Outings Policy

At Little Steps Day Care we recognise the importance of outings for children in providing new and enhanced experiences so they can further their knowledge.

We have the following procedures in place to keep the children safe on their outings:

- A full written risk assessment will have been conducted prior to the outing and all staff will be made aware of this
- The children will be counted before setting off, ongoing during the outing and before returning to nursery
- Adult/child ratios must be adhered to and will be exceeded according to circumstances
- Staff members and adults will position themselves between the children making sure someone is always at the back and the front and will wear high visibility jackets
- Babies will be pushed in a buggy and older children will hold the hand of a staff member or a wear a wrist harness if deemed appropriate
- At least 1 first aider will always be present that has a current pediatric first aid certificate
- A designated member of staff will carry the nursery mobile phone which must be fully charged
- A small first aid kit will always be carried
- Tissues, wipes, nappies, sun cream, spare clothes will be taken on the outing where applicable
- Any medical/allergy needs must be adhered to any medication required must be taken on the outing and managed by the person in charge
- Parent permission is gained before taking children on outings, as part of our registration process.

In the unlikely event that a child goes missing, the Missing Child Policy procedure will be followed.

Reviewed: 05/03/2025