

Before taking children out of the building the Playleader must check we have the parents' consent forms signed (Parents booking in on this day is consent that they can attend the trip). Registers must be taken before leaving the building. The Manager must also be informed that a group is going on a trip and how many children and adults are going. A register must be taken and kept safe at all times. Within the group each Playleader must carry the Club phone.

If travelling in a vehicle seat belts and appropriate child seats must be used. An adult (parent or staff) must accompany the children at all times.

### **The outing checklist must be checked before leaving the building:**

- First Aid kit (checked to make sure fully stocked) with closed water bottle included (for cleaning wounds).
- Individual children's medication i.e. asthma pumps and Epi-pens.
- First aid book.
- Outings register and children's records- In line with GDPR.
- Packed lunches for children.
- Children's snacks.
- Risk assessment.
- Necessary resources for the trip to enhance the experience for the children. (i.e. buckets and spades for the beach, Forest school equipment for Thetford forest etc... Be imaginative).

Contact details and medical information for all children and all adults must be taken by each Playleader for their club. These details must be recorded in **abbreviated form** on the Trip Register. Full Registration forms must not be taken on trips or outings. Duplicate trip registers/child's details will be destroyed on arrival back to club. Main register will be put in the main register folder and locked away.

A copy of the Trip Register will also be held by a senior member of staff who will travel separately to the children and Playleaders. This copy will be destroyed on return to the club.

Children should be talked through any potential hazards and told to remain with staff at all times. They should be involved in planning their behaviour on the trip. If the outing involves livestock a talk about hygiene must be given to the children. Adults must make sure children do not put fingers in their mouths and they must wash their hands immediately after handling animals or the animal's environment.

A risk assessment must be carried out before any trip and the risk assessment form must be completed and sent to all staff involved in the trip.

During visits and outings, the staff to children ratio will be a minimum of 1 member of staff to every 8 children, always subject to the nature of the activity and risk assessment.

- The children will remain under close supervision at all times.
- All children will have a wrist band with the club number on

Regular head counts will be taken throughout the trip in addition to the register being taken...

- At the start of the day (By parents)

- Once the children are on the coach before departure.
- At lunch time
- When the children get back on the coach at the end of the trip -When back in the club.

It is compulsory for each staff to wearing the Club lanyard.

This policy was adopted by: Smarkidz Play and Learn	Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020
To be reviewed: 14/08/2021	Signed: 