



## VISITS POLICY

1. The Manager and or the Registered Person will research the venue for the visit to complete a risk and suitability assessment.
2. Parents will be informed about the visit and their consent obtained. Information to include departure and return times.
3. A list of children going on the visit and contact numbers, will be held by the Manager and Registered Person.
4. Children will be allocated a named playworker for the visit.
5. Children will be reminded of rules which **MUST** be followed whilst on the visit e.g. never lose sight of the adult to whom you have been allocated.
6. All of the Company's Policies and Procedures remain in force during the visit.
7. The Company will always endeavour to have extra employees available on a visit so that in cases of emergency staffing ratios can be maintained.
8. A named playworker with First Aid Qualification will be made known to everyone on the visit. This person will carry the First aid Kit
9. All transport used must have seat belts.

Reviewed 2021