



Dolce Casa Montessori

Trips, Outings and Visits Policy

Policy Statement

At Dolce Casa Montessori, we recognise the value of outings as enriching learning experiences that extend children's understanding of the world. Our priority is to ensure that every outing is planned and delivered with the highest standards of safety, supervision and organisation.

This policy outlines the procedures required to safeguard children, staff and families during any trip, visit or off-site activity.

Planning and Approval

- All outings must be discussed and approved by the Nursery Manager before any arrangements are made or shared with families.
- An outings approval form must be completed and authorised by the Manager.
- A full written risk assessment must be completed prior to informing families or confirming plans.
- The purpose of the outing and whether transport is required must be agreed during the planning stage.
- An "Outing Leader" must be appointed for every trip. This person holds overall responsibility for the safety and supervision of the group and must be supernumerary.

Transport

- If a private coach is used, the nursery must obtain copies of:
 - Motor Policy with "Unlimited Passenger Liability"
 - Public Liability insurance (minimum £5m)
 - Employers' Liability insurance (minimum £10m)

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- All hired coaches must provide a suitable seat belt for each seat.
- For children under 3, booster seats or parent-provided child seats must be used.
- If using public transport, all children and staff should be seated whenever possible.
- Staff must never transport children in their own vehicles. Parents may only transport their own child.

Ratios & Supervision

- Minimum ratios:
 - Under 2 years: 1:2
 - Age 2–3: 1:3
 - Age 3–5: 1:5
- Adjustments may be required depending on:
 - Children’s individual needs
 - SEN or medical requirements
 - Staff experience and confidence
 - Pushchairs or walking aids needed
- A minimum of two staff members must attend all outings.
- Each staff member will be allocated specific children and must supervise them throughout the outing.
- Parents accompanying outings may only supervise their own child and cannot be counted in ratios.

Headcounts & Safety

- Written headcounts must be carried out regularly during the outing.
- A designated meeting point and times must be included in the risk assessment.
- A group photo may be taken prior to departure for emergency identification purposes.

Staff Qualification Requirements

- At least one member of staff must hold a full and relevant Level 3 childcare qualification.
- At least one Paediatric First Aider must attend every outing, with:
 - First aid kit
 - Emergency medication for all children who require it

Essential Items to Take

The following must be taken on every outing:

- First aid kit / outing bag with water and snacks (if applicable)
- Fully charged setting mobile phone, with the number left with the Manager
- Emergency contact details for all staff and children attending
- Allergy and medical information for each child
- Any prescribed medication (e.g., EpiPen, inhaler)
- The agreed risk assessment
- Printed register of children attending (copy left in the nursery)
- Appropriate clothing and footwear for weather and activity
- High-visibility vests for children and staff

Parental Permission

- No child may attend an outing unless written parental consent has been obtained.
- Parents will receive details of the venue, timings, activities and any additional requirements in advance.

Roles & Responsibilities

- Outing Leader – Responsible for overall safety, headcounts, communication, documentation and decision-making.

- Manager – Ensures all documents are completed, permissions obtained, and risk assessments approved.
- Staff – Follow instructions, supervise their allocated children, complete headcounts, and support safety measures.

Dolce Casa Montessori is committed to ensuring that all outings are safe, purposeful and enjoyable learning opportunities for every child.