



## **The Alphabet Before, After and Holiday Club**

Charity No: 1089318

### **Visits and Outings Policy (#35)**

**Our Club believes 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 children remains paramount.**

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an 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.

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.

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.

#### **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 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 take a photocopy of the signed Visits and Outings Forms on the trip while the original will be stored in the Club's records.

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 ratio for children under five will be 1:4, otherwise the ratio will be 1:6, unless all children are over 10 in which case it can be 1:8; subject to the nature of the activity and the risk assessment.

- Children will remain under close supervision at all times.
- The Manager will ensure that a full First Aid Kit is on hand. At least one qualified first aider will always be a member of the group.
- Two designated members of staff will keep 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 and with the Chairperson in case of an emergency.
- A register will be 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 Chairperson or Vice Chair if a member of staff cannot be left on duty at the Club's premises.
- Regular discussions and activities about road safety with the children before visits and outings.

### **Use of vehicles for Outing**

All staff members shall inform parents in advance of any visits or outings involving transportation of children away from the club.

The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.

In most cases the club will use a reputable company to transport the children on outings who are required by law to license, inspect and maintain their vehicles. These vehicles will be kept in proper order and be fully insured for business use and is also protected by breakdown cover.

It will be their responsibility to make sure all vehicles are fitted to supplier's instructions with sufficient numbers of safety restraints, appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts.

When we use a mini bus, the driver is checked that they are over 21 years of age and hold a P.V.C. driving license. This entitles the driver to transport up to 16 passengers.

When children are transported there is always to be at least one adult in the vehicle, excluding the driver.

In the event of staff/parents using their own vehicles to transport children all vehicles will have the necessary insurance cover and fit all the criteria for safety.

If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belt, child seats and booster seats are used.
- Ensure maximum seating is not exceeded.
- All children will be accompanied by a registered member of staff.
- No child will be left in a vehicle unattended.
- Extra care will be taken when getting into or out of the vehicle.
- The vehicle will be equipped with a fire extinguisher and emergency kit containing a warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded in writing.
- Ofsted will be contacted and informed of any incidents.

**This policy was adopted on** .....

**Signed on behalf of the Club** .....

**Signed on behalf of the Trustees** .....

**Date of Review** .....