



Trips and Visits



Document and Version Control

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5	Summer Term 2026	Sharon Shilling	Notify RM of any issues.

Section	Changes Made

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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality across Our Pride, Our Joy in line with The Fierté Multi-Academy Trust

Aims of this policy.

To ensure all staff members understand and adhere to the procedures set out in the policy to safeguard the children when they are taken offsite.

Trips and visits are an important part of our calendar. It is important for children to experience different environments and play experiences. Whether it is a walk in the local park, or a trip to an adventure centre, Our Pride Our Joy ensure that procedures are in place to protect the children in their care. Trips and visits include any organized outing where the child leaves the premises/grounds of the setting.

Procedures

- Decide on a venue and where possible a member of staff must visit the venue first to assess the risks involved. If that is not possible the venue should be contacted, and a copy of their risk assessments and insurance documents should be read and understood by the Manager. The Manager must check Our Pride Our Joy's insurance documents provide enough cover for the visit to go ahead.
- A full risk assessment must be written and submitted for checking by the Regional Manager.
- Costings must be considered and worked out.
- Parents' permission slips checked, and any missing ones must be completed prior to the trip.
- A letter goes out to the parents/carers detailing the visit and allowing time for the parents' response. Staff to address any concerns parents may have.
- Staff to work out adult: child ratios and approach parents for support.
- A list of parental support must be created on a first come first served basis. All volunteers must have a current DBS check to support trips.
- Create a checklist for the visit. Are lunches required? Are first aid kits and children's personal medical emergency equipment ready? Is there a list of emergency contacts?

Responsibilities

- There should always be one extra member of staff available to go on a visit, wherever it may be. This member of staff will be over the ratios.
- Ensure all staff/parent helpers are aware of the risks involved and the procedures required to minimise those risks. Ensure staff know how to deal with an emergency should it occur.
- Key workers to be responsible for checking their own children have the necessary documents/equipment etc.

- Parent helpers and staff must read the policies and procedures regarding trips and visits. This should include the Uncollected/Lost Child Policy. Managers should ensure all staff and volunteers sign to confirm they have read and understood this.
- Ensure staff check children are prepared for the visit. For example, correct footwear or outdoor wear.
- Are children easily identified as being part of the setting? For example, OPOJ jumpers.
- Group leader has a fully charged mobile phone and contact details for all children, staff, and parent helpers.
- **Group supervisors (must be members of staff) carry.**
 - ✓ First aid kits
 - ✓ Any emergency medication for the children in their groups,
 - ✓ Medical/allergy information
 - ✓ Spare clothes
 - ✓ Bottle of drinking water
 - ✓ Paper towels
 - ✓ Tissues
 - ✓ Copy of the risk assessment
 - ✓ Accident /Injury sheets and pen

Management of visit

- Take a group photo before leaving. This will provide a current up to date photograph of what the children/staff/parents are wearing, should it be required.
- Always ensure appropriate supervision of children, which involves being mindful of which children within the group must be kept at an adult's side etc.
- Children must never be left unsupervised at any time.
- Staff/parent helpers to conduct head counts throughout the visit.
- Check food and drink are stored appropriately and in line with food safety standards.
- The extra staff member counts children on and off the transport if used and carries the attendance register for the day.
- If there are any issues throughout the day the Manager should notify the Regional Manager and keep her updated.