

Visits and Outings NMS 15.4 24.1 24.25

We offer children and young people a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the opportunities we offer and helps to increase experiences. We always seek permission from parents/carers for such outings.

Procedures

Visits and outings are carefully planned using following guidelines, whatever the length or destination of the visit:

- A pre-visit checklist and risk assessment and outings plan will always be carried out by the Children and Young People's Development Officer before the outing to assess the risks or hazards which may arise for the children and young people so we can identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age and ability of children and young people attending.
- Written permission will always be obtained from parents before taking children on trips
- We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children and young people
- At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary
- A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required
- A completed trip register together with all parent and staff contact numbers will be taken on all outings
- Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the Children and Young People's Development Officer prior to the outing
- A fully charged mobile phone will be taken as a means of emergency contact
- In the event of an accident, staff will assess the situation, if required, the group will return to the GGCA immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the GGCA.

Risk assessment/outings plan

The full risk assessment and outing plan will be available to parents/carers to see if they so wish. They can request to see the copy from the Children and Young People's Development Officer by emailing her debbie@ggca.org.uk.

This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children and young people going on the trip, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e. first aid kit, mobile phone, coats, safety reins, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route and travel company used)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision

Use of vehicles for outings

- All staff members shall inform parents in advance of any visits or outings involving the transportation of children and young people away from the setting

- The arrangements for transporting children and young people will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children and young people. This is particularly important where children or young people with disabilities are concerned
- All vehicles used in transporting children and young people are sourced from reputable transport companies that are fully insured, properly licensed, inspected and maintained.
- All mini buses/coaches are fitted with 3-point seat belts
- When children are being transported, we maintain ratios.

If a vehicle is used for outings the following procedures will be followed:

- Ensure 3 point seat belts are used
- Ensure the maximum seating is not exceeded
- All children and young people will be accompanied by a member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle

Lost children

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and CIW will be contacted and informed of any incidents.

There may be opportunities for parents to assist on outings. The Children and Young People’s Development Officer will speak to parents prior to the visit regarding health and safety and code of conduct.

In the event of an emergency (including a terrorist attack)

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This may if needs be, cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O’Sullivan Community Association Manager	<i>Kate O’Sullivan</i>	13.10.2025
Olive Frances Vice Chair of Trustees	<i>Olive Frances</i>	13.10.2025