



Educational Visits and Outings Policy

Approved by:	Governing Body	Date: 1 st June 2026
Last reviewed on:		
Next review due by:	September 2026	

We aim for the children to:

- Develop the ability to integrate socially.
- Gain the necessary insight, skills and knowledge to start to understand the wider environment.
- Be able to meet challenges that are outside their normal experiences.
- Develop mentally, spiritually and physically.

Educational Visits Co-ordinators in each room base:

- Visit venue and produce risk assessment. These must be signed off by day care leads or the **headteacher**
- Ensure correct procedures are followed.
- Organise training and induction.
- Ensure parents are informed and give consent (for all activities).
- Organise emergency arrangements.
- Keep records of visits, accident/incident reports.
- Review systems and monitor practice.

Visit Leader Responsibilities:

Has overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of all involved.

Ensure the child-to-adult ratio is appropriate to the group's needs.

Guideline Ratios:

Baby	1:2
Toddler	1:3
Preschool	1:4

- The visit leader must define the roles and responsibilities of other adults and children and ensure effective supervision of all activities.
- Ensure the health and safety of all children and be vigilant to any safeguarding concerns acting immediately to safeguard all children
- Ensure a qualified first aider accompanies the children and has a first aid box and all necessary medicines and all staff are informed who the first aider is.
- Ensure special educational or medical needs of children are known and met.
- All group supervisors have contact details of others in the group.
- Observe that all responsibilities of staff and volunteers are set out clearly.
- Consider stopping the visit if there is an unacceptable risk to the health and safety of children in their charge.
- In case of transport breakdown or delay, inform the day care office and day care leads immediately.

Adult Volunteers

Visit leaders must communicate volunteer's roles and responsibilities prior to the visit, including the health and safety of the children. They must follow the instructions and inform staff of any concerns during the visit.

Lost Children

Regular head counts are carried out on the children throughout the outing. In the highly unlikely event of a child going missing the procedure is as follows:

All staff present will be informed and an immediate thorough search of the area will be made while ensuring that all the other children remained supervised throughout. If appropriate, on-site security will be informed and a description of the child/children given so they can assist in the search.

In the event of a child not being found the visit leader will immediately inform the police.

The day care leads/headache will be informed immediately to contact the child's/children's parents giving details of what has happened.

staff from the centre will be sent to assist the safe return of the children. The visit lead will remain at the scene to meet police/parents and liaise with them and any other necessary authorities.