



# Outings and Excursions Policy

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At Lympstone Preschool, we believe that outings and excursions provide valuable opportunities for children to extend their learning, develop confidence, explore their local community, and experience the wider world in a safe and meaningful way.

We are committed to ensuring that all outings are carefully planned, risk assessed, and supervised to promote children's safety, wellbeing, and enjoyment. All outings will be conducted in accordance with the Early Years Foundation Stage (EYFS), safeguarding requirements, and health and safety legislation.

This policy applies to all outings undertaken by Lympstone Preschool, including local walks, visits within the community, school transition visits, trips using public transport, and organised excursions further afield.

## Types of Outings

- Outings may include, but are not limited to:
- Village walks within the local community.
- Visits to parks and outdoor spaces.
- Beach visits.
- Library visits.
- Nature walks and environmental activities.
- School transition visits.
- Journeys using public transport.
- Special educational visits and excursions.

## Parental Consent

Parents/carers provide written consent for routine local outings through the Preschool registration process.

Additional specific consent will be obtained for:

- Longer excursions.
- Visits involving public transport where appropriate.
- Activities that fall outside the scope of routine local outings.

Parents/carers will be informed of outing details in advance.

## Planning and Risk Assessment

All outings will be carefully planned and organised by the designated outing leader.

The Preschool maintains generic risk assessments for routine local outings. In addition, a dynamic risk assessment will be undertaken immediately before and throughout each outing to identify and manage any changing risks. For special trips or excursions, a specific risk assessment will be completed prior to the visit.

Risk assessments will consider:

- The destination and environment.
- Staffing levels.
- Individual children's needs.
- Weather conditions.
- Transport arrangements.
- Emergency procedures.
- Medical and dietary requirements.

### **Staffing and Supervision**

The most senior member of staff attending the outing will act as the Outing Leader and will have overall responsibility for the organisation and safety of the group.

Staffing levels for outings will always meet or exceed the requirements of the EYFS Statutory Framework and will be determined through risk assessment.

As Lympstone Preschool caters for children aged 2 years to school age, outings will normally operate at a minimum ratio of one adult to five children (1:5). Additional staff may be deployed where required to meet the needs of individual children, support children with SEND, manage identified risks, or ensure children's safety and wellbeing.

Where parent helpers, volunteers, or students accompany outings, they will:

- Remain under the direct supervision of Preschool staff.
- Receive clear guidance regarding their responsibilities.
- Not be counted within required staffing ratios unless appropriately vetted and approved.

### **Children's Safety and Supervision**

Before each outing, children will be reminded of the preschool's Outing Golden Rules using age-appropriate discussion and visual prompts.

During outings:

- Children will be signed out and back into Preschool using the outing register.
- Regular headcounts will be conducted throughout the outing, particularly when moving between locations and at regular intervals while remaining in one place.
- Children will normally walk in pairs while holding hands.
- The Outing Leader will walk at the front of the group.
- A designated member of staff will walk at the rear.
- Where staffing permits, an additional member of staff will be positioned within the middle of the group.
- Children will be supervised at all times.

Additional control measures will be implemented for children identified as being at risk of absconding or requiring enhanced supervision.

### **Children with SEND, Medical Needs, and Additional Support Requirements**

Lympstone Preschool is committed to ensuring all children can access outings safely and inclusively.

Where required:

- Individual risk assessments will be completed for children with SEND or those identified as presenting a higher risk of absconding.

- Additional staffing may be deployed to provide one-to-one support.
- Reasonable adjustments will be made to support participation.
- Relevant professionals and parents/carers may be consulted during planning.

Children requiring medication during outings will have:

- Their medication stored in an individual medication bag.
- A copy of their healthcare plan or medication administration record included with the medication.
- Medication carried by a designated member of staff at all times within the preschool outings backpack.

## **Transport**

Walking is the preferred method of transport for local outings.

Where public transport is used:

- Routes and arrangements will be risk assessed.
- Appropriate supervision will be maintained throughout the journey.
- Children will remain under the direct supervision of staff at all times.

## **Emergency Procedures**

An outing backpack will accompany every outing and will include:

- A first aid kit.
- Emergency contact details for all children attending.
- Attendance register.
- Relevant medical information.
- Individual medication and healthcare plans where applicable.
- Mobile phone and/or walkie talkie communication equipment.

At least one staff member attending the outing will hold a current paediatric first aid qualification. In the event of an accident, illness, or emergency, staff will follow the Preschool's First Aid, Safeguarding, and Emergency Procedures.

## **Lost or Missing Child**

The safety and wellbeing of children is paramount during all outings and excursions. Robust supervision arrangements, regular headcounts, outing registers, and appropriate risk assessments are implemented to minimise the risk of a child becoming separated from the group.

In the unlikely event that a child becomes lost or missing during an outing, staff will follow the procedures detailed in the Preschool's Lost or Missing Child Policy and Procedure. All incidents will be reported to the Preschool Manager and recorded in accordance with the Preschool's safeguarding and incident reporting procedures.

## **Safeguarding**

All outings remain subject to the Preschool's Safeguarding and Child Protection Policy.

Staff will remain vigilant to safeguarding concerns at all times and will follow established reporting procedures if concerns arise during an outing.

*This policy was approved by Lympstone Preschool Committee, and will be reviewed annually, or sooner if legislation, guidance or operational requirements change.*

Reviewed: 02/06/2026