



'At Bright Stars Plymouth CIC we promote equality between all people regardless of their sexual orientation, religion, race, gender or disability'

Review Date : May 2026

Operational Procedures for Outings

Policy Statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their play experiences

Staff at Bright Stars Club ensure the safety of the child and their wellbeing is at the centre of this policy

Procedures

Any outing that the club organises, a letter will be sent home asking for signed permission to take their child off the premises.

The letter will also outline the plan for the trip which will include:-

- Where the children are going
- What they will be doing
- Travel arrangements
- Time leaving the school
- Time of arrival at the venue
- Estimated time of departure and arrival back at the club
- Parental permission

No child will be allowed to attend a trip unless the appropriate parent/carer has fully filled out and signed the relevant forms



Any vehicles used for transporting children to and from venues must be insured to transport children and have age appropriate seats and seat belts.

Before any outing, the manager will visit the venues to make sure it is age appropriate and to have a sound knowledge of the layout. The manager will carry out a full risk assessment of their findings and make them available to the other staff members.

A list of children attending the outing will be compiled and organised into groups identifying a key member of staff responsible for each group. Their mobile phone numbers will also be recorded and handed out to each adult to include the club's number.

The ratio for every trip unless stated differently in the risk assessment is one adult to 6 children

The manager will make sure they carry the permission letters and telephone numbers of each child attending the trip and the first aid kit.

All children will be given a brief safety talk before the trip.

The children will be asked to find themselves a walking partner from their group. They must stay with this person at all times.

If travelling by coach, staff will help children find their seats and put on their seat belts.

The register will be taken before the coach leaves the club, along with a headcount. Staff will never leave the children unattended at any time and regular headcounts will be carried out throughout the trip.

If a child is lost during the outing the manager will follow the lost child procedures.

This policy will be reviewed annually

This policy was updated May 2024

Signed *Darren Jones* (Chairperson)