

# **Safety on Outings Policy (Updated for EYFS 2025)**

**Policy Statement:** At Butterflies Nursery, the safety and well-being of the children in our care are of the utmost importance. This policy outlines our commitment to ensuring safety during outings and off-site activities to minimise risks and provide a positive and enriching experience for the children.

## **Risk Assessments:**

- Before any outing or off-site activity, a comprehensive risk assessment will be conducted by the childminder or designated staff member.
- The risk assessment will identify potential hazards, evaluate risks, and determine appropriate safety measures to minimise any potential dangers.
- Risk assessments will be regularly reviewed to reflect any new safeguarding concerns or changes in local guidance.

## **Outing Permissions:**

- Parents or legal guardians will be asked to provide written consent for their child to participate in any outings or off-site activities.
- The permission form will outline details of the outing, including the destination, mode of transportation, date, time, and contact information.

## **Transportation:**

- When using private vehicles for outings, the manager or designated staff member will ensure that vehicles are roadworthy, properly insured, and equipped with appropriate child restraints.
- Seat belts will be worn by all passengers at all times when the vehicle is in motion.
- Alternative transportation methods such as public transport or walking will be risk-assessed for safety.

## **Supervision:**

- Adequate staff-to-child ratios will be maintained during outings to ensure proper supervision and safety.
- Children will be closely supervised at all times, with staff members keeping a watchful eye on their whereabouts and behaviour.
- Monitoring child absences during outings will be a priority to prevent any child from going missing.

## **Emergency Preparedness:**

- The manager or designated staff member will carry a fully stocked first aid kit and emergency contact information for each child during outings.
- A mobile phone will be available for emergencies, with emergency contacts and relevant phone numbers saved.
- More than two emergency contact details per child will be maintained to facilitate timely communication in unforeseen circumstances.

## **Identification:**

- All children will wear identification badges or wristbands that include their name, emergency contact information, and the childminding business's contact details during outings.
- The manager or designated staff member will also carry a list of all children's names, emergency contacts, and any relevant medical information.

## **Communication:**

- Parents or legal guardians will be informed in advance of any planned outings, providing details of the destination, activities, and expected return time.
- The manager will notify parents of any changes to the outing plan or if the group returns earlier or later than expected.

## **Safe Locations:**

- Outing locations will be carefully chosen to ensure their suitability for children and their safety.
- Prior arrangements will be made with venues to accommodate the needs of the group and ensure a safe and enjoyable experience.

## **Incident Reporting:**

- In the event of an accident or incident during an outing, the childminder or designated staff member will complete an incident report detailing the circumstances and actions taken.
- Parents or legal guardians will be promptly informed of any incidents that occur during outings.
- Whistleblowing procedures will be in place to allow staff to report any unsafe practices observed during outings.

**Alignment with EYFS 2025 Changes:** This policy has been updated to align with the **EYFS 2025 safeguarding enhancements**:

- **Safer Recruitment Practices:** Ensuring all staff involved in outings have verified references and DBS checks.
- **Monitoring Child Absences:** Implementing robust procedures for tracking and following up on absences during outings.
- **Enhanced Safeguarding Training:** Ensuring all staff involved in outings are trained in safeguarding and child protection.
- **Paediatric First Aid (PFA) Requirements:** All volunteers and apprentices must have valid PFA certification when included in staff-to-child ratios.
- **Safer Eating Practices:** Implementing clear procedures for managing food allergies and preventing choking during outings.
- **Whistleblowing Procedures:** Ensuring staff feel empowered to report any concerns during outings.
- **Privacy During Personal Care:** Balancing children's privacy needs while maintaining safeguarding standards during nappy changes and toileting in off-site settings.

## **Link to Keeping Children Safe in Education & Information Sharing:**

- This policy aligns with **Keeping Children Safe in Education (KCSIE) 2024**, ensuring that safeguarding procedures during outings meet national standards.
- **Information Sharing:** All relevant child protection information, emergency contacts, and medical details will be securely shared among authorised staff while ensuring data protection compliance.

**Review and Monitoring:** This policy is reviewed annually or more frequently if required, to ensure its effectiveness and compliance with any changes in legislation or local guidelines. We welcome feedback from staff, parents, and external agencies to continuously improve our safety on outings practices.

**Signed:** Chrissie Day

**Date:** 2<sup>nd</sup> July, 2025