

Oyster Bay Nursery

Outings Policy

Date written: October 2026

Date of last update: October 2026

Date agreed and ratified by October 2026

Date of next full review: September 2027

This policy will be reviewed at least annually and/or following any lessons learnt and/or updates to national or local guidance and procedures.

Designated Safeguarding Lead (DSL)	Debra Hines
Deputy Designated Safeguarding Lead(s)	Grace Sidders Rachel Finch
Nominated Individual	Debra Hines
Nursery Manager	Grace Sidders

1. Policy statement

At Oyster Bay Nursery, we believe that outings and visits outside the nursery provide valuable opportunities for children to explore their local community, develop confidence, learn about the world around them and build new skills through first-hand experiences.

We are committed to ensuring that all outings are carefully planned and that children's safety, wellbeing and individual needs remain our priority at all times.

This policy should be read alongside the nursery's Safeguarding and Child Protection Policy, Health and Safety Policy, Missing Child Policy, Behaviour Policy and relevant medical and emergency procedures.

2. Aims of outings

Outings are planned to:

- Support children's learning and development through real-life experiences.
- Encourage curiosity, independence and confidence.
- Help children develop an understanding of their local community and environment.
- Promote physical activity, social interaction and positive relationships.
- Provide inclusive experiences that meet children's individual abilities and needs.

3. Planning and authorisation

All outings must be approved by the Nursery Manager or Nominated Individual before they take place.

Before an outing, staff will:

- Identify the purpose, destination, route and expected duration.
- Consider the ages, number and individual needs of the children attending.
- Check the venue's suitability, accessibility, facilities and potential hazards.
- Plan appropriate staffing, supervision and emergency arrangements.
- Check weather conditions and consider alternative arrangements if necessary.
- Ensure that suitable transport arrangements are in place, where applicable.
- Inform parents and carers of the relevant details.

The Nursery Manager may postpone or cancel an outing if safety arrangements are inadequate or circumstances change.

4. Risk assessments

A suitable risk assessment must be completed before each outing, proportionate to the activity and level of risk. Existing assessments for regular local visits must be reviewed to ensure they remain suitable.

Risk assessments will consider:

- Road safety, traffic and pedestrian crossings.
- Water, uneven ground, animals and other environmental hazards.
- The venue, activities and public access.
- The children's ages, development, behaviour and additional needs.
- Staffing levels, supervision arrangements and group management.
- Toileting, nappy changing, handwashing, food and drink.
- Weather, clothing, sun protection and hydration.
- First aid, medication and emergency procedures.
- Lost-child procedures and arrangements for contacting parents.

Staff must understand the identified risks and the measures needed to manage them. The risk assessment must be reviewed if conditions change during the outing.

5. Parental permission and communication

Written parental or carer permission must be obtained for children to participate in outings, in accordance with the applicable Early Years Foundation Stage requirements.

The nursery will ensure that permission is appropriate to the outing and that parents and carers receive relevant information, including:

- The destination and purpose of the visit.
- The date and expected departure and return times.
- Transport arrangements, where applicable.
- Any special clothing, food or equipment required.
- How the nursery can be contacted during the outing.

Parents and carers must inform the nursery of any relevant changes to their child's medical needs, emergency contact details or other information that may affect their participation.

Children will only attend outings where the required permission and safety arrangements are in place.

6. Staffing and supervision

Staffing arrangements will be determined by the children's ages, the outing risk assessment, the needs of individual children and the requirements of the EYFS.

The nursery will:

- Maintain at least the required adult-to-child ratios and provide additional supervision where the risk assessment identifies a need.
- Ensure that a suitably qualified paediatric first aider accompanies children on outings, as required by the applicable EYFS framework.
- Allocate children to named staff members who are responsible for their supervision.
- Ensure staff know the group arrangements, headcount procedures and emergency contacts.
- Use only suitable and authorised adults to assist with supervision.

Volunteers and accompanying adults must receive clear instructions about their responsibilities. They must not be left in sole charge of children.

7. Register and headcounts

A register of children and accompanying staff must be taken before leaving the nursery, at arrival, at regular intervals during the outing, before leaving the venue and upon returning to the nursery.

