child Policy.

Approved date: September 2025

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