The Lloyd Williamson Nurseries

Outside Trips Policy

2026-2027

Updated by Lucy Meyer
Date: 14.10.26
Due for Update: October 2027

General Statement:

The Lloyd Williamson Nurseries are committed to encouraging and supporting safe and educationally beneficial off-site trips and visits.

The staff will comply with DfES guidance for best practice on trips and visits as set out in their publication, *Health and Safety of Pupils on Educational Visits.*

Categories of Trips:

We recognise three categories* of trips:

- Category A – these comprise activities that present no significant risk and where any element of risk is similar to daily life;

- Category B – higher risk activities where the trip leader has either undergone a familiarisation process or induction, or where the trip leader has specifically booked a designated person who has undergone training specific to the task;

- Category C – higher risk activities where a trained person is necessary to lead the activity and where the school has checked the credentials and qualifications of the designated trained person. These are unlikely to happen in nurseries.

*A list of activities under each category is given at the end of this policy. Any activity commissioned by the nursery, and not on this list, will be categorised by the Director.

Procedures for Category A and B Trips:

The member of staff designated as the trip leader, in negotiation with the Director or Nursery Manager will be responsible for assessing the level of risk involved on the trip. A health and safety risk assessment will be required prior to organisation of the trip. A *School Trips Checklist* must be filled out and handed in to the Office in advance of the trip. Where the trip involves numerous classes and staff, one member of staff will be designated as the trip leader, with overall responsibility for overseeing the trip.

The Lloyd Williamson Nurseries will ensure that children on outings should **never** exceed the staff to child ratios stated in the Care Standards Act:

- children under 2 years – 1:3,
- children 2 years to raising 3 years – 1:4
- children 3-7 years – 1:8.

As a measure of good practice, the School will aim to adhere to the following ratios for trips and visits:

1:2	6 months-3 years old
1:4	3-4 years old

A list of the children and staff going out must be taken on the trip and checked before departure from the nursery, throughout the outing and before returning to the nursery. A copy of the list with at least one contact mobile number must be handed into the office on departure.

All nursery children going on an trip must wear a ‘badge’ with the name of the school and the telephone number written on it. This should **NEVER** have the child’s name on it.

Road Safety for Category A and B Trips:

The Lloyd Williamson Nurseries will use public transport where possible and will discuss with the group of children going on the trip the Health and Safety implications of travelling by bus or tube.

The main principles of road safety will be established and gone over in class before the children set off.

When walking near a road the children should **ALWAYS** hold hands. When an adult accompanies a child, the child should walk on the **inside**, away from the kerb. When an adult is walking with two children, there should be one child either side of the adult. When there are more than two children, an adult should be at the front, children should follow in pairs with the second adult following at the rear. In large groups, the children should always be in pairs with staff at the front, the rear and spread out in the middle of the line – never together talking to each other. Children should only talk to their partner – teachers should pay attention to children not looking where they are going, or turning to talk to children behind them.

When crossing roads staff should always follow the Green Cross Code and encourage the children to do the same. Staff should always use a pedestrian crossing if one is available. Never take a risk, always **wait** until it is safe to cross.

When walking along pavements staff should always be aware of other pedestrians and not allow the children to spread out too far. When using double buggies staff should not travel two abreast.

At least one first aid kit will be taken on each outing. If a child has an accident, the staff will assess each case and make the appropriate contacts, which are calling the school so that parents can be informed and, where necessary, first calling the emergency services by dialling 999. First aid will be administered where appropriate. At least one member of staff will remain with the children and at least one member of staff will attend to the injured child and remain present at all times.

On outings that involve going on a bus/mini-bus, The Lloyd Williamson Nurseries will only allow children to sit in the front if it has been agreed on a consent form. The minibus driver and at least one member of staff will accompany the children in the minibus. All those on the bus will wear safety belts.

Children with Additional Needs:
Staff will always conduct a Health and Safety Risk Assessment specifically for children with additional needs, so that they have equal access to all trips and as many activities as practicable. The trip leader will discuss the needs of specific children with parents/carers and Learning Support Assistants and make arrangements as appropriate, depending on the trip and the individual needs of the child.

Categories of Trips

Category A:
Includes visits, journeys and environmental studies for which the element of risk encountered is similar to that encountered in daily life. For example:

- Environmental and country walks
- Field studies – non-technical
- Historic sites
- Local sports tours
- Sites of commercial interest
- Walking – only on routes accessible by an ordinary ambulance

Category B:
Higher risk activities:

- Camping – only in areas accessible by an ordinary ambulance
- Cycling – only on roads or off-road terrain accessible by an ambulance
- Farm visits
- Low level initiative challenges
- Orienteering

- Swimming lessons off site
- Zoo visits

Category C:
High-risk activities with potentially hazardous activities. For example:
Not suitable for nursery children

Monitoring and Evaluation:

The senior management team will regularly evaluate the effectiveness of this policy. Reviews will take place on a regular basis or as necessary.

The Director and Nursery Manager are committed to keeping the policy up to date with initiatives, guidelines and legislation.

Updated October 2026

Lucy Meyer
Director