Staff must carry an accurate list of the children attending and know which adult is responsible for each child.

Children must remain within the agreed group and designated areas. Staff must use clear instructions and suitable supervision when moving between locations, crossing roads or entering and leaving venues.

8. Equipment and essential information

The outing leader must ensure that the group has appropriate supplies, including where relevant:

- A charged mobile phone.
- A suitable first aid kit.
- Emergency contact details.

- Necessary prescribed medication and individual medical equipment.
- Drinking water, food and any required dietary information.
- Nappies, wipes, spare clothing and hygiene supplies.
- Weather-appropriate clothing and sun protection.
- Any accessibility equipment or additional resources required by individual children.

Personal information and medical details must be carried and handled securely.

9. Transport arrangements

Where children are transported by vehicle, the nursery will ensure that:

- The vehicle is suitable, roadworthy and appropriately insured.
- The driver is authorised, suitably qualified and insured for the journey.
- Each child has an appropriate seat and legally compliant restraint where required.
- Children are supervised when entering and leaving the vehicle.
- A headcount is completed before departure and immediately after arrival.
- No child is left unattended in a vehicle.
- A final physical check of the vehicle is completed after every journey to ensure no child remains inside.

Where public transport is used, staff must plan boarding, travelling, disembarking and emergency arrangements in advance.

10. Safeguarding and child protection

Staff must maintain appropriate supervision and professional boundaries throughout every outing.

Children must never be left unsupervised or placed in the care of an unauthorised person. Staff must remain alert to risks posed by members of the public, unfamiliar environments and unexpected changes to the group.

Photographs or videos must only be taken in accordance with the nursery's photography, mobile phone and data protection policies.

Any safeguarding concern arising during an outing must be reported promptly to the Designated Safeguarding Lead (DSL) or the appropriate safeguarding authority, in accordance with the nursery's procedures.

11. Children with additional needs or medical requirements

Outings should be inclusive and accessible wherever reasonably possible. A child's disability, medical condition, allergy or additional need must not automatically prevent them from participating.

The nursery will consider individual risk assessments and make appropriate arrangements for:

- Prescribed medication and emergency medical equipment.
- Allergies, dietary requirements and medical conditions.
- Mobility, sensory needs and communication differences.
- Personal care, toileting and other support needs.
- Any additional staffing or equipment required.

Parents and carers will be consulted where appropriate to ensure the nursery understands and can safely meet the child's needs.

12. Emergencies, accidents and incidents

If an accident, injury or other emergency occurs, staff must:

1. Make the area safe where possible and ensure the other children remain supervised.
2. Provide appropriate first aid and call emergency services when necessary.
3. Contact the Nursery Manager and parents or carers as soon as reasonably practicable.
4. Follow the nursery's accident, incident and safeguarding procedures.
5. Record the incident accurately and complete any required notifications.

If a child becomes separated from the group or is believed to be missing, staff must immediately follow the nursery's Missing Child Policy. Staff must raise the alarm, organise a safe search without leaving the remaining children inadequately supervised, and contact the police promptly where appropriate. The Nursery Manager and parents or carers must be informed as soon as possible.

13. Behaviour and children's wellbeing

Staff will explain safety expectations to children in an age-appropriate way before and during outings.

Children will be supported positively to follow instructions, stay with their group and respect other people and the environment.

If a child's behaviour or wellbeing creates an immediate safety concern, staff will take proportionate action to protect the child and others, including changing the activity or returning to the nursery if necessary.

14. Arrival back at nursery

On returning, staff must:

- Complete a final headcount and check the register.
- Confirm that all children have returned safely.
- Inform the Nursery Manager of any incidents or concerns.
- Record accidents, injuries or other relevant events.
- Return medication, equipment and records to their appropriate secure locations.
- Share relevant information with parents and carers.

15. Records and confidentiality

The nursery will retain outing permissions, risk assessments, attendance records and incident reports in accordance with its record-retention and data protection procedures.

Children's and families' personal information must only be shared with those who have a legitimate need to know or where disclosure is otherwise lawful.