

Razzy's Daycare & Nursery

Off-Site Visits and Outings Policy



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Introduction

At Razzy's Daycare & Nursery, we recognise that off-site visits and outings play an important role in supporting children's learning, development and wellbeing. Visits into the local community, including regular Forest School sessions and occasional trips further afield, provide valuable opportunities for children to explore their environment, develop independence and build confidence. This policy sets out how off-site visits are planned, supervised and reviewed to ensure that children remain safe at all times.

Legal and Regulatory Framework

This policy is informed by and complies with the following legislation and guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS 2025)
- Children Act 1989 and 2004
- Childcare Act 2006 (as amended)
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Working Together to Safeguard Children (2018)
- Equality Act 2010

Planning and Risk Assessment

All off-site visits organised by Razzy's Daycare & Nursery are carefully planned and risk assessed in advance. A written risk assessment is completed for each visit, identifying potential hazards and the measures required to minimise risk. This includes consideration of the environment, weather conditions, public access, transport arrangements and the individual needs of the children attending. Risk assessments are reviewed regularly and updated if circumstances change. For regular visits, such as Forest School sessions, risk assessments are reviewed frequently to ensure they remain appropriate and effective.

Parental Consent and Information

Written parental consent is obtained before children take part in off-site visits. Parents are provided with clear information about the nature of the visit, the location, timings and supervision arrangements. For regular outings, ongoing consent is obtained as part of the child's registration documentation, with parents informed of any changes in routine. Parents are encouraged to share relevant information about their child's needs, including medical conditions or anxieties, to ensure appropriate support is in place.

Staffing and Supervision

Appropriate staffing arrangements are central to ensuring children's safety during off-site visits. Staff-to-child ratios meet or exceed EYFS requirements at all times and additional staff may be deployed where necessary based on the needs of the group or the level of risk identified. Children are supervised closely and staff position themselves strategically to maintain clear sight lines and prevent separation. Regular headcounts are carried out before leaving the nursery, on arrival at the destination and frequently throughout the visit. Children are supported to follow clear safety routines appropriate to their age and stage of development.

Travel and Movement

When travelling to and from off-site locations, staff ensure that children remain together and supervised at all times. Routes are planned in advance and consideration is given to road safety, pedestrian crossings and public spaces. Children wear high-visibility vests during off-site visits to support visibility and identification. Staff carry a mobile phone,

emergency contact information and a register of attending children. Care is taken during transitions, as movement between environments presents increased risk.

Safeguarding and Public Spaces

As some outings take place in public spaces, including parks and community areas, staff remain vigilant to safeguarding risks. Clear boundaries are established and communicated to children and staff remain alert to unfamiliar individuals or potential hazards. Children are never permitted to approach members of the public or leave the group without adult supervision. Any safeguarding concerns arising during an outing are reported immediately to the nursery manager and the Designated Safeguarding Lead, in line with safeguarding procedures.

Medical Needs and First Aid

Medical and first aid arrangements are planned in advance of all off-site visits. A trained paediatric first aider is always present and an appropriate first aid kit is carried.

Emergency medication, such as inhalers or EpiPens, is taken when required, along with relevant care plans. Staff are familiar with children's medical needs and know how to respond in an emergency. Any accidents or injuries are recorded and shared with parents on the same day.

Emergency Procedures

Razzy's Daycare & Nursery has clear procedures in place to respond to emergencies during off-site visits. Staff follow agreed protocols for lost or missing children, accidents, illness or unforeseen incidents. Emergency services are contacted when necessary and parents are informed as soon as possible. Staff remain calm and supportive to reassure children and maintain safety. All incidents are recorded in line with nursery procedures and reviewed by management.

Inclusion and Equal Access

Off-site visits are planned to be inclusive and accessible to all children. Reasonable adjustments are made to support children with special educational needs, disabilities or

medical conditions. Staff work in partnership with parents and external professionals where necessary to ensure children can participate safely and confidently.

Recording, Monitoring and Review

Details of off-site visits, including attendance, risk assessments and any incidents, are recorded accurately and stored securely. The effectiveness of off-site visit procedures is monitored by management through regular review and staff feedback. This policy is reviewed annually, or sooner if there are changes to legislation, guidance or nursery practice, to ensure continued compliance with EYFS requirements and best practice.