



Laugh and Learn Pre-School

Outings and Visits Policy

General Welfare Requirements in accordance with the EYFS

Providers must take all necessary steps to keep children safe and well. Children must be kept safe while on outings, and providers must obtain written parental permission for children to take part in outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult to child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.

Policy Statement

Here at Laugh and Learn we aim to provide our children with the widest range of experiences possible and with this in mind we will, from time to time, arrange for outings and visits around our local area. We believe that these types of activities help extend the children's knowledge and understanding of the world around them and in particular provide an understanding of how we all are part of a local community. In order to ensure the suitability of any visit/outing and to ensure that the safety of the children remains paramount at all times the following procedures will be followed prior to the commencement of any outing.

Procedures

- ❖ A qualified member of staff will complete a full risk assessment before the event which will include the following:
 - That the correct adult: child ratio is adhered to. Our setting prefers to exceed the normal ratio requirements and have 1 adult: 2 children where possible.
 - That we have signed permission slips for all the children who will attend the outing/visit.
 - That individual members of staff are allocated individual areas of responsibilities, such as ensuring a fully equipped first aid box, emergency contact details, inhalers, change of clothes, nappies/wipes, anti-bacterial hand gel etc are carried at all times.
 - Ensuring that a sufficient number of staff are carrying working mobile phones for use in emergency only to contact parents or emergency services.
 - That a staff member has walked the planned route prior to the event to ensure there are no hazards or obstacles along the way.
 - On the day of the outing/visit the children are introduced and familiarised to any parent/carer that will be caring for them for the duration of the event.
 - That a short talk will be given to all helpers detailing their roles, responsibilities and our expectations of them and so that they know the itinerary for the event and who they will be responsible for.
 - That a short talk is given to the children about where we are going, why we are going there and how to behave whilst out and be aware of other users of the pavement or facilities where we are going.
- ❖ The Manager will write a written evaluation after each outing and place a copy with the risk assessments and a copy with the planning in case the trip is repeated in future years.

- ❖ In the event of an emergency and a child has to be taken to hospital if the parent is not present then a member of staff will accompany the child and meet the parent at the hospital. The Owner/Manager will decide which member of staff will accompany the child depending on the level of the staff present. It is the Owner/Managers responsibility to keep all the other children in their care safe and well cared for.

Our setting does not use any form of transport as we only do outings that are walking distance from the setting. Therefore, no records are required for vehicles being used, named drivers, insurance details etc.

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as Partners	3.2 Supporting every child 3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Spring Term of 2026.

Signed: *Sharon Bennett*

Dated: February 2026 This policy will be reviewed in the Spring Term of 2028