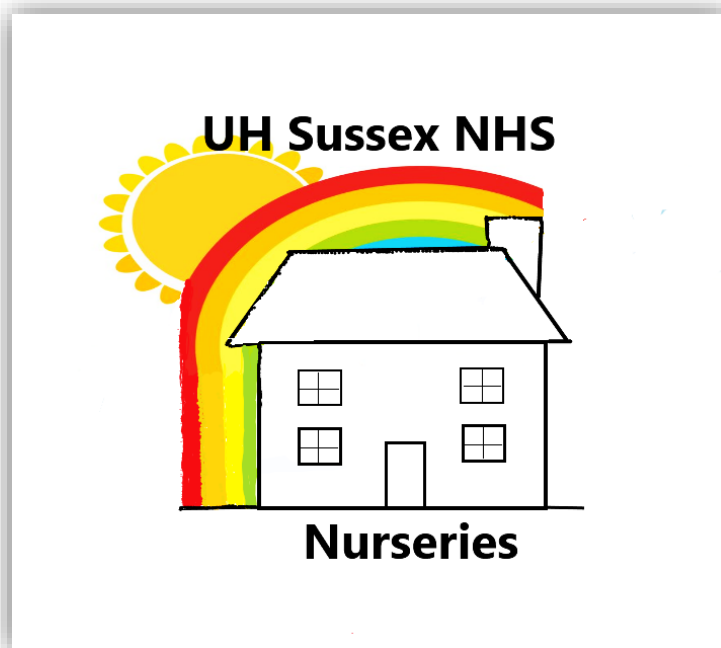


TRUST POLICY

Nursery Handbook – Outings and Trips Policy



Approval		
Director approval	Date approved:	13 th March 2026
Ratification		
Trust Management Committee	Date approved:	22 nd July 2026
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Version	Date	Author	Status	Comment
1.0	February 2026	Tracey Gregory and Lorraine Brunton	LIVE	New trust wide policy

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1. Introduction

Children must be kept safe while on outings. Providers must assess potential risks or hazards for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of staff to child ratios. The risk assessment does not necessarily need to be in writing; this is up to providers

(3.89 EYFS Statutory Framework 2025)

University Hospitals Sussex NHS Foundation Trust nurseries recognise that within the Early Years Foundation Stage curriculum (EYFS) children should have an enriched learning environment. These environments are either inside or outside or away from the nursery premises. Nursery staff are encouraged to take small groups of children out for visits to the park, library, beach and local shops for children to learn about the wider community. On occasions the nurseries may arrange trips on the bus to a garden centre, restaurant, theatre or education centre.

While undertaking outings and trips we recognise that the needs of the children and safety is paramount.

2. Policy Statement

The Nurseries will adhere to:

The ratio for locals walks and local outings:

Under 3 years old with pushchair	1:3 ratio 1 child pushchair + 2 children walking 2 children pushchair + 1 child walking
2 years old and under	1:2 ratio
3 years old and above	1:4 ratio

The ratios for further field trips involving Public Transport or Education Venues:

3 years old and under	1:2 ratio 1 child pushchair + 1 child walking 2 children pushchair 2 children walking
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3 years and above	1:3 (<i>This potentially could be reduced further under consideration of individual needs and capabilities altered 1:2</i>)
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Written permission for local walks and local outings is requested from the Parent or Carer on the Registration Form. A separate permission form may be required for an outing involving public transport, an education centre, theatre trip or local restaurant etc

Parent or carer will be informed of any outings if their child is not on the nursery premises.

Permission Forms will be stored with the relevant Risk Assessments if required as evidence for an Ofsted Inspection.

Safety is paramount and children will be always accompanied by a qualified member of staff.

The senior member of staff on any outing will carry a working mobile phone, a first-aid kit and additional clothes/nappies. For a significant nursery outing that will require staff and children being absent for at least half a day, staff will also have contact details for the children's parents/carers in case of an emergency and staff emergency contact details.

All medical needs must be adhered to during an outing with all medication managed by the person in charge of the children with any medical condition. Medication will be stored out of reach to all children.

The Nursery Manager or Deputy Manager will ensure any staff taking part in an outing are 'fit and well' to be taking part in activity away from the nursery premises.

Nappy, wipes, spare clothes etc. must be taken for those children who need them and the nursery nappy changing, and intimate care procedures must be always followed.

Babies will be harnessed into buggies or prams; toddlers and pre-school children will wear wrist harnesses if deemed appropriate (consent will be asked).

The nurseries have full and complex risk assessments, and no outing will occur before a risk assessment is carried out. Alongside the risk assessment further assessments will be carried out during the trip to identify any new hazards or risks.

If an incident occurs that a child is lost the 'Lost Child Policy' would be put into action.

There may be occasions for the safety of the child due to staffing restrictions, family beliefs or preferences that can prevent a child from participating in an outing.

UHSussex nurseries believe every child regardless of disabilities and cultural/religious differences should have a variety of learning opportunities, therefore either reasonable adjustments will be in place or further learning experiences will be arranged where they can participate.

If there is potential risk or a safety concern when arranging an outing towards a child[ren] or staff member, due to the behaviour of an individual child, then the Nursery Manager or Deputy Manager will discuss the concerns with the parents / carers. If no other reasonable adjustments can be made to support the child participating in the outing, then the nursery will plan for them to remain in the setting under the care of other practitioners.

3. Public Transport

If cars, buses or coaches are used to transport children the following would occur:

- All parents would be informed of the transport used and signed permission slips will be received.
- Care is taken of particular risk, such as when children are walking or getting in and out of vehicles.
- The use of harnesses, seatbelts, child seats, booster seats would be used if appropriate to that mode of transport.
- Appropriate seating- child/adult would be required.
- Insurances for Private/hired vehicles would be checked to cover business use.
- No child would be left unattended in a vehicle.

4. Supporting Documentation and Equipment

Consent forms for all children (which include at least two emergency numbers).

A full and thorough risk assessment has been complete.

Register of children attending the trip and those who are responsible (significant outing).

List of dietary and medical conditions along with medication if appropriate.

Nappies, wipes, tissues and spare clothes (if required).

Nursery mobile phone or assigned mobile phone (fully charged and containing credit) with relevant contact details for UH Sussex nursery management. See Mobile Phone and Camera Policy.

First aid kit.

Sun cream and a sunhat where applicable.

Suitable clothing (if required).

Correctly stored food and drinks (if required).

Pushchairs and wrist bands or reins if required for specific children (consent given).

5. Pandemic Restrictions (Covid-19)

During the global pandemic restrictions in 2020/21 University Hospitals Sussex nurseries had to adapt their usual routines, learning experiences and educational resources in line with the Department of Education (DfE) guidelines. Decisions of local walks were in line with Government Covid guidance and Parental approval.

As part of our ongoing policy and procedures updates, Sussex House Nursery and Wendy House Nursery regularly review areas that could potentially be a risk to the health and wellbeing of children and staff and will adapt learning experiences accordingly.

6. Links to other Trust policies

UHSN003 Nursery Handbook - Health and Safety Procedure Policy
UHSN011 Nursery Handbook - Missing and Lost Child Policy
UHSN015 Nursery Handbook - Learning, Play and Care Policy
UHSN009 Nursery Handbook - Mobile Phone, Smart Watches and Camera Policy