



# The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

**DP – 1.16**

Reviewed 29<sup>th</sup> April  
2016

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## Outings Policy

### Preparation

Before an outing is arranged the co-ordinator / senior play leader will visit the venue and risk assess the trip. This enables us to know if the venue is suitable for the age group going on the trip and to have a sound knowledge of toilets, lunch area, parking area for mini buses, walking distance from bus to venue and to plan activities for the forthcoming outing.

All information will be documented on a risk assessment form, which must be read and signed by all staff attending the trip.

All parents / guardians will need to fill in a booking form to book a place on the trip which will give permission for their child to attend the trip.

An outings list must be compiled before the trip, including the children's and playleader's names, the venue, date, mini bus registration number and staff mobile phone numbers.

A copy of this list must be placed in the **RED BOX** in case of emergency before leaving for the trip.

### Trip

Before setting off on a trip the register must be taken and a head count must be done whilst children are sitting on the bus.

The senior playleaders who are going on the trip are responsible for taking:

- The register.
- Mobile phone.
- Medication and medication forms.
- First Aid Box, sick bucket, sun tan lotion, thermos flask and Easychill ice blocks.
- Tissues and face wipes.
- Mini bus permits.
- Sticky backed plastic.
- Children's information sheets.
- Spare money and The Dell credit card.
- Venue information.
- Children's activity packs (if appropriate).
- Camera (if appropriate).



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All parents and staff will be informed of a time when the children will return. If there is any change the staff on the trip must contact The Dell to inform them of their estimated time of arrival back at The Dell.

A poster will be displayed on The Dell information board for parents advising them of what children will need to take on the trip including lunch, clothing, etc.

## Keeping Children Safe on Outings

- The ratio on trips is 1 playleader to 6 children (unless risk assessment states otherwise).
- All staff must wear their blue t-shirts and name badges.
- All children must wear the yellow Dell hats if instructed to by the staff.
- Children will be given a safety and information talk before going on the trip.
- Always have one playleader at the front, middle and back of the group when walking outside.
- In the summer all children must have suntan lotion on.
- Children should walk in pairs and in a line whilst walking to and from the mini buses.
- Staff must accompany children to public toilets at all times.
- Staff should not let any children out of their sight.
- All children and staff must wash their hands before lunch and after touching animals.
- Children will be advised regularly on what is going on during the day to keep them informed.
- All children and staff must wear seatbelts. The staff must check the children's seat belts before setting off.
- Staff must inform the children not to take their seatbelts off until they are told to do so.
- Before the journey the driver on each bus must talk to the children about their expected behaviour whilst on the bus journey.
- Younger children and children who may be unwell during the bus journey should sit on the row of seats directly behind the drivers seat.

## Lost Child

If a child is lost whilst on an outing follow the same procedure as in The Dell Lost Child Policy (policy no. DP-014) and adapt it to the surroundings.



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## Minor Accidents

If a minor accident happens whilst on an outing -treat it as would normally be done at The Dell following the first aid and accident procedures and using the first aid kit. Remember to make notes of the accident and to tell the parent / guardian of what has happened when the child is collected (Parent or Guardian need to sign the accident book).

## Major Accidents

If a major accident happens whilst on an outing use the critical incident procedure (**RED BOX**).

## Return

Before departing from the venue the register must be taken again and a head count must be done whilst the children are sitting on the bus.

On return to The Dell the senior playleader should inform the co-ordinator of any incidents and observations regarding the trip.

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*Policy adopted: 17 December 2003*

*Approved by:*

*Co-ordinator*

*Chair*

*Review Date:*

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*We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.*