



6.3 Trips and Outings Policy

Ecclesall Kids Club believes that our play programme of activities is enriched by the trips we run as part of our Holiday Clubs. The safety of our staff and children is our priority when deciding which trip activities are to run along with the benefit to the children attending and value for money for the parent and carers that use our club. We ensure our trips are age appropriate and are sufficiently staffed. In line with our safeguarding policy, we do not undertake any activities which require children to undress or require extremely low ratios such as swimming.

Ratios and Risk Assessment

For each trip we will ensure we have a written risk assessment and these will be stored and revised for future trips, filed in the Holiday club folder. Prior to the trip, the duty manager rotated on holiday club trip day will ensure all staff on the trip have read the risk assessment. There will be a minimum of 2 paediatric First Aiders per trip. The trip duty manager will be responsible for ensuring the risk assessment is revised and/or reread by staff before each visit. The duty manager and all staff must stay with the children at all times, where this is unavoidable especially in the case of the duty manager, a member of staff will be deputised to lead, whilst the duty manager is unavailable. The locations that we use often have their own risk assessments which are in addition to our own risk assessments; these are not a substitute to our own risk assessment. Where the trip is a new trip to the club, an advanced risk assessment and pre-visit must be completed before the trip day, where this is not possible an advanced telephone conversation with the destination can take place, but must be agreed by the club Play-Manager.

The ratios for each trip will depend on the level of risk and will be decided with the play-manager and the trip duty manager prior to the trip. As a minimum there should be a 1:6 staff to child ratio on all trips, this will be reduced if required after discussion from the leadership team following a written risk assessment and or an assessment of the ages of children booked on the trip. A high level of younger children booked in may require a higher ratio of staff to children.

About the trip and Emergency Contacts

In addition to the risk assessment and First Aid bag taken by staff on trips, information about each trip should be made available on Magic Booking to allow parents to make an informed decision about booking and to tell them what to bring (including clothing and footwear). We will reiterate our no nuts in packed lunch at all times and children reminded not to share their packed lunches as they may contain allergens. Information about medical condition and allergies and emergency contacts must be taken on each trip along with the club mobile. Where children require medication e.g., asthma inhalers or epi-pens we should check that we have these in advance of the trip departure. This is the responsibility of the health and safety lead and duty manager rotated on the day of the trip.

Each member of staff will be given the responsibility to look after a small group of children, even though the whole group will stay together. Children will be allocated a partner and walk in 2s where possible, supervised by staff who are spread through the group, 1 at the front, 1 at the back and rest spread between the children. Experienced staff will be spread between less experienced staff.

When visiting toilets, children should be using the disabled facilities where possible to ensure safeguarding protection. Where this is not possible staff should enter the public toilets to check they are safe and staff should remain present with the children, to ensure they are safeguarded against members of the public. Staff should count the children in and out and carry out a check before leaving the toilet areas, to avoid leaving a child behind. Children will be encouraged to wash their hands after using the toilet. No staff should enter a toilet cubicle with any child alone and children will not be allowed to enter cubicles together. Staff will remain outside cubicles to provide reassurance to the children. An additional member of staff will be present outside the toilets so the children can be sent out safely to wait as toilet areas are usually very small. Staff should ensure they leave adequate cover when needing to attend the toilet themselves and should go singly to ensure the remaining children are adequately supervised.

The trip kit bag should contain:

- Register of children attending and a spare group list
- Permissions and emergency contact list
- Medical/allergy details and medications
- Staff emergency contact details
- Club mobile phone
- First aid kit
- Maps and information about trip i.e., booking information
- Spare wristbands with club mobile number on
- Spare pants/ clothes and wet wipes

Should a child go missing or be injured during a trip

If a child goes missing or is injured during a trip, the remaining children should be adequately supervised. The children should be reassured by the remaining staff, 2 members of staff, one of which will be the duty manager, should go looking for the child missing or remain with the injured child. During the search period the destination should be informed of the missing child and a description given. If after 15 minutes the child cannot be located by either ourselves or the destination, then the missing child policy will be followed, this includes contacting the child's parents and the police. The duty manager will be responsible for keeping in contact with the child's parents and police. The remaining children and staff should where appropriate, continue with the trip as planned, as far as possible. Any injuries or missing children will be reported in the incident/ accident log as normal. Ofsted may also be informed depending on the individual circumstances of the situation. The incident will be reviewed post trip by the leadership team to ensure any future risks are mitigated including a decision on not to visit the venue again if appropriate.

This policy was adopted by: <i>Ecclesall Kids Club</i>	Date: 8/2/17
Reviewed: 01/03/22	Signed: <i>Ecclesall Kids Club Committee</i>