



Visits and Outings Planning

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 school 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/disabilities requirements	
Risk assessment completed By who? 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	
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 EYFS	Feedback from children
Key interests that emerged	Suitable activities within the setting