

16: Visits and Outings

During outings and trips, the safety of children is always paramount.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination and carry out a risk assessment.

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

It is the Manager's responsibility to give permission for the outing to take place, having first checked all arrangements and completed a formal risk assessment.

The Club will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Staff will be sensitive to children's religion/beliefs in selecting places to visit.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point. All children will be expected to demonstrate a high standard of behaviour at all times, during the preparation or actual trip. Should their behaviour be deemed unacceptable, particularly with regards to safety, they may lose their place on that activity or the trip.

Parental Consent

No less than two weeks before a proposed visit or outing, the Club will send a letter to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved, and the mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for all off-site visits and outings. The Manager will check the Magicbooking system to ensure all children have parental permission.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child will be allowed to participate without a signed consent form.

Children without written consent will remain in the club for normal club activities and be supervised in accordance with ratios.

During visits and outings

On visits or outings, the staff to child ratio will be 1:8, unless all children are over 10 and then it can be 1:10; subject to the nature of the activity and the risk assessment.

- Children will remain under close supervision at all times.
- When children are on outings, there will always be at least one member of staff who has a current paediatric first aid certificate.

- The Manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- Two designated members of staff will keep the club's mobile phones with them at all times and their numbers will be circulated to all parents/carers in advance of the visits and outings. These numbers will also be left at the Club in case of an emergency.
- A register will be printed off and taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with the member of staff left on duty at the Club's premises (if staff numbers allow for such a provision).
- If the transport being used breaks down the Manager needs to be notified immediately. The children's safety and security are the prime considerations at all times.
- If a coach or minibus is used it must have appropriate seatbelts/harnesses. Staff or private cars may not be used unless insured for that purpose.
- Records will be kept about vehicles in which children are transported, including insurance details and a list of named drivers.

Lost Child - Outings

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- All staff present will be informed, and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout.
- If appropriate, on-site security will also be informed and a description of the child/children given (or photo if available).
- If after 15 minutes of thorough searching the child has still not been found, the designated person in charge will contact the police.
- The designated person in charge will then inform the club who will contact the child's parents/carers giving details of what has happened.
- Staff from the club will be sent to assist the safe return of the other children.
- At least one member of staff will remain at the scene whilst others return to the club with the children. This member of staff will continue searching for the child/children.
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.
- The registered person will inform Ofsted of any serious incidents.