



Outings Procedure

Play Service

Risk Assessment

A full risk assessment of each outing will be carried out before an outing or trip is planned.

Ratio of Staff

We will ensure that the appropriate ratios will be maintained for any outing as identified in the risk assessment. If a high staff ratio is required measures will be put in place to invite parents and carers for support

Parental Consent

A signed parental consent form will be received for all children wishing to attend a trip that is outside the borough or in addition to the normal routine. These forms will be provided in advance to allow time to make suitable arrangements. **Any child without a completed form will not be permitted to attend.**

Planning of Trip

For each outing or trip the following will take place:

1. The Journey will be planned in detail with a member of staff visiting in advance including the use of public transport.
2. A list of consent forms and children's record forms will be collected and taken on the trip. This will included additional information about children and contact numbers for all parents and carers.
3. Each member of staff will be provided with a small group and have responsibility for named children.
4. Parents and Carers will be provided with information about the venue, contact details, the estimated return time, food / drink requirements, clothing suggestions and any additional costs where appropriate.

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Mobile Phone

Any staff members with a mobile phone are to exchange numbers throughout the team.

The manager of the group will be required to have the clubs mobile phone which will be used in the event of an emergency and for parents and carers to make contact.

Labels

All children on the trip or outing will be provided with a label stating the following information:

1. **Name of the club/scheme**
2. **Emergency contact number**

Lost Child Procedure

On arrival to the destination all children **must** be shown where the lost child meeting point is. This point will be decided at the planning stage of the trip.

All staff will be provided with a list of children in their group and will be required to carry out regular head counts.

In the event a child goes missing they will be required to follow the missing child procedure.

First Aid & Hygiene

All staff will have access to a fully equipped first aid box and at least one member of staff will be a trained first aider.

Any required medication for individual children will taken in appropriate storage

Disposable bags and tissues will be taken in the event a child is sick.

Regular toilet stops will be planned in advance.

Any food brought on the trip or outing will be stored hygienically and be practical to the venue. This information will be provided to the parents and carers prior to the outing.

Vehicles

Any coaches or mini buses hired for trips will only be hired through reputable companies. A copy of the drivers licence will be required along with any insurance documents

When using any transport it is our responsibility to make sure all children are wearing seat belts and are sitting appropriately.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.