



Outing/Daytrip Policy

December 2025

Review: December 2026 (or when required)

Statement:

We at Kidzproof Ltd believe outings and trips to exciting and interesting places enhance children's learning and experiences. Whether it's just a trip to the local park, a nature walk or an organised visit to a further destination, the children's learning curriculum can be supported.

Aim

- To provide the children with well organised, planned and safe outings to enrich their experiences.

Procedure for Outings on Foot to Local Areas such as the Park or the Nature Trail

- Signed consent from parents/carers is obtained when a child first joins us at Kidzproof Preschool;
- The ratio to staff and registered volunteers/temp to children becomes 1:4 or 1:2;
- An Outings Risk Assessment will have been completed, stating the potential risks of the outings and how we can prevent them;
- A head-count is completed before leaving the building and is done on regular intervals during the outing;
- Missing Child's individual profiles, along with a photograph are taken with us on the outing, containing their contact details and allergy details is to be taken on the outing;
- A first-aid trained member of staff will be on the outing, along with a first-aid bag and any medications needed and Individual Health Care Plans;
- Drinks are taken on outings;
- Children wear yellow day glow vests on the outing so that they are visible.

Procedures for Outings to Further Afield where a Vehicle may be used

The same procedures above will be followed along with these extra precautions:-

- An outings permission form to destinations further afield is signed for each individual outing;

- The vehicle used will have adequate insurances that will be checked;
- The driver will have been checked by the company he/she works for and will have a valid and full driver's license;
- Parents are invited to join us on these trips to volunteer;
- Children who are not due to attend preschool on the day of the trip are welcome to join us with their parent/carer but the parent/carer is responsible for their own child;
- Drinks and snacks are taken on the outing;
- Lunches are taken if the outing is during lunch time.