



Registered Charity No. 1022409

3 Health and safety policy and procedures

Designated Health and Safety Officer is: Flora Lau

3.7 Short trips, outings and excursions

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. We ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Planning and preparation

- All off site activity has a clearly identified purpose with specific learning and development outcomes.
- If staff are 'borrowed' from another area to maintain ratios on an outing, they are fully briefed about the children they are accompanying.
- There is a designated lead for each excursion who is clear about their responsibility as designated lead.
- We always ask parents/carers to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- All staff read risk assessments for preschool trips.
- Children with allergies or other specific needs have a separate risk assessment completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.
- Any written outing risk assessments are made available for parents/carers to see.
- A minimum of two staff accompanies children on outings. Unless the whole setting is on an outing, a minimum of two staff also remain behind with the rest of the children.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.

- Named children are assigned to an individual staff member or volunteer to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents/carers who have undergone vetting as volunteers may be included in the ratio.
- Parents/carers on outings are responsible for their own children only. Unless, they may be included in the adults to child ratio and have children allocated to them. However, they are never left alone with other people's children and staff deal with all personal issues e.g. toileting.
- The designated person for the outing has responsibility for only one child.
- A mobile phone belonging to the preschool, and small first aid kit are taken out.
- We also take medicines required for individual children / staff (see 5.3 Administering Medicines policy).
- Staff make sure they have tissues, snack, water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- We ask parents/carers to apply sun cream to their own children as needed and ensure they are dressed appropriately for the type of outing and weather conditions.
- We provide children with badges or 'high viz' vests to wear that contain the name and phone number of the preschool – but not the name of the child.
- We take a list of children with us with contact numbers of parents/carers, as well as accident forms and a copy of our 1.9 Missing Child Policy.
- Staff have emergency contacts, medication and equipment needed for children.
- We keep an event record of the following:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of staff members assigned to each of the children.
 - The intended time of return.

Risk assessment

- Risk assessment is completed prior to the outing and signed off by the preschool manager and all staff taking part. Existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

Outing venue (larger outings)

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

Transport

- If coach hire is required for an outing, only reputable companies are used.
- The preschool manager ensures that seat belts are provided on the coach and that booster seats and child safety seats are used as appropriate to the age of the children.
- Staff ensure that seat belts are worn all the time whilst travelling in vehicles.

- The maximum seating capacity of the coach or minibus is not exceeded.
- Contracted drivers are not counted in ratios.
- Contracted drivers do not have unsupervised access to the children.
- Public transport should always be ratio of 1-2 (unless agreed with the preschool manager).
- As a precaution, we ensure that children do not eat when traveling in vehicles.

Where transport is provided by the setting

- Records are kept including the vehicles used to transport children, insurance details and a list of named drivers.
- Drivers using their own transport should have adequate insurance cover.

Farm and zoo visits

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.
- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.
- Shoes are cleaned and hands washed thoroughly as soon as possible on departure.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.
- We advise staff and volunteers who are or may be pregnant to avoid contact with ewes and to consult their GP before a visit.
- For further guidance, refer to the insurance provider.

Larger outings checklist

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the preschool manager.
- Risk assessments completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and take all reasonable measures to remove or minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated person is the last to leave the venue, or transport being used.

- The designated person conducts a 'safety sweep' before during and after the outing.

Further guidance

Daily Register and Outings Record (Early Years Alliance 2021)

Good Practice in Early Years Infection Control (Pre-school Learning Alliance 2009)

Not on my Watch! (Early Years Alliance 2018)

Preventing Accidents to Children on Farms (Health and Safety Executive 2013)

This policy was adopted on

6th September 2025

Date to be reviewed

6th September 2026

Signed by committee chairperson

Signed by preschool manager
