

HOLIDAY CLUBS OUTING PROCEDURE

We believe that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of the children remains paramount. This procedure outlines how staff will keep children safe whilst on outings.

Outings are classed as whole day excursions, or half day visits to a venue further than walking distance from the venue. Parent/carers should have given their consent for their children to go on walks around the venue in the child's passport to play. Playleaders must ensure consent has been given before allowing a child to visit the local area with the group. Additional consent must be sought and given by the parent/carer prior to an outing.

A visit should be made to the premises before the children are taken on any outing or a visit to the local area to ensure that it is suitable for a trip. The Playleader will take into consideration the journey and transport, and they will make a thorough Risk Assessment which will include an assessment of required adult:child ratios. It must take account of the nature of the outing, and consider whether it is appropriate to exceed the normal ratio requirements in accordance with supervision of each child, detailed in their Passport to Play.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will also explain to the children what is expected of them in terms of behaviour. Staff should take into consideration each child's individual risk assessment.

Staffing ratios must be in line with legal requirements but must also take into account the differing particular needs of the children in our care. Where possible additional staff and volunteers will be employed.

Any child that may abscond must, in agreement with their parent/carer, wear an enabler belt, have increased staffing ratio or be transported in their buggy/wheelchair with suitable restraints/belts.

Proper control must be exercised appropriate to the environment, nature of visit and the children involved.

Parent/Carer Consent

Parents/carers must be told about the trip in advance. They will be given information on the details of the place, any costs involved, programme of activities, and the expected time of return to base.

Signed permission by parents and carers must be obtained for trips

The Playleader must ensure that copies of the following records are taken on the trip;

- Children's emergency contact details
- Medical details and medical consent forms
- Parent/Outing consent forms

Parent/carers have the right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

What to take on a trip:

- A first aid kit must be taken on the trip
- A staff member first aid trained must go on the trip
- Children's contact phone numbers for their parent/carers should be taken
- All children's medicine and emergency medicine must be taken
- A staff member trained to administer medicine must go on the trip
- A qualified person who is insured to drive passengers must drive the minibus
- A mobile telephone must be taken on the trip in case of emergency

In addition:

- No child should be left in a vehicle unattended
- Appropriate child safety restraints must be used in transport vehicles
- Each staff member will take responsibility for particular children on the trip
- The Headteacher must be informed prior to any trip organised.
- Always ensure that the trip has been planned thoroughly;
- Ensure that all staff are updated on the days events and safety procedures before the children arrive
- Ensure the parents/carers have a contact number for the setting
- Ensure destinations are hazard free before children arrive e.g clean up dog mess, remove broken glass and litter.
- Be aware of protecting the children from strangers. Closely supervise the children.
- Use traffic lights and zebra crossings for group to cross roads altogether.
- A register is called upon arriving and leaving the park and when returned to the setting.
- If the children are divided into groups there will be a qualified first aider with each group.
- Any child that needs alternative medicine must ensure the staff members trained to deliver the medicine are going on the outing with the child.
- There will be the agreed staff ratio which is often increased for outings as necessary.
- According to the children's information files, wheelchairs and major buggies should be used as necessary.
- Staff are not to supervise groups on their own. There should always be two members of staff with each group.
- Staff and volunteers act as good role models throughout.
- The outing should be filled with fun and different experiences for the children and they should benefit from experiencing different outings in the community.

Infection Control guidelines must be followed for outings to open farms and zoos to control any spread of infection from eating contaminated material, sucking fingers that have been contaminated or by eating without washing hands.

Guidelines from the Infection Control Booklet should underpin practices whilst on outings, and guidelines should be included in all risk assessments.

In keeping with the Early Years Foundation Stage records should be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport should have adequate insurance cover.