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.

|  |  |
| --- | --- |
| Leader and contact number |  |
| Deputy leader and contact number |  |
| Venue name  Address  Telephone number |  |
| Preliminary visit made/information received |  |
| Date and time of outing |  |
| Itinerary |  |
| Number of children |  |
| Age of children |  |
| Children with special needs/requirements |  |
| Risk assessment completed  By whom?  Please attach copy | Yes/No |
| Adult/child ratio |  |
| Group supervisor  Special skills needed |  |
| Supervisor and staff names  Include contact numbers and special skills |  |
| Travel arrangements  e.g. public/private, company used, times, emergency etc. |  |
| Financial arrangements/ information/cost per child  e.g. venue, travel, insurance costs, funding available |  |
| Insurance information  e.g. type of insurance, cover, who’s covered, emergency contact details. Copy of the Public Liability Insurance of the place of the outing is required. |  |
| Emergency procedures  e.g. who’s in charge, recording incidents, liaison with others |  |
| First aid provision  e.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 activities  e.g. what learning will have taken place before the outing |  |
| Post-visit activities/follow up  e.g. what learning/consolidation will take place after the outing |  |
| Organisation leader’s consent  Must be signed by organisational leader |  |

Outing Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| Venue  e.g. suitability, facilities, content, attitude to clients |  | | |
| Transport  e.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 Foundation Phase | | Feedback from children | |
| Key interests that emerged | | Suitable activities within the setting | |
| Any other information: | | |