



Dunkirk Fun Club: Wraparound Childcare - Breakfast and Afterschool Club

Dunkirk Primary School

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Dunkirk Fun Club: Wraparound Childcare Policies

16: Visits and Outings

Our club believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Club will follow the school off-sites visits procedure using risk assessments and Evolve. Contact and permission must be gained from the school OVC Heidi Hollis prior to any outing.

Please read the school policy in conjunction with this guidance.

The manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the manager will write to the venue requesting all relevant information and a risk assessment statement where available.

The club will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parental Consent

No less than two weeks before a proposed visit or outing, the club will send a letter and Consent Form to parents/carers giving them detailed information about the proposed event. This will include a full programme of activities, any costs involved, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for all off-site visits and outings.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. Children who do not have a signed consent form will not be allowed to participate.

REGISTERED CHARITY NUMBER:
1200188



OFSTED REGISTERED

Supported by the Early Years Team
at Nottingham City Council

During visits and outings

On visits or outings, the staff to child ratio will be 1:8, or more staff depending on the Risk Assessment of the venue to be visited and the needs of individual children (e.g. special needs/ new to school). If a child has not been in the club for more than 2 weeks then there needs to be a conversation with parents about suitability for going on a trip.

- Children will remain under close supervision at all times with their allocated key worker, who must keep checking numbers..
- When children are on outings, there will always be at least one member of staff who has a current paediatric first aid certificate.
- The manager will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
- One designated member of staff will keep the club mobile phone (charged and with credit) with them at all times and the number will be circulated to all parents/carers in advance of the visits and outings. Club staff may use their own phones in the case of an emergency.
- Emergency contact details for all children will be taken on the visit or outing.

Children will wear high visibility vests at all times, which clearly displays the Dunkirk Childcare telephone number.

- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff. Staff must have another list of their keyworker group.
- Records will be kept about vehicles in which children are transported, including insurance details and a list of named drivers. Drivers using their own transport will have adequate insurance cover.
- **Should a child go missing during an outing, the Missing Children policy will be activated.**

The exception to the above is outings on the Dunkirk Primary School premises, such as the trim trail or playground. High visibility vests will be worn, and regular head counts taken, but parents do not need to be informed or extra registers do not need to be taken above the normal Club register. Staff will ensure the environment follows the health and safety protocols, such as ensuring the school gates are closed and the areas used, such as the trim trail, are safe.

***Date of review/update and sent to the Board of Trustees for ratification: 18.10.22
Signed by Jamie Curtis, Manager***

***Date of ratification: 28 October 2022
Signed by Dunkirk Fun Club Trustees***

Next review date: October 2023