Outings & emergencies

Safety on outings and supervised walks

Planning community visits, safe walking routes and clear supervision.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Plan and obtain permission

Outings may support reading, sport, social confidence and everyday skills. Proposed destinations include Northmoor Library, OBA Millennium Cultural Centre and future local sports facilities when access is confirmed.

Visits are not guaranteed bookings or partnerships. Check the venue, access, opening times, costs, facilities and suitability. Obtain the required parent or carer consent and agree arrangements before the visit.

Complete an activity-specific risk assessment covering the route, roads, boundaries, toilets, weather, water, equipment, allergies, additional needs, staffing, first aid, emergency communication and collection. Set supervision according to the actual risks and applicable requirements.

During the outing

Allocate staff responsibilities and maintain sight or appropriate close supervision of children. Use registers and headcounts at transitions, entrances, toilets and departure. Teach stopping at kerbs, listening, using agreed crossings and staying with the group.

Carry the necessary emergency information securely, a charged centre phone, suitable first-aid supplies and any agreed emergency medicine. Personal information must not be displayed on a child's clothing or shared publicly.

Check conditions throughout the visit and change or cancel the activity if supervision, weather, the venue or the route is unsuitable. Do not use an unsafe or unfinished pitch.

Any transport other than the agreed walk needs separate approval, appropriate permissions, suitable restraints where required and checks on vehicles, insurance and drivers.

If something goes wrong

Use the lost-child, accident or emergency procedure immediately. Keep the rest of the group supervised and contact parents and relevant responders as appropriate.

Record significant incidents and near misses and review arrangements before repeating the outing.

Centre review before adoption

Approve each route, venue booking, permissions, staff cover, first-aid and emergency arrangements.