



Killermont Early Years Centre Outings Procedure

Prior to going local walks or outings, you must:



1. Advise SMT of outing plans i.e.:
 - Where are you planning to go?
 - When are you planning to go?
 - Who is going on the outing (First Aider must be present on all outings)
 - Why have you chosen this destination?
 - Have all children got permission?
2. Has a risk assessment been completed for the planned destination?
3. Risk Assessments **MUST** be completed in advance of outing and goes with the lead practitioner and a copy remains in the centre
4. Review and complete the 'Local Outings' risk assessment proforma
5. Check weather forecast to ensure it is safe to take the children
6. Check if any child requires medication
7. All staff to ensure they have their personal medication if required
8. Prepare bag including: First Aid kit, change of clothes, medication, sun cream wipes etc.
9. Snacks to be prepared if required ensuring the children have access to a drink if requested
10. Children to be toileted and dressed appropriately for outing
11. Staff to get ready for outing, ensuring they are appropriately dressed
12. Staff sign out on the fire register

Going on Your Outing It is Essential That:

1. Staff count how many children and assign them to an adult (1:2 ratio, ASN 1:1)
2. Staff to ask children if they can hold their hand, if the child refuses, a wrist band must be worn
3. When walking at a main road, children to hold hands and the adult to walk at the kerbside (Ensure one child's hand is being held at all times)
4. Road safety awareness to be discussed on route and adhered to at all times
5. A visual risk assessment should be carried out at your destination i.e.: glass, animal waste

6. Regular headcounts *MUST* be completed throughout your trip
7. All children *MUST* be accounted for prior to leaving your destination
8. On return to Killermont EYC, a final headcount to take place
9. Staff to sign in on the fire register
10. Return all medication to the medical cupboard

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