

16: Visits and Outings

Kidz Enterprise 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.

It is the manager's responsibility to give permission for the outing to take place, having first checked all arrangements and completed a formal risk assessment.

Kidz Enterprise 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.

Staff will be sensitive to children's religion/beliefs in selecting places to visit.

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

Holiday Club

Kidz Enterprise ensure parents/carers are notified of any planned trips at the point of booking on the booking form, which will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used. Parents/carers are asked to complete the Trip Permission Form on the morning of the trip giving permission for their child to attend the trip along with emergency contact number for the day, this form will give an approximate return time.

Parental consent is needed for all off-site visits and outings. Trip Permission Forms will be taken on the trip and then stored in Kidz Enterprise's records.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing, although on group trips no on-site activities will be available. 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 will be 1:4 (4yrs), 1:6 (5-7yrs) and 1:7 (8yrs and over) 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, normal ratio's may be reduced if necessary.

- Children will remain under close supervision at all times.

- When children are on outings, there will always be at least one member of staff who has a current paediatric first aid certificate.
- The manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- 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 Kidz Enterprise 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 member of staff left on duty at Kidz Enterprise's premises (if staff numbers allow for such a provision).
- If the transport being used breaks down the manager needs to be notified immediately. The children's safety and security are the prime considerations at all times.
- If a coach or minibus is used it must have appropriate seatbelts/harnesses. Staff or private cars may not be used unless insured for that purpose.
- Records will be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport will have adequate insurance cover.

Lost child – outings

- Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately
- All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout
- If appropriate, on-site security will also be informed and a description of the child/children given
- In the event of a child not being found, the designated person in charge will immediately inform the police
- The designated person in charge will then inform Kidz Enterprise who will contact the child's parents/carers giving details of what has happened
- Staff from the club will be sent to assist the safe return of the other children
- At least one member of staff will remain at the scene whilst others return to the club with the children. This member of staff will continue searching for the child/children
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point
- The registered person will inform Ofsted of any serious incidents.

Updated By: **Derek Beesley (Director of Childcare)** Date: **6th March 2016**

Signature: *D. Beesley*