



Outings: Planning, Risk Assessment and Review forms (To support the Outings Policy and Procedure)

Outing venue (address, postcode and contact numbers):	Date of pre-visit to venue to carry out risk assessment:	
Date and times of outing:	Number/ages of children:	Staff ratio required:

Names of staff attending	Qualifications	Names of volunteers attending
Person in charge:		1.
Deputy:		2.
Staff 1:		3.
Staff 2:		4.

Designated mobile phone holder(s) and numbers:	Designated first aider(s):	Designated holder of children's details:
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Transport arrangements (e.g. named drivers, insurance details, vehicle checks and maintenance or external provider details):

Transport arrangements (include any planned comfort stops, etc.):

Arrangements at the venue (include location of meeting points and times, location of toilets, nappy change facilities, café, etc.)

Arrangements for emergencies (such as illness, injury, evacuation, lost child, staff/volunteer accident/injury):

Arrangements for food and drink:

Date details and consent forms sent to parents:

Date staff and volunteers and children informed of arrangements:

Date insurers informed:

Any other information:

On the day of the outing:

Name and contact telephone numbers of Kinnerton Little Acorns given to each child

Register of children attending:

Name:	Date of birth:	Notes/comments	Date completed consent form received:	Key worker:	Head count taken at: (time)	Head count taken at: (time)	Head count taken at: (time)	Head count taken at: (time)

Add more rows as needed.

Risk assessment (to be completed prior to the outing taking place and reviewed during and after the event):

Activity	Identified hazard	Action taken to minimise hazard	Comments at review (and date)
Venue:			
Transport (identify external/internal/named drivers):			
Activity at venue:			
Activity at venue:			
Activity at venue:			

Signature/s and position of person/s completing this risk assessment:	Date:
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Evaluating outings:

Kinnerton Little Acorns is committed to ongoing quality assurance and improvement of our practice. We evaluate the outings we arrange and deliver by:

- Documenting children's activities within the outing in a range of ways.
- Asking children's views in a range of ways (verbal and non-verbal).
- Asking parents and staff who attended the outing (verbal and non-verbal).
- Discussing findings at staff meetings, noting what went well and identifying where improvements can be made.
- Developing an action plan for improvement of future outing arrangements.
- Ensuring the actions are time limited, are completed, reviewed and contribute to our annual review of quality of care.

Date and venue of outing under review:

How was this outing evaluated?
What went well?
What changes will we make for the next outing, and who is responsible for making any changes?

This Outings: Planning, Risk Assessment and Review Forms was passed for use in Kinnerton Little Acorns	
On: 28 th June 2023	
By: Kayleigh Ho	Position: Administrative Manager
Date of planned review: 1 st June 2024	