



Essex After School Clubs

# Visits and Outings Policy

Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment

## **Visits and Outings**

**We believe that visits and outings play an important role in the programme of activities that we provide for children especially during the Holiday Clubs. 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 risk assessment has been carried out prior to the proposed visit or 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 Company Director or Manager will write to the venue requesting all relevant information and a risk assessment statement where available. *(EYFS Requirement: 3.65-children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards.)*

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***

Before a proposed visit or outing, the Club will give information to parents/carers about the proposed event. Parents will receive 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.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Any child who does not have a signed consent form will not be allowed to participate.

### ***During visits and outings***

On visits or outings, the staff to child ratio will be determined by the nature of the activity and the risk assessment, *(EYFS Requirement 3:65-The assessment (of risk) must include consideration of adult to child ratios.)* staying within legal requirements at all times. In addition to this:

- Children will remain under close supervision at all times.

- The Manager will ensure that a First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- 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 Club Manager.