



23 Outings Procedures Policy

At Summertime, we recognise that outings and time spent outside the registered premises provide children with valuable opportunities to explore their local community and develop confidence, independence and awareness of the world around them.

Before an Outing

Before children leave the registered premises:

- An outing risk assessment will be completed, including the planned destination and route.
- The Manager or Senior Member of Staff will review and approve the outing.
- Written parental consent will be obtained through the registration process. Additional consent will be requested where appropriate.
- Staff-to-child ratios will be maintained at all times and will reflect the nature of the activity and any additional risks.
- Staff will ensure children have suitable clothing and footwear for the weather and activity.
- All staff and children who are walking will wear high-visibility jackets.

Safety During Outings

On arrival at a destination, staff will assess the area for any immediate hazards before children begin their activities. This may include checking for broken glass, discarded needles, dog faeces, unsafe equipment or other potential dangers.

An **emergency bag** will be taken on all outings and will contain:

- The nursery outings mobile phone.
- A first aid kit.
- Any medication required by the children.
- Emergency contact details for parents/carers.

Children will remain appropriately supervised throughout the outing, and staff will ensure that agreed ratios are maintained.

Whole-Setting Outings

For larger or whole-setting outings, a more detailed risk assessment will be completed covering the **journey, transport and venue**.

Before leaving:

- Staff will be allocated specific children to supervise.
- Checklists will be completed to ensure all necessary equipment, medication and documentation are taken.
- Additional parental consent will be obtained where required.

Parents and carers may be invited to join whole-setting outings. Parents who attend remain responsible for their own child only and will not be expected to supervise other children.

Our aim is to ensure that children can enjoy new experiences and explore their community in a safe, well-planned and positive way.

Cathy White
Manager
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