



OUTINGS & EXCURSIONS POLICY

It is the intention of the Club that our range of activities is diverse and therefore allows provision for children to participate in outings and excursions away from the Club's premises from time to time.

To operate in a responsible and safe manner, the following guidelines must be adhered to when considering taking children away from Club Premises:

- All parents have signed a consent form allowing their child to be taken on outings and excursions. This is part of the registration form information and is confirmed by parents booking their child in for these trips using the specific holiday booking form.
- A list of all children in an outing party must be held by a member of staff whilst out of Club premises, including an up to date list of contacts in the event of emergency and any dietary/allergy and medical needs of the children in our care.
- Undertake a full risk assessment in advance of each outing and complete the findings using a risk assessment form.
This can be done by requesting a risk assessment from the venue or conducting one on a preliminary visit.
Risk Assessments will include:-
 - Transportation - coach suitability and use of seatbelts.
 - Staff numbers - will be increased to have at least a ratio of 1:6 but we will aim for 1:5
 - Suitability of the venue for a large group of children and the facilities available, including any hazards arising from the activities taking place.
 - All children and staff must wear a high-visibility vest to be easily identifiable.
 - Children should be arranged into smaller groups with nominated play workers in charge of each group.
 - Where outings are considered near water, water safety advice is given to the children in a clear and simple manner and supervision ratios are increased.
 - Notify parents in advance of specific hazards including the need for weather appropriate clothing and sun cream, where necessary.
 - A qualified first aider and first aid kit must accompany each outing, this must include any specific medication and health care plans for any children on the trip



- Ensure all outings and excursions are covered by insurance
- Staff must carry a fully charged mobile phone on each outing.
- Ensure all parents are aware of the duration of any excursion. If it is known that the children will return later than the expected time, for example due to heavy traffic, all of the parents will be informed as soon as possible.

Parents may wish to accompany children on outings, however parents must not be left alone with children other than their own, and in all cases the Club Manager retains ultimate responsibility for the outing or excursion.

If a child goes missing whilst on a trip the manager or their deputy should refer to the missing and lost child policy.

This policy was reviewed at a meeting of	Poppleton Road OOSC	
Held in:	Nov 2023	
To be reviewed in:	Nov 2024	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager