



## VISITS AND OUTINGS POLICY

**Our Club believes that visits and outings play an important and enriching role in the programme of activities that we provide for the children. However, during such events, the safety of children remains paramount.**

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, accordingly 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.

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

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children of what to do in an emergency, including designating a suitable meeting point. Staff will use the club's trips out register and procedures.

### **Parental Consent :**

No less than two weeks before a proposed visit or outing, the Club will send a letter and the Visits and Outings form (see appendix 1) 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.

Parents/carers have the absolute 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.

### **During Visits and Outings:**

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

- Children will remain under close supervision at all times.
- The Manager will ensure that a full First aid Kit is at hand at all times, in compliance with the relevant provisions of the Health, Sickness and medication Policy.
- The club mobile phone will be taken and the number 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 taken at the beginning, middle and end of the visit or outing and on entering the transport provided. Additionally, staff will take regular head counts.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile telephone 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.)

**Relates to EYFS Theme: Enabling Environments  
Principle 3.4 The Wider Context**

9th June 2009