



Southmead Centre for Children and Families

POLICY FOR	Trips and Outings Policy
DATE REVISED	May 2017
NEXT REVIEW DATE	May 2018
COMMITTEE APPROVAL DATE	17/5/2017
CHAIR OF ADVISORY BOARD SIGNATURE	<i>D. O'Leary</i>





Staff

Prior to a trip/outing, staff must have the following:

- Staff should be given written instructions as to their role, the itinerary, timings and any special functions they are required to undertake, prior to the trip being undertaken.
- Fully charged mobile phone
- First aid kits
- Sick bags and paper towels
- Contact details of all families on the trip
- Contact details of other members of staff on the trip
- Register of all attending the trip
- Spare clothes
- Water
- Accident/ incident forms

Staff Ratio

The number of staff should be assessed based on the size of the group. On trips whereby parents are present, if the outing is taking place via a coach journey, there must be a minimum of two staff per coach. Extra staff may be required if there is a large number of families on the trip or to support families with special needs.

On trips whereby the Children's Centre take the children without parents present, there must be one member of staff/ responsible adult to every two children.

Trip/ Outing Procedure

- All Children/families must be counted before leaving the centre & at regular intervals throughout the trip/outing. If the group is divided into sub-groups, a designated person will be assigned to that group & will therefore have responsibility of regular head counts taking place.
- Children's centre wristbands must be placed on all children prior to leaving the centre and high vis bibs must be worn if necessary.
- Staff should be easily identifiable by families and should wear visible means of easy identification.
- Where necessary, all families should be aware that they are responsible for their children on any outing/trip.
- A qualified First Aider must be present with appropriate first aid equipment taken, both on transport & throughout the trip/outing.
- All families will be receive a program of events throughout the trip, highlighting meeting points & times, toilet facilities, organised activity times & meal times. Also to be included: Lost child procedures and staff contact numbers.
- All staff will have a copy of emergency contact details of families, fully charged mobile phone & registers of all on trip/outing.
- In the case of an accident, an accident form should be completed & signed by a staff member & parent/carer.



- Toilet facilities must be available to families throughout the trip/outing. For those children who are not toilet trained, facilities for changing children will be given to all families.
- Meeting points must be pre-designated & times arranged when all families should assemble. These must be strictly adhered to.
- All families to have the opportunity, on return, to complete an evaluation form.

Seat Belts and Car Seats

Trips which require coach travel must follow the following guidelines:

- All children must have a seat to themselves and not sit on parents' laps.
- Children from three upwards must use the seatbelts provided in the coaches.
- For babies and children under 3 years, we strongly recommend parents use a car seat or booster seat suitable to their weight. These need to be fitted by the parent and Southmead Children's Centre is not responsible for the suitability of these. Parents must sign a disclaimer if they are to use their own car seat.

Procedures Where a Child is Lost

If Children's Centre policies & procedures are being observed, the likelihood of a child becoming lost is very small. However, occasionally a child may become separated from the group or their family on a trip/outing or become lost.

- With careful planning & co-operative working between staff & families, children should not be out of sight of an adult at any time.
- If it is realised that a child is no longer with the group, staff should look carefully all around without leaving the group.
- All other staff attending the event should be immediately notified. Venue staff should also be notified.
- It is the responsibility of the trip/outing organiser to contact & support the parents immediately.
- If the child remains to be lost, the police will be informed.
- All staff should contact families within the party & return all families to a designated meeting point.
- At the end of the event, the group organiser will complete an incident report.

Completion of Trip/Outing

- Following any trip/outing, it is the responsibility of the organiser to complete an event evaluation form, ensuring the following is noted: problems with transport, problems with venue, educational benefits of the trip/outing, comments from staff & families, recommendations of future visits; necessary changes.



Monitoring and Reviewing the Policy

- The Head of Centre will ensure that this policy is implemented and monitored and is made known to parents/carers, staff and pupils.
- The policy will be reviewed at least annually, following any occasion when any part of the procedure has been followed and appropriate changes will be made whenever modification to legislation occurs.

