



Preschool Trips and Outings Policy

Gainsborough Primary
School

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Trips and Outings

Our priority for trips and outings is the health and safety of our children.

Rationale: Trips and outings should support the development and learning that takes place within the Preschool. Outings provide important opportunities for learning and are an essential part of a child's experience. When taking the children out of the Preschool grounds staff must ensure their safety at all times. It is the Head teacher's responsibility to give permission for outings to take place, having first checked all arrangements and completed formal risk assessment forms. The Preschool Leader can give permission for local outings to take place.

Guidelines for Visits and Outings

- Practitioner must be sensitive to children's religious/beliefs in selecting places to visit
- Children must be carefully supervised at all times
- Any volunteers or staff that are not police checked must remain with a permanent member of staff
- A first aid kit must be taken
- A mobile phone must be taken and the number left at the centre for ease of contact in an emergency
- A register must be taken on the trip. This must include all emergency contact details and details of any allergies/medical conditions and dietary requirements and name and number of child's doctor
- A Level 3 qualified member of staff must always accompany the children on outings.
- Extra items that might be needed for outings – nappy changing kits, toilet rolls, tissues, sick bags, refuse sacks, disposable gloves, sunscreen and hats, refreshments.
- Practitioners must always accompany a child into public toilets
- The Preschool Leader is responsible for knowing the whereabouts of every child and all staff involved in the trip.

- The practitioner must take responsibility for specific children, preferably for those for whom they are the key person. Changes to this must be explicitly acknowledged by the staff concerned.
- Given their consent for their child to participate in outings
- Given their consent for sun block to be administered in hot weather

Staff to Child Ratios

Ratios of staff to children undertaking an outing must be agreed and set out on the Trip Proposal Form. The recommended ratios must never fall below those stated in the Early Years Foundation Stage and for most outings should exceed these minimum requirements. A minimum of 2 staff should accompany each trip. If a child has a physical disability/emotional needs a 1:1 ratio is required for all outings. A minimum of 50% of staff must hold a qualification in child-care and/or early years' experience.

Preparation for Outings and Risk Assessments

Prior to an outing staff must undertake a risk assessment (this is required by law) which will include:

- Purpose of outing
- Destination, route and method of travel
- Children's individual needs, which should include their ability to be cooperative and comply with practitioner's wishes in order to keep all children safe and free from harm.
- For local outings the risk assessment will assess the required adult: child ratio, to determine whether it is appropriate to exceed the normal ratio requirements.
- For full day trips a higher staffing ratio is required. Staff should complete an appropriate risk assessment form.

- Parents/carers must be given full written details about the outing in advance before consent is given. This must include: type of activity, date, time of departure and return, destination and method of transport, anything children are required to bring, costs, contact name and telephone number for emergencies. Parents should be encouraged to join outings and accompany their child. In such circumstances it is not necessary to include that child in the ratios assessment.

Policy written:	April 2020
Amended/Updated:	July 2025
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The Federated Governing Body has reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

