

Off Site/Trips Policy

We recognise the value of trips in broadening children's horizons and providing them with opportunities to express themselves in different environments. Trips are often the highlight of a child's time at school; events to look forward to for weeks and providing fond memories for years to come. The best trips are fun and exciting. They extend the realm of experience for both the child and staff. They can help to strengthen relationships and provide enhanced opportunities to feel part of the setting.

Trips do require some extra thought and a number of measures need to be put into place to ensure the trip is safe and fun for everyone:

Safety

- 1.** Evidence that a risk assessment for each type of trip has been undertaken before leaving. This will include the nature of the venue, activities and transport (see trip preparation form). It is recommended that this risk assessment is written down so that all staff are aware of the contents.
- 2.** Gen. Anders Polish Saturday School will check the driver credentials and vehicle safety (eg. seatbelts) of any hire company it uses to transport the children.
- 3.** The staff ratio will be 1 adult to every 5 children.
- 4.** All staff and volunteers will be DBS checked.
- 5.** Volunteers will never be left alone whilst on a trip.
- 6.** The person in charge will take an accurate register of the day's children and staff on all trips. This will include emergency contact information for parents and committee members as well as medical and other relevant information for individual children.
- 7.** The setting must take it's own First Aid Kit and Accident Book on all trips.
- 8.** The person in charge will carry the mobile phone, fully charged, at all times.
- 9.** Staff will bring 'sick bags', plastic bags, tissues, wet wipes and water on trips.
- 10.** Staff may need to take spare children's clothes, towels or other specific items – depending on the nature of the trip.
- 11.** The person in charge will take the register when the children get onto and off any transport and at regular intervals throughout the trip to ensure all children are accounted for.
- 12.** All children will wear labels displaying the name of the setting and mobile number so if they are lost the person in charge can be contacted. Under no circumstances will the children's names be included on labels.
- 13.** Children will have regular refreshments and access to toilet facilities. Where possible a male and female members of staff or parents will be on the outing so children do not

go to the toilet on their own. Where this is not possible staff will wait outside the door of the toilets.

14. In the event of a child being approached by a stranger the staff will inform all other staff immediately and move children away from situation at once making sure all children are together. The person in charge will inform site security at once, complete an incident form on return to the setting and inform parents.

15. In the event of a child being lost, the missing child procedure will be followed.

Involving children

1. When a trip venue is being chosen, children will be asked where they would like to go.

2. Feedback from children will be encouraged and will inform future trips.

3. Staff will discuss with children who their keyworker is, and what to do if they are lost or concerned. This will include establishing a base at the venue on arrival.

4. Staff will let children know what will be happening on the trip day so they know what to expect. This may include talking through any special rules and assessing particular risks with children beforehand, eg. 'we aren't going to feed the animals because...'

5. Clear routines will be established, staff will explain to children what is expected of them in terms of their behaviour and children will be encouraged to take care of their belongings.

6. Staff will talk to the children about stranger danger risks before each outing.

Providing opportunities

1. Full consideration will be given to ensuring trips are physically accessible, age appropriate, culturally appropriate and that activities are non-discriminatory.

2. There will be variety in the trips offered, reflecting where possible children's interests and giving them a chance to try something new.

3. Periods of quiet time and breaks will be built into the day wherever possible.

Working with parents

1. A member of staff must record the full name of every child booked onto a trip on a consent form. The consent form should give details of the visit, including venue and times of departure and return to the setting.

2. Gen. Anders Polish Saturday School will need signed permission slips from all parents / carers allowing their children to participate in the trip.

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3. If a parent / carer does not sign the form Gen. Anders Polish Saturday School will not be able to take the child on the visit. The setting will not be able to offer alternative childcare for children unable to attend off-site visits.

4. All trips will be a full day in length on Sundays or during half-term breaks.

5. Trip destinations will be available on the timetable of activities for parents and children to see the available choices.

6. Every attempt will be made to keep costs low and affordable to all families. However trips may incur an extra charge and parents will be advised of this accordingly beforehand.

7. Trips are open to children from Gen. Anders Polish Saturday School and children not attending school provided that parents paid for the trip in full and have signed the form. We reserve the right to exclude children from trips if their behaviour is likely to jeopardise the safety of the setting.

Minibuses

The Minibus Act states that by law, drivers of mini buses must be 21 or over and have held a driving licence for at least 2 years. They will need a Category 'D' licence. Vehicles and drivers used must comply with current legislation eg. have road tax, insurance, MOT and be roadworthy.

1. All children between 3-16 years old must sit in a forward facing seat.
2. Children are not allowed to sit in the front seats.
3. Adults must sit by the front and rear doors.
4. According to the law, all vehicles transporting children will have seat belts and booster cushions should be provided for younger children. All passengers must wear seat belts.
5. It is the driver's responsibility to ensure all children are wearing properly fastened seatbelts before the vehicle moves off.
6. The 1: 5 ratio applies – this excludes the driver.
7. Vehicles must carry a First Aid kit and fire extinguisher.
8. All doors must be unlocked while the vehicle is occupied.
9. Vehicles must not be overloaded.
10. Adults must ensure that the vehicle is parked in a manner that will allow children to board and leave the vehicle safely.

Coaches/public transport

By law, seatbelts must be fitted in coaches used to transport children. Many coach companies now provide coaches with seatbelts fitted as standard.

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1. One child to one seat.
2. Children must not be allowed to sit on front seats or immediately behind a stairwell.
3. Adults should seat themselves throughout the coach.
4. Children must remain seated through the journey.

Transporting children in private cars

Transporting children in private vehicles should be avoided. (A setting needs to consider the child protection implications and insurance issues and develop their own policy on the use of private vehicles.)

Staff must consider the responsibility they would be taking on if they used their own vehicle to transport children.

Swimming trips

Most swimming pools now follow regulations laid down by the Institute of Sport & Recreation Management. The approved adult:child ratios are:

Aged 5 – 8 1adult: 2 children.

Aged over 8 1adult: 4 children.

1. Contact the pool in advance to confirm arrangements.
2. Ask parents to note the child's swimming ability on the trip consent form.
3. Only children who can swim two lengths using a competent stroke should be allowed to use the deep end.
4. A supernumerary member of staff must look after children who are not swimming. This person should also be responsible for the register and First Aid kit.
5. All adults included in the adult:child ratio should be in the pool.

Date: September 2017

Review Date: September 2018

Signed by: Rosanna Radlinska-Tyma

Role of Signatory: nominated person