



Outings Policy

1. Introduction

At The Kids Village, we recognise the importance of outings and trips as part of a well-rounded learning experience for children. Outings provide opportunities for children to learn about the world around them, engage with new environments, and develop social and practical skills. However, it is essential that any outing is planned and executed with the utmost care, ensuring the safety, well-being, and supervision of all children involved.

2. Purpose

This policy outlines the procedures and guidelines for staff when planning and supervising outings. The aim is to ensure that all outings are carried out in a safe and structured manner, promoting learning and development while safeguarding children's welfare.

3. Scope

This policy applies to all staff who accompany children on outings organised by The Kids Village. It includes trips to local parks, beaches, supermarkets, nature walks, or any other location outside the nursery premises.

4. Planning an Outing

- **Risk Assessment:** Prior to any outing, a thorough risk assessment must be conducted to identify potential hazards and ensure appropriate measures are in place to manage and mitigate risks. The risk assessment must consider:
 - The location and any potential dangers (e.g., traffic, unfamiliar environments)
 - The number of children attending
 - The staff-to-child ratio
 - Weather conditions
 - Special needs or medical requirements of any child
- **Permission:** Written consent from parents or guardians must be obtained for each child attending an outing. This consent should detail the location, date, and any activities involved in the outing. As part of our contracts with parents, parents will be asked to consent to outings in general, rather than a separate permission slip for each outing.
- **Staffing Levels:** The same ratio inside will be adopted outside
 - (1 staff member for every 5x 2-3 year olds)
 - (1 staff member for every 8x 3-5 year olds)
- **First Aid Kit:** A fully stocked first aid kit will be taken on every outing, and at least one staff member will be trained in first aid and CPR.

5. During the Outing

- **Supervision:** Children must be closely supervised at all times. Staff will use a headcount and ensure each child is accounted for before, during, and after the outing. The group will be kept together, and children will not be allowed to wander off.
- **Nursery Clothing:** Children will have a nursery branded high visibility vest to wear over their clothing to keep them easily identifiable.
- **Emergency Procedures:** Staff must be aware of emergency procedures for the outing location, including the nearest hospital or medical facility, emergency exit routes, and the procedure for contacting emergency services. Staff will have access to mobile phones to contact the nursery or emergency services if needed.
- **Communication:** Staff will carry a list of children's contact details, any medical information (such as allergies or conditions), and emergency contacts for parents/guardians. The nursery's contact details will also be provided to parents in case they need to reach the staff during the outing.
- **Behaviour Management:** Clear expectations of behaviour will be communicated to the children prior to the outing. Any incidents of misbehaviour will be addressed in a calm and consistent manner, ensuring the safety of all children – in line with our Positive Behaviour Policy.

6. Return to Nursery

- **Debrief:** After the outing, staff will conduct a debrief to ensure that all children are returned to the nursery in a safe manner. Any issues or concerns will be documented and addressed appropriately.
- **Feedback:** Parents will be informed of the outing's success, and any feedback from the staff or children will be considered for future outings.

7. Staff Responsibilities

- **Planning and Risk Assessment:** Staff members responsible for organising the outing will ensure all aspects are planned according to this policy, including completing the necessary paperwork, obtaining parental consent, and ensuring that appropriate staffing ratios are maintained.
- **Supervision and Safety:** Staff will be responsible for the safety and supervision of the children during the outing. This includes keeping children together, maintaining appropriate behaviour, and ensuring that emergency procedures are followed if necessary.
- **Communication with Parents:** Staff will communicate outing details with parents in advance and inform them of any changes or issues that arise. Parents will be made aware of any special requirements or considerations, such as children with medical conditions or specific care needs.

8. Review and Evaluation

This policy will be reviewed annually to ensure that it is up to date with current regulations and best practices. The nursery manager will also evaluate each outing to identify any areas for improvement and ensure that any concerns are addressed in future planning.

9. Conclusion

Outings are an important part of the learning and development experience for children at The Kids Village. However, ensuring the safety and well-being of the children is our top priority. By adhering to this Outings Policy, we can provide meaningful and enjoyable experiences for the children; while ensuring they are fully protected during these excursions.

Signed by:

Megan Rankin – Director

16/03/2025