



# Outings Policy

## Purpose of the Policy

At Little Wildflowers Childcare, outings are an important part of children's learning and development. Whether visiting the local park, the library, or a museum, trips are planned to be both educational and enjoyable. This policy sets out how outings are organised and managed to ensure the safety and wellbeing of all children in my care.

## Planning and Preparation

Outings are planned with the children's interests and current learning themes in mind. For example, a topic on animals may be supported by a visit to a farm or petting zoo. Before any outing, I ensure all necessary safety equipment is prepared, including car seats, pushchairs, harnesses, and any other items required for the specific trip. I also confirm that any medication, EpiPens, or other items required for a child's individual medical or dietary needs are packed. Weather conditions are checked before every outing; on warm and sunny days, sun cream is applied and sun hats are packed for all children, and on cooler or wet days, appropriate waterproofs and rain covers are included.

As a childminder, I work as a lone adult on most outings. Supervision ratios are determined based on the ages, needs, and number of children attending, in line with EYFS requirements. Where the risk assessment identifies that additional support is required, I will arrange for another responsible adult to accompany the outing before it proceeds.

## Risk Assessment and Trial Runs

Before undertaking any outing, I perform a trial run and a thorough risk assessment to identify and address potential issues. Risk assessments are recorded in writing and retained for inspection. This includes evaluating safe walking routes, locating nearby toilets, and identifying any potential hazards. Additionally, I secure written permission from parents for each individual outing. Blanket consent is not accepted in place of specific permission.

A copy of each child's emergency contact details and any relevant medical information is carried on every outing. In the event that a child becomes separated from the group, I will follow the procedure set out in my separate Missing Child Policy.

## Essential Equipment

Preparation is key to a successful outing. I pack all the essentials for each child, including:

- Contact telephone numbers for parents
- A fully stocked first-aid kit
- Nappies and changing bags
- Antibacterial wipes
- Spare clothes
- A mobile phone
- Any required medication or EpiPens
- Drinks and healthy snacks

Where a child has a self-held medication such as an EpiPen or inhaler, the setting spare (held in accordance with the Medication Policy) is the copy carried on outings. Parents should ensure the setting spare is always in date and in good condition.

### **Vehicle Safety**

For any car, I keep a record of the vehicles used, including insurance information and a list of drivers. I ensure that anyone driving the children holds a valid driving licence, has proper insurance, a valid MOT certificate, and that the car is taxed. Any driver other than myself will have an appropriate DBS check in place before transporting children. Every child is securely fastened into an age- and weight-appropriate car seat for car trips, in accordance with current UK law, and the maximum number of passengers allowed by the vehicle is never exceeded.

### **Public Transport**

When travelling by public transport, I plan the journey in advance, including identifying accessible routes and stops. Children are kept together and within close reach at all times, and younger children are secured in their pushchairs or harnesses. All essential equipment, as set out in this policy, is carried on public transport journeys, and children are reminded of safe behaviour in an age-appropriate way before boarding.

### **Enhancing Learning and Enjoyment**

Outings are designed to be educational and enriching experiences as well as enjoyable. They provide opportunities for children to explore new environments, develop social skills, and engage with the wider world. I encourage active participation and curiosity during all outings, supporting each child's love of learning and discovery.

### **Parent Involvement**

Parental involvement is welcomed and parents are encouraged to join outings where possible. This supports the relationship between home and setting, and helps build confidence and trust between families and the childminder.

## Publication & Version History

Version	Date	Description of Change
1.0	05 June 2025	Initial publication
1.1	04 June 2026	Minor amendments, tone and register revised throughout; professional policy language adopted; 'restrooms' corrected to 'toilets'. Supervision ratios and lone-working statement added; medical and dietary needs provision added; medication and EpiPens added to equipment list; vehicle driver requirements updated (valid licence, DBS check); age- and weight-appropriate car seat requirement added; written risk assessment retention confirmed; outing-specific consent clarified; sun and weather protection guidance added to Planning and Preparation; Public Transport section added
2.0	05 June 2026	Annual review and sign off

**Next Scheduled Review:** 05 June 2027

*This policy is subject to ongoing revision. Minor amendments may be made between annual reviews and will be recorded in the table above.*