

Off-Site and Trips Policy

We recognise the value of trips in broadening children's horizons and providing them with opportunities to express themselves in different environments. Trips are often the highlight of a child's time at Holiday Club; events to look forward to for weeks and providing fond memories for years to come. The best trips are fun and exciting. They extend the realm of experience for both the child and playworker. They can help to strengthen relationships and provide enhanced opportunities to feel part of the setting.

Trips do require some extra thought and a number of measures need to be put into place to ensure the trip is safe and fun for everyone:

Safety

- Risk assessments for each type of trip will have been carried out and read by all staff before leaving. This will include the nature of the venue, activities and transport.
- The staff ratio will be 1 adult to every 5 children. Staff will be required to work through lunch, for which they will be paid.
- All staff and volunteers will be DBS checked.
- Playworkers will not be left alone with any children, if this can be avoided.
- Volunteers will never be left alone whilst on a trip.
- The manager will take an accurate register of the day's children and staff on all trips. This will include emergency contact information for parents, staff and committee members as well as medical and other relevant information for individual children.
- School's Out Henleaze will bring a first aid kit on all trips. Any medication needed, e.g. inhalers, must be labelled and taken. The staff will have specific guidelines on their administration and use.
- The manager will carry the mobile phone, fully charged, at all times. Phone reception at the trip venue should be checked beforehand. Staff are permitted to bring their phones on trips, in case of emergency.
- Staff will bring a sick kit which will include plastic bags, tissues, wet wipes, spare clothes. They will also bring snacks and water.
- Staff may need to take spare children's clothes, towels or other specific items depending on the nature of the trip.
- The manager will take regular head counts when the children get onto and off any transport and at regular intervals throughout the trip to ensure all children are accounted for.
- All children will wear wrist bands displaying the name of the setting and mobile number so if they are lost the manager can be contacted. Under no circumstances will the children's names be included on labels.

- Children will have regular refreshments and access to toilet facilities. Where possible a male and female playworker will be on the outing so children do not go to the toilet on their own. Where this is not possible playworkers will wait outside the door of the toilets and children will go in pairs.
- In the event of a child being inappropriately approached by a stranger the playworker(s) will inform all other staff immediately and move children away from situation at once making sure all children are together. The manager will inform site security at once, complete an incident form on return to the setting and inform parents.
- In the event of a child being lost, the missing child procedure will be followed.

Involving Children

- When a trip venue is being chosen, children will be asked where they would like to go.
- Feedback from children and staff will be encouraged and will inform future trips.
- Playworkers will discuss with children who their keyworker is, and what to do if they are lost or concerned. This will include establishing a base at the venue on arrival.
- Playworkers will let children know what will be happening on the trip day so they know what to expect. This may include talking through any special rules and assessing particular risks with children beforehand, e.g. 'we aren't going to go in the pool because...'
- Clear routines will be established, staff will explain to children what is expected of them in terms of their behaviour and children will be encouraged to take care of their belongings.
- Staff will discuss with one another the importance of questioning strangers and staff will also talk to the children about stranger danger risks before each outing

Providing Opportunities

- Full consideration will be given to ensuring trips are physically accessible, age appropriate, culturally appropriate and that activities are non-discriminatory.
- There will be variety in the trips offered, reflecting children's interests where possible and giving them a chance to try something new.

Working with Parents

- Information given to parents will include details of the visit, including venue and times of departure and return to the setting.
- If trips are a full day in length, no half-day places will be available. This will be made clear to parents at time of booking.

- Trip destinations will be available on the timetable of activities for parents and children to see the available choices.
- Every attempt will be made to keep costs low and affordable to all families. However trips incur an extra charge and parents will be advised of this accordingly beforehand.
- We reserve the right to exclude children from trips if their behaviour is likely to jeopardise the safety of the setting.

Minibuses

The Minibus Act states that by law, drivers of mini buses must be 21 or over and have held a driving licence for at least 2 years. They will need a Category 'D' licence. Vehicles and drivers used must comply with current legislation eg. have road tax, insurance, MOT and be roadworthy.

- All children between 3-16 years old must sit in a forward facing seat.
- Children are not allowed to sit in the front seats.
- Adults must sit by the front and rear doors.
- According to the law, all vehicles transporting children will have seat belts and booster cushions should be provided for younger children. All passengers must wear seat belts.
- It is the driver's responsibility to ensure all children are wearing properly fastened seatbelts before the vehicle moves off.
- The 1: 5 ratio applies – this excludes the driver.
- Vehicles must carry a First Aid kit and fire extinguisher.
- All doors must be unlocked while the vehicle is occupied.
- Vehicles must not be overloaded.
- Adults must ensure that the vehicle is parked in a manner that will allow children to board and leave the vehicle safely.

Coaches/public transport

By law, seatbelts must be fitted in coaches used to transport children. Many coach companies now provide coaches with seatbelts fitted as standard.

- One child to one seat.
- Children must not be allowed to sit on front seats or immediately behind a stairwell.
- Adults should seat themselves throughout the coach.
- Children must remain seated until asked by a playworker to alight.