



## OUTINGS PROCEDURE

### Prior to the Outing

1. Parents/carers will be notified in writing of a planned outing, giving date, time, nature of visit, cost if any, appropriate clothing and other relevant information. The signature of consent given by parents/carers on our initial registration form covers all outings.

A contact mobile telephone number will be given to parents, should they need to contact a member of staff during the visit.

2. A risk assessment of the proposed venue will be carried out.
3. Children and adults will be told safety rules before they leave and will be reminded when necessary. Adult helpers are given Outings Notes for Volunteers (attached).
4. If a ratio of one adult to 2 children cannot be maintained if the outing will not take place.
5. On bus outings an adult is to sit on outside of seat with 2 children on the inside.
6. The following items will be taken on outings: 2 Back packs including
  - First Aid box , disposable gloves
  - Individual children's medication
  - Registration forms and signing in sheets
  - Mobile phone
  - Hand wipes/dry soap
  - Plastic bags, spare clothes ( nappies if appropriate)
  - Tissues, kitchen towel(The checklist of essential and additional items is kept in Outings box)
7. All children will be encouraged to use the toilet before leaving.
8. Each child will be assigned to a specific adult supervisor.
9. A Leader will call the register before leaving.

### During the Outing

Each adult will supervise a maximum of 2 children and will follow the Outings notes for Volunteers as well as any additional instructions given for the particular trip..

Children will be reminded of safety rules and behavior expectations regularly.

**NB. We will ensure that children on medication are placed in the care of their own parent/carer or a Leader.**

The Leader will regularly count the children when leaving and arriving at different locations or splitting and re-joining the group.



## End of Outing

1. Before leaving the leader will take a head count;
2. If returning to Footprints, a final headcount will be taken once inside the building.
3. The children will be released when the appropriate parent/carer signs the signing-out sheet. .

## Local Outings on Foot

For local visits the adult: child ratio of 1:2 will still apply. Children will hold the hand of their designated adult until arrival at their destination when the same care will be used as outlined above.

**SEE OUTINGS NOTES FOR VOLUNTEER HELPERS** (attached)

Date reviewed.....23<sup>rd</sup> March 2009..

Signed.....

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## **OUTINGS : NOTES FOR VOLUNTEER HELPERS**

### **Thank you for volunteering to help with our outing.**

We ask that you follow these guidelines to ensure everyone's safety. Please be aware that, because of the number of children, we might need to be stricter than your own family outings. Footprints rules apply to **all** the children even if they normally have more freedom when out with their families.

1. Please arrive promptly at Footprints for a final briefing from the leader of the trip.
2. You will be given the names of two children for whom you are primarily responsible.
3. Children must hold your hands unless the leader has specifically said otherwise.
4. Regular head counts will be taken and you must be aware of the whereabouts of your assigned children at all times, ensuring they are never out of your sight.
5. When crossing roads, pedestrian crossings will be used where possible. If this is not possible the leader will find a safe place to cross. Please use the opportunity to teach the children about road safety.
6. On buses adults sit on outside of seat with 2 children on inside
7. If a child is causing concern or not co-operating, tell a member of staff immediately.
8. If the leader blows a whistle, stop and pay attention immediately.
9. If a child goes missing, alert the staff immediately without alarming the children.
10. If you spot something which could be a hazard, please inform staff at once.
11. Children must not be allowed to climb on fences or railings.
12. You must supervise the children very closely at all times near water.
13. Be aware of any hazardous litter e.g. glass or animal droppings.
14. Do not let children eat anything without checking with a member of staff.
15. Ensure that the children wash their hands before eating, after touching animals and after using the toilet.
16. Do not let anyone take a child without checking with staff.
17. Encourage the children to be considerate and polite to members of the public.
18. Encourage the children to discuss what they are experiencing on the trip.
19. Enjoy the outing!

**Thank you for helping Footprints' children broaden their horizons safely!**