

## Outings policy

At Knutz Out of School Club we do not generally take children on outings as the children need to be in the Club when their parents arrive to collect them. However, from time to time we would like to be able to offer the opportunity to make small excursions within the local area.

On any outing our priority is the safety and wellbeing of the children. Therefore, due consideration will be given to the place to be visited; the time of the visit; the route to be taken and who will go on the visit.

### These are the procedures for outings:

- Written permission from the parents required for each child, for each outing.
- A risk assessment will be done by two staff members one of whom will lead the outing. The risk assessment will consider the specific needs of the children and adults on the outing.
- Appropriate staffing ratios will be maintained.
- At least one staff member will be a first aider and take a suitable first aid kit.
- An outing bag/folder will be taken containing the necessary equipment and documentation for the outing and including: a register; emergency contact details; note of allergies/specific needs; emergency procedure card; first aid kit; mobile phone.
- A register will be taken before setting off. Staff will count heads at suitable intervals.
- If the group is divided into sub-groups a person in charge will be nominated.
- Meeting points will be identified and times arranged when all the party should assemble. These must be strictly adhered to.
- Any transport used shall be fully insured; driver's details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.

After the outing the person who led the outing will review the outing, recording for future reference:

- Any problems encountered (with transport, the venue, specific children, other?)
- Benefit of the outing (fun, educational, enriching, other?)
- Comments – positive or negative (from adults, children, parents?)
- Recommendations for future outings.

Policy adopted by Knutz Out of School Club  
Version adopted 01 December 2021  
Due for review January 2023

Signed:   
Owner/Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Outings [3.66 - 3.67]*.