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## **Trips, Outings & Visits Policy**

Kidsize Out of School Club will be partaking in external trips during the school holiday periods.

A Risk Assessment will be carried out for any trip. This should include consideration of the journey, any transportation involved, and contingency arrangements in case of breakdown, illness etc.

The Out of School Club manager will request all relevant information and a Risk Assessment statement from the venue (where available). Risk Assessment findings will be shared with all those attending the trip. We will ensure that the activities planned are covered through our insurance.

We will make every effort to involve children in the planning of visits and outings. Staff will explain to children the purpose of the trip, along with what is expected of them in terms of their behaviour. Children will be talked through any potential safety hazards and told to remain with staff at all times.

All children will be wearing a high visibility vest and a wristband with the club contact number on it. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

#### **Parental Consent**

Kidsize will only allow children on a trip when permission has been granted by parents.

Parents have the absolute right to withhold consent for a proposed visit or outing. Children without consent will not be allowed to participate in off-site trips, excursions or outings.

#### **Transportation**

A variety of transportation may be used including:

* Public Bus
* Hired Minibus
* Staff Car.

Any staff car used must have appropriate Business Car Insurance in place. All children travelling by car must use an appropriate car seat for their height/weight. The minibus must be driven by a driver with an appropriate licence (depending on weight of vehicle this may be a D1). Cars/minibuses must travel a pre-approved route as outlined in the risk assessment.

#### **During Visits & Outings**

The minimum ratio will be 1 staff for every 8 children. Before setting out, all staff involved in the trip hold a meeting to discuss the trip and safety procedures. A trip leader will be appointed and will have overall responsibility whilst off Kidsize premises. Children will remain under close supervision at all times.

Kidsize will ensure that a First Aid kit is on hand and a First Aider is present. Any medication required will be taken also.

Designated staff will take mobile phones with them at all times and their numbers will be circulated to the parents and all other staff team in advance of the visits and outings in case of an emergency.

A register will be taken and regular head counts will be made by staff.

Staff will carry out SIMOA procedures as outlined in the Practice note Keeping children safe: supporting trips and outings in early learning and childcare (ELC) produced by the Care Inspectorate.

#### **After Visits & Outings**

Staff will carry out a review of the trip to identify the following

* Did the children enjoy the trip?
* Was the trip appropriate for the children?
* Did the timings work?
* Did the staff ratios work?
* Were there any safety issues?