

## 19: Visits and Outings

**Jesters 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.**

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties, and a Trips Checklist will be filled out.

The Club Manager and Senior Playworker will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an 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 Club Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

Jesters will make every effort to involve children in the planning of a visit or outing. Staff will explain to children what is expected of them in terms of their behaviour and contribution as well as discussing their safety when out and about.

Children will be talked through any potential safety hazards and told to remain with staff at all times. All children will wear wristbands with the Club contact numbers on as well as a red Jesters polo shirt. Staff will explain to children what to do in an emergency, including designating a suitable meeting point. Any child whose behaviour is unacceptable will not be allowed to take part in the trip, or may be removed from the activities. All staff will have a copy of the parent/ carers contact details in case of an emergency.

### **Parental Consent**

Parental consent is needed for all off-site visits and outings. Full information about any trips planned will be sent out to parents prior to the trip, including costs and travel arrangements.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing.

### **During visits and outings**

On visits or outings, the staff to child ratio will be 1:5, unless all children are over 10 in which case it can be 1:8; subject to the nature of the activity and the risk assessment. Staff will follow the Trip Procedures as per the staff handbook with the main issues as outlined below.

- Children will remain under close supervision at all times.
- The Club Manager will ensure that all staff members have a Jesters backpack which is equipped with a full First Aid kit, in compliance with the relevant provisions of the Health, Illness and Emergency policy, a list of all children on the trip and whos group they are in, contact numbers for all children in case of an emergency, mobile phone for emergency use only, sun cream and water.
  - Once at the destination of the trip staff will be given maps and information about the location if this hasn't already been sent out beforehand.
- All staff will keep mobile phones with them at all times and two designated numbers will be circulated to all parents/carers in advance of the visits and outings. These numbers will also be left at the Club premises in case of an emergency.
- 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.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with the member of staff left on duty at the Club's premises (if staff numbers allow for such a provision), or with the Director.
  - A copy of this policy is given to staff before each trip.

