



Trips and Outings Policy and Procedure

Policy Overview

Wise Owls Nursery School values trips and outings as an important extension of children's learning and development in line with the EYFS. All visits are carefully planned, risk assessed and staffed in accordance with statutory requirements to ensure children's safety and wellbeing at all times. We maintain clear procedures, appropriate ratios and effective communication with families to support safe and enriching experiences.

Purpose and Commitment

Wise Owls Nursery School recognises the importance of trips and outings in enriching children's experiences. We are committed to ensuring all outings are planned, risk assessed and conducted safely. Laura Bryson oversees all trip risk assessments.

General Principles

- Equal opportunities apply to all outings. Children with additional needs, disabilities or cultural requirements will be fully included.
- At least one staff member with a current Paediatric First Aid certificate will attend every outing.
- A written risk assessment will be completed prior to the outing, shared with staff and taken on the visit.
- No child will be left unattended at any time.
- Safety will be maintained when boarding or exiting vehicles and when walking.
- Group leaders will carry a Wise Owls mobile phone with access to emergency contact details via Famly.
- Statutory adult to child ratios will be met as a minimum and exceeded where risk assessment deems necessary.

Statutory Ratios (EYFS 2025)

- Under 2 years: 1:3
- 2 year olds: 1:5
- 3 to 4 year olds: 1:8
- 3 to 4 year olds with a qualified teacher: 1:13

Ratios may be increased depending on the nature of the trip, location and children's individual needs.

Local Visits

- Parents will be informed via Famly of destination and timings.



- Consent forms will be checked prior to departure.
- Children will wear high visibility jackets.
- Each child will be allocated a key person responsible during the outing.
- Risk assessments will be updated if new information becomes known.
- Trip bags and first aid kits will be replenished after each visit.
- Children and staff will be signed in and out via Famly.

Whole Nursery or Larger Group Outings

- A written risk assessment of the route and venue will be completed in advance.
- Full details will be shared with parents via Famly.
- Parents may be invited to attend and may provide transport where required.
- parental consent will be confirmed prior to the trip via famly.
- An emergency meeting point will be identified on arrival.

Essential Equipment

- First aid kit
- Wise Owls mobile phone (per group leader)
- Risk assessment documentation
- Medication (where required)
- Spare clothing
- Nappies and nappy bags
- Register and Famly access
- Emergency contact details
- List of allergies and dietary requirements
- Accident and incident recording access

Any accidents or incidents will be recorded on Famly in line with the Accident and Incident Policy.

Version Control

Written Sept 2016 -Alison Holdsworth

Reviewed Nov 2018 – AH, Dec 2019- LB, October 2020-AH, May 21- AH, March 22 – LB, March 2024 – LB, October 2025 –LB

Updated: February 2026- AH

Next Review- Feb 2027 sooner if guidance changes

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