



Outings & Educational Visits Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

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Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche values the learning opportunities that outings and educational visits provide. Outings extend children's knowledge of their local community and the natural world, supporting the Curriculum for Wales. This policy ensures that all outings are planned, risk-assessed, and supervised to the highest standard of safety.

This policy is in accordance with the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), and CIW guidance. It also reflects our duty of care under the Health and Safety at Work Act 1974.

2. Types of Outing

- **Regular local outings:** walks to the park, library, local shops, church, town square — within walking distance of the nursery
- **Planned educational visits:** organised trips to farms, museums, nature reserves, or other venues requiring transport
- **Spontaneous outings:** unplanned walks in the immediate nursery vicinity that arise from children's interests (e.g., exploring the garden, observing nature nearby)

3. Planning & Preparation

3.1 Risk Assessment

- A written risk assessment is completed for **every** outing before departure
- For regular routes (e.g., the local park), a master risk assessment is reviewed termly and updated whenever conditions change
- For new or one-off visits, a specific risk assessment is completed, ideally with a pre-visit by a staff member
- Risk assessments cover: route hazards, road crossings, destination hazards, weather, adult-to-child ratios, medical needs, lost child procedure, and emergency plan

3.2 Parental Consent

- Written general consent for regular local outings is obtained on the registration form and renewed annually
- Separate written consent is obtained for each planned educational visit (via FAMILY app or paper form)
- Parents receive full details of the visit in advance — destination, timings, transport, clothing requirements, and lunch arrangements
- No child may attend an outing without valid consent

3.3 Staffing Ratios on Outings

AGE GROUP	MINIMUM RATIO ON OUTINGS
Under 2 years	1 adult : 2 children
2–3 years	1 adult : 2 children
3 years and over	1 adult : 4 children

Ratios may be increased based on the risk assessment, the nature of the outing, or the needs of individual children (e.g., children with additional learning needs).

4. On the Day — Essential Requirements

- A register of all children and adults on the outing is taken and a copy left at the nursery
- Contact and emergency information for every child is carried by the lead staff member
- At least one paediatric first aider is present on every outing
- A fully stocked first aid kit is carried at all times
- Any child with a health care plan has their plan, medication (e.g., inhaler, EpiPen), and associated paperwork with them
- The nursery mobile phone (fully charged, with credit) is carried — personal calls are not permitted during outings
- Regular headcounts are conducted — before departure, during the outing, and before return
- Young children are secured in pushchairs or buggies; older children hold the hand of an adult or use a walking rope
- Sun cream, sun hats, waterproofs, and water are taken as appropriate (see Sun Safety Policy)

5. Transport

If transport is required:

- Only vehicles with appropriate insurance, MOT, and child seat/restraint provision are used
- All children are secured in age-appropriate car seats or seat belts
- The driver holds a valid licence and enhanced DBS check
- A separate supervising adult (not the driver) is responsible for the children during the journey

6. Lost Child Procedure on Outings

In the event that a child is discovered to be missing during an outing:

- An immediate headcount is taken and the group is secured by one adult
- The remaining adults search the immediate area systematically
- If the child is not found within 5 minutes, the police (999) and then the child's parents are contacted
- The Nursery Manager and Responsible Individual are informed immediately
- CIW is notified in line with our notification duties
- A full written report is completed the same day

7. Children's Voice

In line with the UNCRC and the Curriculum for Wales, children's interests and voices help shape where we go and what we explore. Staff observe children's curiosity and plan outings that extend their learning in meaningful ways.

8. Related Policies

- Risk Assessment Policy
- Health & Safety Policy
- Sun Safety Policy
- Missing or Lost Child Policy
- Accident & Incident Policy
- Safeguarding & Child Protection Policy