



# Foresteers Outdoor Preschool

## Outings and Visits Policy and Procedure

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

### Introduction

Foresteers Outdoor Preschool will operate from the wooded area we call “base camp”. We may also access other areas within Greenhead House Farm to extend the learning opportunities available to us.

### Policy

All parents are to have given their consent, as part of the Foresteers Outdoor Preschool Registration process, permitting risk assessed outings within Greenhead House Farm and the local area. A written risk assessment will be recorded before an outing is undertaken for the first time and considered on each subsequent outing of a similar nature. On each subsequent outing we will consider -

- an assessment of the adult to child ratios necessary for the outing; and
- any medical needs of the children taking part in the visit.

All children and staff will participate in outings as a group. The manager will carry a fully-charged mobile telephone. All necessary equipment and supplies will be transported on the trolley. This includes, but is not limited to -

- fresh drinking water
- emergency contact details for each child
- first aid kit
- any individual child-specific medication as required
- portable toilet and privacy tent
- bin bags and litter pickers (for staff use)
- general resources for activities and learning opportunities.

Each participant will be dressed appropriately for the weather and carry their own bag containing food, drink and spare clothing as appropriate.

All outings will be conducted on foot. Children will be brought to and collected from the site by parents. Any future trips which require transport will need to take into account travel arrangements and specific risk assessments relating to this including that vehicles and drivers are adequately insured. Additional parental consent will be obtained in this instance.

All outings will be led by a member of staff who is level 3 Childcare or above, all staff are qualified in Paediatric first aid. During all outings the adult to child ratio will be at least 1:5.

Any other trips or visits to anywhere not within Greenhead House Farm will have a full and separate risk assessment specific to the visit parents will be given notice in advance.

### Procedure

Before Leaving Basecamp -

- The group will participate in a safety chat before leaving the site.
- The lead member of staff will check that all participants are wearing appropriate clothing and footwear and that the settings mobile phone and managers phone are included with the kit and fully charged before setting off.
- Children will carry their own bag containing food, drink and spare clothing as appropriate.
- One member of staff will assume a position at the rear of the line. No child must be allowed to fall behind the rear leader.
- The member of staff leading the line must understand and apply all safety procedures and know the agreed route. No child must be allowed in front of the front leader.
- All children will wear hi vis tabards when travelling. Additional adults will spread out among the group. Children will not necessarily need to walk in formation but must be mindful of other users of the park and stay between the leaders.

#### Travelling to the destination

- The leading adults will stay in communication, ensuring the group stay together and stopping as necessary to re-group or rest as required, being mindful of other farm users particularly near the carpark.
- When crossing a road used by traffic, the lead adult will stop the group and ensure they are all paying attention and are ready to cross. When it is safe to cross, one adult will remain in the middle of the road to stop traffic until all participants are safely across.

#### Arriving at the destination

- One member of staff will conduct a safety sweep of the area and visual risk assessment, while a second member of staff conducts a safety chat with children. Potential hazards and risks will be discussed as a group.
- Staff will be aware that a new location may introduce children to new situations and potential risks and will be mindful of this. Risk assessment will be ongoing throughout the outing. Foresteers Outdoor Preschool policies and procedures will apply at all times including those relating to safety and safeguarding.

#### Returning to basecamp

- One adult must be at the front of the group with children, one at the rear and others spread across the group as before. Children must travel between the front and rear leads.
- Staff to complete visual check of area before leaving to ensure all equipment has been collected and we leave no trace.

#### Emergency Procedures

All adults participating in the outing must be aware of and follow Foresteers Outdoor Preschool's Emergency Procedures including accident and injury, evacuation and missing child.

#### Severe weather conditions

Outings can take place in all weathers although the weather must be taken into account when planning activities and in severe conditions allowances must be made. In heavy rainfall shelters will be constructed and the ground checked for flooding or waterlogging. In extreme heat children will wear sunhats and the activity conducted in a shaded location. In strong winds, the lead adult may make the decision to move the activity to open ground or change the location to avoid the risk of falling branches. During heavy snow the manager will make an assessment as to whether the outing can go ahead.

#### Toilets and Handwashing

Children will be advised to use the toilet before we set off. We will transport a portable potty and privacy screen on the trolley along with the hand wash station.

#### Drinking Water

Fresh drinking water will be transported on the trolley and available throughout the session.

**This policy was adopted  
on**

*1st January 2026*

**Signed on behalf of the  
preschool**

***Hayley Smith***

**Date for review**

*December 2026*