

## 4.9 Visits and Outings

### 1. Changes from last issue

### 2. Objective

During camps there may be opportunities for the children to visit other centres, libraries etc. We believe that these outings enhance the experience and opportunities for the children. Visits and outings are always carefully planned and the children's welfare and safety are of key importance.

### 3. Planning the trip

- All visits are pre planned and booked in advance by CLO.
- A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and 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, stage and development of the children.
- A fully stocked first aid kits will be prepared before leaving.
- High visibility bibs will be made available to leaders who will wear them for the duration of the outing.
- Children will be given wrist bands or tabards to wear so that they are easily identifiable to the group.
- Registers along with all emergency contact numbers will be taken on the trip.
- Leaders will communicate expectations to the group before heading off.

### 4. During the trip

- Headcounts of all children and staff will be taken every 30mins by leader or delegated assistant.
- Leaders will designate a meeting place in case any of the children get lost.
- Children should pair up/buddy up for the duration of the trip.
- While walking to and from the venue children should be in 2's with one leader at the front of the group and one leader at the back.
- The group should always stay together and not wonder off in front.
- The group will stop at every road crossing. The Leader at the front will make the decision when it is safe to cross. That Leader will then stay in the middle directing the children across. The Leader at the back then takes over the front and other takes the back. Leaders should only cross and crossing and safe areas.

## LLO Holiday Camps Policy



- A mobile phone will be taken by leader as a means of communication.
- Leaders are not permitted to leave the group. If a child needs to leave the camp then a parent will be requested to come to the venue.
- Leaders must make sure that they return to collection point for parents at least 15 minutes before end of camp.

## 5. Risk Assessments

A full risk assessment before the trip will be completed and can be made available to parents on request.

## 6. Lost Children

In the situation of a child going missing then the Supervising, security, missing, absent & lost children Policy 4.10 will be implemented.