



# CLIFTON PLAYGROUP LTD

## TRIPS AND OUTINGS PROCEDURE

### 1. PARENTAL CONSENT

When children start Playgroup all parents are to sign a consent form for their child to go on outings, on foot, in the village of Clifton.

However, for day trips parents must sign a consent form specifically for this outing.

### 2. SUPERVISION

- 2.1. Members of staff are allocated a small group of children that they are responsible for during the entire trip.
- 2.2. The adult:child ratios are 1:5 for the pre-school children and 1:4 for the younger children.
- 2.3. Parents may be asked to accompany their own children where possible on day trips to help staff meet the necessary ratios. Parents should not be asked to take responsibility for any child other than their own and Playgroup will advise parents only to take responsibility for their own family.

### 3. BEFORE EACH TRIP / OUTING

- 3.1. Before taking children on an outing the following procedures must be followed to ensure the children are kept safe whilst on the trip:
  - A pre-visit and risk assessment is to be carried out to identify any potential hazards for each outing. All staff to read and discuss before the day.
  - Parents are to have access to the risk assessments posted on notice board and to be given out on request.
  - All staff to talk through arrangements for the day, arrange child lists for their supervision on the day.
  - Epipen practise procedure. If needed to be carried - Grab Bag.
  - Records are to be kept recording the following information: date, time and venue, method of transport (including details of insurance cover for

vehicles and a list of named drivers), time of return and the names of all the children going on the outing, along with the names of the staff responsible for them. All families must register onto trip even if they are supervising their own children.

- Check to ensure there is appropriate insurance cover for the trip.
- Staff are all to ensure that they have a fully charged mobile phones.
- Staff are to ensure the following supplies and equipment are required for each trip:
  - The register of those on trip.
  - First Aid kit/grab bag
  - Accident book /emergency contact register.
  - Spare clothes/bags for soiled clothing/nappies.
  - Wet wipes/spare drinks/sick bucket/sun screen
- Ensure there is at least one member of staff with a current paediatric first aid certificate on each outing.
- Any coaches or minibuses hired must be fitted with seatbelts and must be compliant with vehicle testing regulations.
- All children must wear their Playgroup uniform with sticker labels on their coat, which give the name and telephone number of Playgroup, but never the name of the child.
- All families to be given a timetable of catch up times during the day and the phone numbers of senior staff to contact during day whilst on the visit.

This policy has been updated and accepted; March 2019

**Signed on behalf of  
Playgroup:**



**Name:** Liz Newbold

**Designation:** Chair of Board of Directors