

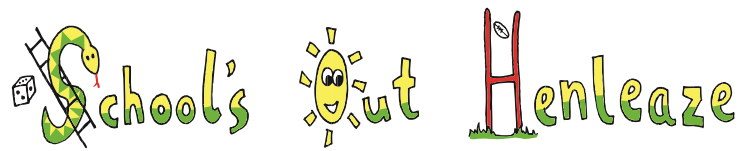
Off-Site Activities Policy

We recognise the value taking children off-site, e.g., to the park, in broadening children's horizons and providing them with opportunities to express themselves in different environments. It can help to strengthen relationships and provide enhanced opportunities to feel part of the setting.

Taking children off-site does 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 Playworkers before leaving. This will include the nature of the venue, activities and transport.
- The Playworker ratio will be 1 adult to every 5 children. Playworkers may be required to work through lunch, for which they will be paid.
- All Playworkers 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 Playworkers for all off-site activities. This will include medical and other relevant information for individual children.
- School's Out Henleaze will bring a first aid kit for all off-site activities. Any medication needed, e.g., inhalers, must be labelled and taken. The Playworker will have specific guidelines on their administration and use.
- A Manager will carry a mobile phone at all times. Playworkers are permitted to bring their phones on trips, in case of emergency.
- Playworkers may need to take spare children's clothes, or other specific items depending on the nature of the trip.
- A Manager will take head counts on departures and arrivals and at regular intervals throughout the trip to ensure all children are accounted for.
- Where possible, male and female Playworkers will be on the outing.
- In the event of a child being inappropriately approached by a stranger the Playworker(s) will inform all other Playworkers immediately and move children away from situation at once making sure all children are together. A Manager will record the incident on returning to the setting and inform parents.
- In the event of a child being lost, the Missing Child Policy will be followed.



Involving Children

- 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.
- Clear routines will be established, Playworkers 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.
- Playworkers will discuss with one another the importance of questioning strangers and Playworkers 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.

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 off-site activities 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 may incur an extra charge. 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, or if we are unable to meet their needs off site.