Visits and Outings Policy

At Muddy Puddles we do not offer children any form of local outings off of the premises, however we regularly walk around Garlidna Farm and therefore this policy is relevant to that experience.

We believe our walks around the farm enhance the learning opportunities inside the nursery environment and extend children's experiences.

Procedures

• A full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards.

• We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.

• All members of staff hold a valid and current full paediatric first aid certificate

• We designate one member of staff to be the outing leader, this may be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies and/or incidents (see Missing child from outings Policy) and any safeguarding or child protection concerns (see Safeguarding children and child protection policy)

• A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required

• Regular headcounts will be carried out throughout the outing.

• A fully charged nursery mobile phone will be taken as a means of emergency contact (staff are reminded of the mobile phone policy and asked to leave personal phones at the setting)

• In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted.

Missing children

In the event of a child going missing, the Missing child from outings policy will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

In the event of an emergency

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. If necessary, the police will be contacted if it is safe to do so.

Outings around the farm have a detailed risk assessment, which covers all these risks. It also covers other issues such as extreme weather or emergencies such as an ill or injured child, etc.

This policy was adopted on	Signed on behalf of the nursery	Date for Review
01/03/2026	Heather Black	0/03/2027

This policy was adopted on Signed on behalf of the nursery 01/09/2025 Alison Shipton Date for review 01/09/2026