

Outdoor Trip Policy

Reviewed: May 2025

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Policy Statement

This policy ensures the safety, wellbeing and learning of children and staff during off-site visits. Outdoor trips offer unique opportunities to connect with nature, community and real-world experiences that complement our sustainable and inclusive ethos.

Aims and Purpose

Young Friends Kindergarten promotes purposeful trips into the local and natural environment to support holistic child development. Outings build confidence, foster independence, and allow children to explore the world around them safely. Trips may include visits to:

- Parks and green spaces
- The beach
- Local shops and amenities
- Community gardens and our kitchen garden
- Public transport travel when appropriate

Applicability

This policy applies to all children, staff and families at Young Friends Kindergarten.

Definition of Terms

- **Beaufort Weather Scale:** A standardised scale used to measure wind speed and intensity through visual indicators. Used for outdoor safety decisions.
- **Foraging:** The act of safely identifying and collecting edible plants in the wild, as part of our Nature Curriculum and sustainability goals.

Overview of Procedures

- **Before the Trip**
- **Foraging Guidelines**
- **During the Trip**
- **Lost Child Procedures**

Procedures

Before the Trip

- A designated **Trip Coordinator** (minimum Level 3 qualified or experienced) will be assigned.
- A general risk assessment must be read and signed by all trip staff.
- A **weather check** must be carried out, including reference to the Beaufort Scale in high winds.
- Staff to child ratios:
 - Under 2s: 1:3 (transported via kiddibus with seat belts)
 - Over 2s: 1:4 (may extend to 1:5 at manager's discretion)
- Children's names are added to the **trip book** and **whiteboard** at the kindergarten.
- A **qualified first aider** is allocated to every trip.
- All children must be dressed appropriately for the weather.
- **Trip bag** packed (contents listed in trip book).
- **Famly app** updated with destination and timings.

- High visibility vests issued to all children and staff (kindergarten name and phone number visible).
 - Walkie-talkies distributed to each staff member.
 - Trip phone checked via kindergarten call to ensure signal and battery.
 - **Children are briefed:** safety rules, destination, and behaviour expectations.
 - Children new to the setting will only attend trips once staff feel confident about their emotional security and behaviour.
 - The **Trip Coordinator will brief all staff** regarding expectations, specific children's needs, and location protocols.
 - **Medication, allergies and dietary needs** are known to all attending staff.
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During the Trip

- Conduct **boundary walks** to highlight safe and unsafe areas.
 - **Headcounts** carried out regularly and vigilantly.
 - Staff perform **dynamic risk assessments** throughout.
 - All **road crossings** use designated pedestrian areas.
 - **Destination check-in:** Coordinator must call the kindergarten upon arrival, referencing a landmark.
 - **If the venue changes**, staff must notify the kindergarten and amend the Family trip log.
 - Trips only proceed to **previously risk-assessed venues**.
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Foraging (Seasonal & Supervised)

Foraging enriches children's understanding of nature and sustainable food systems:

- Linked to our Nature Curriculum and three pillars of sustainability.
 - Children are taught to respect all plants and wildlife – no picking without guidance.
 - Foraged plants are **researched, identified and discussed beforehand**.
 - Foraging is supervised by the Trip Leader who enforces safe picking practices (e.g. small amounts, not damaging surrounding plants).
 - **Fungi are never foraged.**
 - Plants are always washed; children help prepare and enjoy food made from them back at the kindergarten.
 - Foraging supports learning across health, science, and sustainability domains.
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Lost Child Procedures

- Children receive **clear safety instructions** in advance.
 - Boundary walk on arrival supports spatial awareness.
 - **High-risk children** are given extra supervision.
 - Children wear high-vis vests with kindergarten name/phone number.
 - Children hold hands in pairs, staff positioned front and back.
 - Babies under 2 travel in kiddibus.
 - If a child is missing:
 - Remaining children are sat calmly with one staff member.
 - The Trip Leader conducts a timed area search.
 - If unsuccessful: call **police first**, then the **kindergarten**, then **parents**.
 - Two available staff from the kindergarten will join trip group immediately:
 - One assists with returning children to the kindergarten.
 - One supports ongoing search and waits for emergency services.
 - Children who consistently struggle to follow safety rules will only attend future trips following a **risk management plan** and consultation with families.
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External Contacts

- **Met Office:** [metoffice.gov.uk](https://www.metoffice.gov.uk)

- **Sussex Police (Hove):** [police.uk](https://www.police.uk)
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Linked Policies

- Safeguarding Children
 - Health and Safety
 - Medication
 - Accidents and Incidents
 - Learning and Development
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Authorisation

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Final Note

This is advice only, based on current EYFS statutory guidance. Please consult official DfE documentation and local authority guidance for updates or legal changes.