

CLUB TRIP AND OUTING PROCEDURE

All trips and outings that will take place outside the club must be carefully planned in advance. Parents/carers must be notified in writing, in advance of any trips, and a permission/booking slip distributed. Any additional costs to be met by the parent/carer must be identified at this stage to cover areas such as additional transport costs, etc.

Each venue will have a risk assessment conducted prior to the trip to identify any potential risks. This will include transportation both to and from the venue and any hazards that are specific to the venue e.g. ponds, rides, etc. The Playleader will identify these situations and will identify the precautions required to minimise any risks. Localised trips may occur with a greater frequency than those to more distant locations. In all cases the event should take place at a rate that is appropriate to the pace set by the children, this will allow them to observe and comment on a wider range than if rushed.

The accepted ratios of adults to children are shown below, and it is the responsibility of the Playleader to ensure that these ratios are adhered to at all times:

5 to 8 years old – 1 adult to 5 children
9 to 16 years old – 1 adult to 8 children

In certain circumstances, parents/carers may be asked to volunteer to act as an escort on a trip or outing, in this event the individual will be informed as to the requirements of his/her role by the Playleader and will work alongside a fully trained member of staff. A minimum of 2 adults must be in attendance when 2 or more children go on any trip or outing.

The Playleader will keep a record of all children on a trip or outing and will be responsible for performing regular headcounts. The Playleader is responsible for identifying each adult's area of responsibility, being aware of medical requirements and all other necessary information and will carry documentation and any necessary medication in a secure manner. Emergency contact numbers for each child and for the appropriate emergency services will be carried and at least two staff members will carry mobile phones.

All staff must have all relevant training in areas such as First aid, Risk Assessment and Emergency and Contingency Planning and Action.