



1g.1. Visits and Outings Planning

Please check the advice and guidance references given in the visits and outings policy document. A copy of this planning record is both taken on the outing and left at the nursery before going out on any outings.

Leader and contact number	
Deputy leader and contact number	
Venue name Address	
Telephone number	
Preliminary visit made/information received	
Date and time of outing	
Itinerary	
Number of children	
Age of children	
Children with special needs/disabilities requirements	



Risk assessment completed By who? Please attach copy	Yes/No
Adult/child ratio	
Group supervisor Special skills needed	
Supervisor and staff names Include contact numbers and special skills	
Travel arrangements E.g. public/private, company used, times, emergency etc.	
Financial arrangements/ information/cost per child E.g. venue, travel, insurance costs, funding available	
Insurance information E.g. type of insurance, cover, who's covered, emergency contact details	
Emergency procedures E.g. who's in charge, recording incidents, liaison with others	
First aid provision E.g. first aiders, responsible person, venue, travel provision	



<p>Aims and objectives of outing, learning and development links including outing activities E.g. what to expect at venue, where children will go, what they will do, what learning will take place</p>	
<p>Pre-visit activities E.g. what learning will have taken place before the outing</p>	
<p>Post-visit activities/follow up E.g. what learning/consolidation will take place after the outing</p>	
<p>Organisation leader's consent Must be signed by organisational leader</p>	

Outing evaluation

<p>Venue E.g. suitability, facilities, content, attitude to clients</p>	
<p>Transport E.g. helpfulness, reliability, attitude to clients</p>	
<p>Itineraries and activities at the venue E.g. what worked and didn't work, which were most effective</p>	



<i>Pre-visit activities</i>		
<i>Post-visit activities</i>		
<i>Children's enjoyment and learning outcomes</i>		
<i>Outcomes across EYFS</i>	<i>Feedback from children</i>	
<i>Key interests that emerged</i>	<i>Suitable activities within the setting</i>	