



# Wickwar Out of School Club



## The Supervision of Children on Outings & Visits.

### Outings/visits Policy

Prior to a visit or outing staff will carry out an exploratory visit of the proposed destination, and any potential difficulties/hazards will be highlighted.

This will include consideration of the journey and any transportation involved.

Appropriate insurance cover will be obtained if Staff are using their cars to transport children.

A risk assessment will be collated and will be made available for parents/carers to see.

The club will make every effort to involve the children in the planning of the outing/visit and what is expected off them in terms of behaviour and contribution

Named children are assigned to individual staff members to ensure each child is individually supervised, to ensure no one goes astray, and that there is no unauthorised access to the children.

Children will be talked through any potential safety hazards and told to remain with allocated staff at all times. Staff will explain to the children in their care what to do in an emergency, including designating a suitable meeting point.

### Parental consent

No less than two weeks before the proposed outing/visit the club will send out a visits/outing form and letter to parents/carers giving them detailed information about the proposed event This will give information of costs, an outline of any journey involved and mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for any off-site visit or outing.

The manager will take a photocopy of the signed visit/outing form on the trip and the original will be stored with the clubs records.

Parents/carers have the absolute right to withhold consent for a proposed outing/visit.

The child of any parent/carer who has not signed a consent form will be unable to go on the trip/outing

### During visits and outings

- On visits and outings the staff to child ratio will be at least 1:8
- Children will remain under close supervision at all times
- The Manager/Session Leader will ensure that a full First Aid Kit is available
- There will be a mobile phone on at all times
- A register will be taken at the beginning, middle and end of the visit/outing. Additionally, staff will take regular head counts
- A first-aider will always be on hand

A Unique Child	Positive Relationships	Enabling Environments	Learning & Development
1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners	3.3 The learning environment	4.1 Play and exploration 4.2 Active learning

**Adopted by Wickwar Out of School Club**

Signed on behalf of the named club

Position

Date

Review date