



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
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OFFSITE VISITS

Policy Statement

Oakbridge Little Learners Ltd is committed to ensuring the safety and wellbeing of all children during offsite visits. Visits are carefully planned, risk assessed and supervised to provide safe, enriching learning experiences while safeguarding children at all times.

This policy should be read alongside the **Safeguarding Policy, Health, Safety & Hygiene Policy, Missing Child Policy, Lockdown Procedure, and the Parent Handbook.**

Legal Framework

This policy is informed by:

- Early Years Foundation Stage (EYFS) Statutory Framework
 - Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
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Planning Offsite Visits

- All offsite visits are **planned in advance**
 - A **written risk assessment** is completed for each visit
 - Risks are identified and control measures put in place
 - Visits are authorised by the **Nursery Manager** or **Deputy Manager**
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Parental Consent

- Written parental consent is obtained prior to any offsite visit
- Parents/carers are provided with relevant information, including:



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- Destination
 - Date and time
 - Transport arrangements (if applicable)
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Staffing and Supervision

- Appropriate **staff-to-child ratios** are maintained at all times as a minimum
 - Staff ratios may be increased depending on:
 - Children's ages
 - Individual needs
 - Nature of the visit
 - Each staff member is responsible for a designated group of children
 - Regular head counts are carried out throughout the visit
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Safety Arrangements

- A first aid kit is carried at all times
 - Emergency contact details are taken on every visit
 - Mobile phones are used in line with the Mobile Phone Policy.
 - Children wear identification where appropriate
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Transport

- Transport arrangements are risk assessed
- Children are supervised during boarding and disembarking
- Appropriate safety equipment is used where required



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If a Child Goes Missing

- Immediate action is taken in line with the **Missing Child Policy**
- The Nursery Manager is informed immediately
- Emergency services and parents/carers are contacted where necessary

Emergency Procedures

- Staff follow emergency guidance and seek assistance where required
- Remaining children are supervised and reassured at all times
- Incidents are recorded and reviewed

Recording and Review

- Any incidents, accidents or near misses are recorded
- Risk assessments are reviewed following visits
- Learning is used to improve future planning

Policy Review

This policy is reviewed regularly to ensure it remains effective and compliant.

Created: August 2015

Reviewed: January 2026