



Outings and Off-Site Visits Policy

1. Safeguarding Statement

At Snug Nursery Schools, safeguarding and promoting children's welfare underpins all outings and off-site visits. Children's safety, dignity and wellbeing are our highest priority, and all visits are planned and carried out in line with the EYFS safeguarding and welfare requirements and our Safeguarding & Child Protection Policy.

2. Purpose of Outings

Outings and off-site visits are used to:

- Enrich the curriculum
- Extend learning beyond the nursery environment
- Support children's development through real-life experiences

All outings are planned to be age-appropriate, inclusive and responsive to individual needs.

3. Parental Consent

Written parental consent is obtained for children to take part in off-site visits. Parents are informed in advance of visits outside the local area (any area that is walkable from the setting and does not require transport).

Planning, Risk Assessment and Ratios

- All outings are risk assessed prior to departure
- Local outings follow the standard risk assessment on BrightSafe; additional or specific risk assessments are completed where required
- Risk assessments consider:
 - The destination and environment
 - Transport arrangements
 - Staffing levels and EYFS ratios
 - Individual children's needs, including SEND, medical needs and allergies
- Visits outside the local area require a pre-visit checklist, full risk assessment and outings plan, completed by a senior member of staff. Where possible, a pre-visit to the venue is undertaken.

4. Staffing and Responsibilities

- Appropriate adult:child ratios are maintained at all times in line with EYFS requirements
 - All staff in Snug nurseries hold a current paediatric first aid certificate
 - Each staff member is allocated a specific group of children and is responsible for their supervision throughout the outing
 - Regular headcounts are carried out before departure, during the outing and on return
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5. Recording and Documentation

An outings form is completed for every off-site visit, recording:

- Date, time, destination and duration
- Children and staff attending
- Risk assessment details
- Emergency contact information
- Medication, allergies and dietary needs

Records are stored securely in line with data protection and safeguarding requirements.

6. Equipment and Safety Measures

Staff must take:

- A first aid kit
- Any required medication or specialist equipment
- Emergency contact details
- At least one fully charged mobile phone

Children wear high-visibility vests to support supervision and identification. Children's names are not displayed.

7. Transport

- Staff must never transport children in their own vehicles.
 - All public transport arrangements are fully risk assessed prior to use.
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8. Accidents, Incidents and Emergencies

- In the event of an accident or incident, staff assess the situation immediately
- For minor incidents, the group may return to the nursery and parents will be informed
- For serious incidents, emergency services are contacted immediately and parents are informed

- One member of staff will accompany the child if hospital treatment is required, while the remaining children return safely to the nursery
- All incidents are recorded in line with safeguarding and accident reporting procedures including reporting to Ofsted if necessary

9. Lost Child

In the event of a child becoming lost during an outing, the Lost Child procedure contained within the Health and Safety Policy (section 7) is followed immediately, in line with the safeguarding policy.

Policy date: March 2026

Next review: March 2027

Appendix 1

Education Inspection Framework (EIF)

Intent – Implementation – Impact Summary

Intent (*Why*)

At Snug Nursery Schools, outings and off-site visits are a purposeful extension of the curriculum and are planned with safeguarding at their core. Our intent is to enable children to explore their community and wider world in a way that is safe, inclusive and enriching, while ensuring their welfare, dignity and individual needs are consistently prioritised.

Implementation (*How*)

Outings are carefully planned and risk assessed in advance, with clear procedures that support staff to carry out visits safely and confidently.

- EYFS ratios are maintained at all times
- Staff roles are clearly defined
- Regular headcounts are embedded practice
- Individual needs, including SEND, medical requirements, allergies and dietary needs, are identified and planned for before each outing
- Staff carry essential safety equipment
- Follow agreed transport arrangements
- Respond promptly to incidents in line with safeguarding procedures

Leaders provide effective oversight through approval of plans, secure record-keeping, supervision and reflective review.

Impact (*What difference it makes*)

- Children benefit from rich, meaningful learning experiences beyond the nursery in an environment where they feel safe, secure and well supported
- Risks are minimised through consistent practice and professional vigilance
- Staff demonstrate confidence and accountability when leading outings
- Parents have strong confidence in the setting's safeguarding arrangements

Leaders can clearly evidence effective safeguarding, strong staff practice and positive outcomes for children during outings and off-site visits.