



Colquhoun Park Early Years Centre Outings Policy

In line with the Scottish Government's vision that children should spend as much time outdoors as indoors, Colquhoun Park Early Years is committed to providing regular, high-quality outdoor experiences. We believe that outings—whether to the local park, a forest, or a community library—are fundamental to children's health, wellbeing, and cognitive development.

Risk-Benefit Assessment

We adopt a risk-benefit approach rather than a "risk-elimination" one.

- **Written Assessments:** A formal risk assessment is conducted for every new destination. This is reviewed annually or if the environment changes.
- **Dynamic Risk Assessment:** Staff are trained to perform ongoing assessments during the outing (e.g., changes in weather, broken glass in a park, or a child's fatigue).
- **Involving Children:** In accordance with Curriculum for Excellence, children are encouraged to identify hazards themselves (e.g., "Why do we stay away from the deep water?"), helping them develop life-long safety skills.

Ratios and Supervision

- **Minimum Ratios:** We adhere to the National Standard ratios as a minimum, but we often increase staffing for outings based on the risk assessment (e.g., 1:2 or 1:3 for toddlers near roads).
- **Headcounts:** Staff conduct regular headcounts at transition points (leaving the building, arriving at the site, returning to the bus/nursery).
- **The "Losing a Child" Procedure:** In the unlikely event of a child being unaccounted for, the Missing Child Procedure (outlined in our Safeguarding Policy) is triggered immediately.

Logistics and Health & Safety

- **First Aid:** At least one member of staff on every outing must hold a valid Pediatric First Aid certificate. A mobile first aid kit, including any emergency medication (e.g., inhalers, EpiPens) for specific children, must be carried.
- **Communication:** A designated "Outing Lead" will carry a fully charged setting mobile phone with all emergency contact details stored or accessible via a secure app.
- **Infection Control:** Following Health Protection Scotland guidance, staff will carry portable hand-washing kits (water, liquid soap, and paper towels) for use before snacks/meals if fixed facilities are unavailable.

Inclusion and Transitions

- **ASN Support:** Under the Additional Support for Learning (Scotland) Act, we ensure that no child is excluded from an outing due to a disability. We will adapt transport, staffing, or locations to ensure full participation.
- **Clothing:** We follow the "no such thing as bad weather" philosophy. The setting provides or requests "outdoor kits" (waterproofs, thermals, sun hats) to ensure every child is comfortable regardless of the Scottish climate.

Parental Consent and Information

- Routine Outings: Parents sign a "General Consent" form upon enrolment for local, low-risk walks (e.g., to the local shop).
- Specific Excursions: For trips involving transport or higher risk (e.g., a farm visit), a specific consent form and detailed information letter will be provided.

Review and Monitoring

This policy is a "living document." It is reviewed annually or immediately following any significant incident or update to Scottish national guidance.

Associated Policy / Procedure: Missing child, safeguarding/child protection, transport

Associated Guidance/documentation: Health and Social Care Standards (2017/Updated): Specifically Standard 1.32: *"As a child, I play outdoors every day and regularly explore a natural environment."*
Realising the Ambition: Being Me (2020): National practice guidance for early years.
Out to Play (2018-2025 series): Practical guidance for ELC settings.
Going Out There (2021): The Scottish Framework for Safe Practice in Off-site Visits.
UNCRC Incorporation (Scotland) Act: Ensuring the child's right to play and participate is upheld.

This policy has been created in consultation with staff and parent/carers

Signed ...*Kady Tamburrini*.....

Reviewed	February 2026
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