106. Visits and Outings Planning

Please check the advice and guidance references given in the visits and outings policy document. One copy of this planning record is taken on the outing and one copy is left at the nursery handed to the Manager before going out on any outings.

**RISK ASSESSMENT CONSIDERED**

**Key**-**R.1**-Park

**R.2**-School

**R.3**-Local shops

**R.4**- Library

**R.5 -**Park off Green Street (by Ermin Street)

**R.6-** Green space off Green Street

**R.7**-Walk to Tesco

**R.8**- Park off Green Way (Abbotswood Road)

R.9- Trip to Millbrook Lodge (Care home)

|  |  |
| --- | --- |
| Leader and contact number |  |
| Deputy leader and contact number |  |
| Venue name  Address  Telephone number |  |
| Preliminary visit made/information received |  |
| Date and time of outing |  |
| Itinerary |  |
| Number of children |  |
| Age of children |  |
| Children with special needs/disabilities requirements |  |
| Risk assessment completed.  By whom?  Please attach copy | Yes/No |
| Adult/child ratio |  |
| Group supervisor  Special skills needed |  |
| Supervisor and staff names  Include contact numbers and special skills eg. Paediatric First Aider |  |
| Travel arrangements  E.g. public/private, company used, times, emergency etc. |  |
| Financial arrangements/ information/cost per child  E.g. venue, travel, insurance costs, funding available |  |
| Insurance information  E.g. type of insurance, cover, who’s covered, emergency contact details |  |
| Emergency procedures  E.g. who’s in charge, recording incidents, liaison with others |  |
| Safeguarding arrangements E.g. safeguarding lead/deputy, specific areas of concern, communication arrangements, reporting and recording incidents |  |
| First aid provision  E.g. first aiders, responsible person, venue, travel provision |  |
| Aims and objectives of outing, learning and development links including outing activities  E.g. what to expect at venue, where children will go, what they will do, what learning will take place |  |
| Pre-visit activities  E.g. what learning will have taken place before the outing |  |
| Post-visit activities/follow up  E.g. what learning/consolidation will take place after the outing |  |
| Organisation leader’s consent  Must be signed by organisational leader |  |

Outing evaluation

|  |  |  |
| --- | --- | --- |
| Venue  E.g. suitability, facilities, content, attitude to clients |  | |
| Transport  E.g. helpfulness, reliability, attitude to clients |  | |
| Itineraries and activities at the venue  E.g. what worked and didn’t work, which were most effective |  | |
| Pre-visit activities |  | |
| Post-visit activities |  | |
| Children’s enjoyment and learning outcomes | | |
| Outcomes across EYFS | | Feedback from children |
| Key interests that emerged. | | Suitable activities within the setting |