

Learning in Nature CIC & Beccles Forest Schools



Offsite Outings Policy

Safeguarding and Welfare Requirement:

3.91 Children must be kept safe while on outings. Providers must assess potential risks or hazards for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards.

This policy was adopted by:	Learning in Nature CIC & Beccles Forest Schools
Date of adoption:	22nd August 2026
Date to be reviewed:	22nd August 2027
Signed, on behalf of the provider:	
Name of signatory:	Rach Whitwood
Role of signatory:	Co-Director

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



Policy Statement

At Beccles Forest Schools, offsite outings are a valued part of our provision. Visits into the wider community- to explore local outdoor environments and take part in real-world experiences- give our children opportunities for regulation, confidence, communication and independence that cannot always be replicated on site. For many of the children we support, these outings offer experiences they would not otherwise access.

This policy exists to enable outings to happen safely and with confidence. The risks involved are real but low when properly managed, and this policy sets out how we manage them: through preparation, appropriate staffing, individual knowledge of each child, and clear procedures should something go wrong.

This is a generic policy covering offsite outings by any mode of travel- on foot, by public bus or train, or by car. Where a child is transported by a staff member's personal vehicle, the additional requirements of our [W Personal Vehicle Transport Policy \(August 2027\).docx](#) .

Please see Appendices for the legal framework and definitions upon which this policy is written.

Procedures

Staffing

Our default model for offsite outings is two adults with two children (2:2), typically formed by pairing two 1:1 placements together. One adult leads the outing while the other provides support, so that no adult is ever alone with a child in an unwitnessed situation and there is always a second adult on hand in an emergency. Every outing is led by at least one member of staff holding a current and full 12hr paediatric first aid certificate, in line with setting policy.

Where an Individual Child Risk Assessment (ICRA) supports it, 1:1 outings are also available as a standing arrangement for that child, reviewed termly rather than justified on a trip-by-trip basis. For many of the children we work with, one trusted adult in a calm, individualised setting is the better model; the presence of another child can itself be a source of dysregulation. New venues or routes are generally introduced 2:2 in the first instance, moving to 1:1 once familiar.

Any member of staff may decline to undertake a 1:1 outing- in general, with a particular child, to a particular venue, or on a particular day- without needing to justify the decision. A staff member's own confidence is itself a safety factor, and no detriment will result from declining.

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



At all times, both onsite and offsite, staff follow the guidance set out in the

[W Staff Code of Conduct Policy \(August 2026\).docx](#) .

Individual Child Risk Assessment

Before any child attends an offsite outing, an Individual Child Risk Assessment is completed by their 1:1 with the manager, and reviewed termly and after any significant incident. This considers the child's regulation profile and known triggers, how they communicate needs and distress, their awareness of and behaviour around road and travel safety, relevant medical information, and their suitability for 1:1 outings (as opposed to 2:2). Parents/carers contribute to and see this assessment. It is what allows this policy to remain enabling rather than restrictive: rather than one rule for all children, each child's outings are matched to what we know about them individually.

Risk Assessment and Approval

Every outing is approved in advance by a Co-Director and AP Lead, following our [W Risk Assessment and Safety of Premises Policy \(August 2026\).docx](#) . A generic outings risk assessment, reviewed annually, sits alongside a short venue-specific addendum completed for any new location, covering matters such as key hazards, toilet facilities, mobile signal, and the nearest hospital. Repeat visits to known venues are reviewed rather than reassessed from scratch, so that established, low-risk outings can proceed without unnecessary delay.

What is Carried on Every Outing

On every outing, staff carry:

- A first-aid kit, checked and restocked regularly.
- A mobile phone with the manager's number and relevant emergency contacts saved.
- Each child's key information: emergency contacts, medical needs, allergies and relevant EHCP or regulation notes, accessible to the accompanying staff throughout the outing.

Consent

Parental and/or SCC written consent for offsite outings is obtained and includes what outings typically look like, the 2:2 and 1:1 staffing models, and consent for emergency medical treatment to be sought if parents cannot be reached.

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



Lone Working

Where a staff member is offsite alone with a child under a 1:1 arrangement, a Co-Director and the AP Lead on duty are informed of who is present (child and member of staff), where the outing is taking place, and an expected time of return. The staff member checks in with the AP Lead at agreed points during the outing- on departure, on arrival, on leaving the venue, and on return. Should a check-in be missed, the AP Lead will attempt to make contact, and will escalate as necessary if contact cannot be made. Toileting and intimate care offsite follow our [W Intimate Care Policy \(February 2027\).docx](#) at all times, and safer sleep is ensured in line with our Safe Sleep Policy, including outside of a group setting.

Emergency Procedures

In a medical emergency involving a child, first aid is administered, 999 is called if required, and the AP Lead is informed, who will then contact parents. In a 2:2 outing, the second adult takes responsibility for the other child and for communication. Should a staff member require medical attention while offsite alone with a child, the check-in protocol above is the safeguard: a missed check-in triggers escalation by the AP Lead.

If a child goes missing offsite, the immediate area is searched, venue staff are alerted where relevant, and 999 is called if the child is not found within a few minutes. The AP Lead, a Co-Director and parents/carers are informed as soon as possible, and a full incident record is completed afterwards, in line with our [W Missing Persons Policy \(August 2026\).docx](#) .

Any safeguarding disclosure or incident during an outing is managed in line with our [W Safeguarding and Child Protection Policy \(October 2026\).docx](#) , and the Designated Safeguarding Lead is informed the same day.

Incident Reporting

Any incident occurring during an offsite outing is recorded in line with our [W Accident, Injury and First Aid Policy \(June 2027\).docx](#) , and reviewed by the staff member, AP Lead and Co-Director together to consider whether practice or procedures need to change. Serious incidents may need to be reported through RIDDOR or to Ofsted in line with statutory requirements.

Ongoing Commitment

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



At Beccles Forest Schools, offsite outings remain an important and valued part of what we offer. We continue to review this policy regularly, in light of experience and incidents and in consultation with staff, so that outings remain both safe and genuinely enriching for the children in our care.

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



Appendices

Appendix 1:

Department for Education (2026) *Keeping children safe in education 2026 Statutory guidance for schools and colleges*, Available at

https://assets.publishing.service.gov.uk/media/6a4cf903b7203c4c023fd2f3/Keeping_children_safe_in_education_2026.pdf (Accessed 22nd August 2026)

Department for Education (2026) *Early years foundation stage statutory framework: For group and school-based providers*, Available at

https://assets.publishing.service.gov.uk/media/6a5f8e4fb00f3323bf1a23a1/EYFS_group_and_school_based_from_September_2026.pdf (Accessed 22nd August 2026)

GOV.UK (2026) Report a serious childcare incident, Available at

<https://www.gov.uk/guidance/report-a-serious-childcare-incident> (Accessed 22nd August 2026)

Health and Safety Executive (n.d.) Make a RIDDOR report, Available at

<https://www.hse.gov.uk/riddor/reporting/index.htm> (Accessed 22nd August 2026)