Visits and Outings Planning (example)

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.

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| Leader and contact number |  |
| Deputy leader and contact number |  |
| Venue nameAddressTelephone 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 completedBy who?Please attach copy  | Yes/No  |
| Adult/child ratio |  |
| Group supervisorSpecial skills needed |  |
| Supervisor and staff namesInclude contact numbers and special skills |  |
| Travel arrangementsE.g. public/private, company used, times, emergency etc.  |  |
| Financial arrangements/ information/cost per childE.g. venue, travel, insurance costs, funding available |  |
| Insurance informationE.g. type of insurance, cover, who’s covered, emergency contact details |  |
| Emergency proceduresE.g. who’s in charge, recording incidents, liaison with others  |  |
| First aid provisionE.g. first aiders, responsible person, venue, travel provision |  |
| 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 |  |
| Pre-visit activitiesE.g. what learning will have taken place before the outing  |  |
| Post-visit activities/follow upE.g. what learning/consolidation will take place after the outing  |  |
| Organisation leader’s consentMust be signed by organisational leader |  |

Outing evaluation

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| VenueE.g. suitability, facilities, content, attitude to clients |  |
| TransportE.g. helpfulness, reliability, attitude to clients |  |
| Itineraries and activities at the venue E.g. what worked and didn’t work, which were most effective |  |
| Pre-visit activities |  |
| Post-visit activities  |  |
| Children’s enjoyment and learning outcomes |
| Outcomes across EYFS | Feedback from children |
| Key interests that emerged | Suitable activities within the setting |