

Fun 4U Club

35 Children on Outings Policy & Procedures

Principle

Outings and community links are seen as vital part of a child's life. This enables them to experience first hand all those exciting places which we talk about within the planned curriculum i.e. the fire station, police station, a forest park or even a nature trail. While doing this we hope to build up good relationships with the local community and make the most of the facilities around us.

Statement of Intent

We at Fun 4U Club believe:

- Every child should have the opportunity to use the facilities within the local community.
- Children learn best by first-hand experience which we hope to achieve by providing the children with the chance to use the facilities within their community.
- Children's safety and wellbeing is always paramount to the staff and management team when organizing an outing for the groups.

Procedures

- Parents must be made aware of the venue, time, cost, the appropriate clothing which their child may need to wear during the outing and any other information which is relevant to the outing.
- Written permission must be obtained from all parents prior to the outing (check enrolment form for consent given for local community trips)
- The child/adult ratio must be in accordance with the Northern Health and Social Care Trust guidelines for outings and also in accordance with the facility insurance policy.
- When on outings a staff member with first aid qualifications must be included within the ratios.
- A first aid box will also need to be taken along with all children's emergency contact details and an allergy list.
- A member of staff must have a mobile phone in the case of an emergency and to also be able to remain in good contact with head office at all times.
- A roll call sheet must be taken on the trip and carried out before leaving, on regular intervals throughout the trip and before returning to the club.
- If at any time the group has been divided up into small groups then the staff member assigned to a certain group must take responsibility to ensure that they mark their children off the roll call registered.
- If a parent collects their child directly from the outing then they must sign the roll call sheet.
- A wrist band with details which include the child's name, leaders name and contact number must be put on each child, a sample has been attached.
- Food and drink must be available at the same times as they would on a normal day.
- Meeting points must be pre designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured, drivers details satisfactory and all seats have safety harnesses or equivalent. The maximum seating capacity of the vehicle must not be exceeded.
- Appropriate booster seats should be used when there is not a child's adjustable seat belt.
- Before bringing the children on an outing the staff member in charge of the outing and the manager will gather information on the place of interest. If possible they may visit this to carry out a risk assessment before bringing the children to ensure that it is appropriate for their age and has a safe environment. Before leaving for the trip staff will complete a checklist to ensure that they have all the equipment and information which they need, please see attached. Once the children have been on an outing the staff members involved will complete the evaluation form rating different aspects of the trip from transport right through to learning experiences. This information will be kept for future use along with all the consent forms and any other information relation to the trip in the outings file.