



Outings and Outdoor Visits Policy

Statement of Intent

At Penguin Preschool, the safety, welfare, and enjoyment of all children in our care is paramount. While we do not currently undertake outings outside of the preschool premises, this policy outlines the procedures that will be followed should such outings take place in the future.

1. Parental Consent

- No child will be taken off-site without the prior written consent of their parent or carer.
 - Parents will be fully informed of the destination, purpose, date, times, mode of transport (if applicable), and adult supervision arrangements for any proposed outing.
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2. Safety Measures

For all outings beyond the preschool premises:

- A risk assessment will be completed in advance of the outing, identifying potential hazards and control measures.
 - An emergency first aid kit will be taken on all outings.
 - A mobile phone will be taken to ensure constant communication with the preschool or emergency services if needed.
 - Staff will carry emergency contact numbers for each child participating in the outing.
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3. Supervision & Staffing

- Children will be supervised in accordance with statutory EYFS staff-to-child ratio requirements at all times.
 - Where possible, additional adults (such as parent helpers or volunteers) will be included to enhance supervision.
 - All supervising adults will be briefed on the safety plan, risk assessment, and their responsibilities.
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4. Headcounts and Monitoring

- Frequent headcounts will be conducted throughout the outing, including:

- Before departure
 - On arrival at the destination
 - At regular intervals during the outing
 - Before leaving the venue
 - Upon return to preschool
 - Children will wear appropriate identification (if necessary and safe to do so), such as high-visibility vests.
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5. On-Site Outdoor Activities

- For activities that take place outdoors but within the immediate preschool grounds (e.g. garden, playground), the following will apply:
 - Staff will maintain statutory ratios at all times.
 - A first aid kit will be taken outside.
 - Children will be counted in and out of the building.
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6. Review and Training

- All staff involved in outings will be familiar with the procedures outlined in this policy.
- This policy will be reviewed annually or following any outing to ensure it remains effective and compliant with regulations.

Reviewed 17/8/2026 Sarah Fielding