



OUTINGS POLICY

Policy statement:

I will keep children safe on outings whilst in my care.

Procedure:

In order to do this, I will ensure that:

The ratio of adults to children on any outing will never be less than one adult for a maximum of six children under the age of eight. A maximum of these children will be under five and only one child will be under the age of one year.

I carry out a trial run and full risk assessment of the proposed outing, noting opening times, timetables for public transport/car parking arrangements and toilets/nappy changing facilities etc. I also take into account any national or local restrictions.

Although not a statutory requirement, I obtain written parental permission for children to take part in regular, local outings whilst in my care and specific written permission for a longer outing.

I take essential records and equipment for each child on outings as necessary, including contact telephone numbers for parents, a first-aid kit and a mobile telephone.

I keep records of my own and any other vehicles in which children are transported, including insurance details, a list of named drivers, and I make these available to parents.

I will ensure that I and any other driver transporting children in their own vehicle have adequate business insurance cover and age-appropriate car safety seats. This also applies to the use of mini cabs.

I make parents aware of what I will do in the event of a lost child (please refer to my Lost child policy).

This policy also links with my Accident, incident and emergency procedures and Lost child policy.

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Date policy was written	18 th August 2025
This policy is due for review on the following date	18 th August 2026
Policy reviewed	12 th August 2026

This policy supports the following Early years foundation stage statutory framework for childminders requirements:

Section 3 – Safeguarding and welfare requirements

- Safety and suitability of premises, environment and equipment - Outings