Out of School Club

**Outings Policy**

623 out of School Club we aim arrange outings during holiday club sessions which are both fun and educational. We will choose destinations and activities which are suitable and accessible for all children who will be present.

Before each outing:

* Parents/Carers will be informed of the planned destination and activities, written consent will be obtained.
* A full risk assessment will be carried out, all staff coming on the outing will be reminded of the possible risks and we will all agree on a plan of action in case of an accident or emergency.
* Children will be reminded of safety considerations eg, traffic awareness, staying in the group, telling an adult if they think anyone is missing or hurt.
* We will check the children have appropriate clothing, footwear, food and drink.
* We will check the children's medical information and allergies, taking with us any necessary items such as inhalers.
* First aid kit will be checked and phone will be charged.

On the outing:

* At least one qualified member of staff will be present on outings.
* We will use a ratio of 1:8, depending on ages.
* Fully charged mobile phone will be and first aid kit will be taken.
* Children will be shown where to access the toilets.

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| This policy was written by: Emma Collins | Date: 7/1/23 |
| To be reviewed: 7/1/23 | Signed: |