

## OUTINGS

### Approval Process

All off-site activities should firstly have the approval of the Childcare Manager, who should be satisfied with the purpose, planning and proposed staffing for the proposed off-site activity.

### The Members of the Party

The Party Leader must ensure that members of the party have reasonable preliminary, theoretical and practical preparations, which should be at a level appropriate to the age of the group and the nature of the activities. This should include consideration of potential emergencies and associated actions to be taken.

### Parental Involvement and Volunteer Helpers

We welcome parent and volunteer helpers for any outing both spontaneous and planned. The minimum age requirement is 18 years of age. Both parents and volunteers must understand that to be counted into the ratio of the staffing level is an important responsibility that will be covered within our liability insurance. A parent helper must be available for the assistance of the whole group, not only their own child during an outing. All helpers will be expected to comply with all Clapham Manor Children's Centre policies and procedures, and are accountable to the outing supervisor / lead teacher.

### First Aid

The Party Leader must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. In situations where expert medical help is not readily available at least one member of staff should be a competent first aider.

### Medication

In general, medicines should be clearly labelled with name and dosage and handed to the Party Leader. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, e.g. asthma where it would be wrong to separate an asthma sufferer from a prescribed inhaler. Similar consideration and care might need to be exercised for the sufferer of diabetes. In such circumstances, it would be advisable to consult with the young person's parents/carer and, if necessary, seek medical advice. Ensure the medication authorisation form and signing forms are available at all times. For further information please refer to the Manager.

### Mobile Phones / Emergency Contact Numbers

It is up to the party leader to ensure that there are enough mobile phones and delegate responsibility for maintenance of batteries. Ensure the party takes with them the children's emergency contact numbers.

### Preliminary Visits

The Manager must ensure that, in case of field studies, museum, farm and industrial visits, a preliminary visit by the teacher is made where the site is not known to accompanying staff. In all other cases, a preliminary visit is strongly recommended but, where this is not possible, the leader must obtain information of the places to be visited with particular regard to potential hazards.

## Group Composition / Parental Involvement

Information by letter to parents about the proposed educational visit should be given to parents in plenty of time so as to allow parent time to ask questions and bring up any issues.

Ground rules for the visit should be clearly established at an early stage. Parental consent forms should be completed and relevant medical/diet details should be obtained in good time before the journey begins. The Party Leader must compile a full list of names, addresses and contact telephone numbers of parents/carers in case of emergency. A copy of this list should be left with the home based contact and the duty officers.

## Financial Arrangements

We endeavour to finance trips or at least to ensure there is a bursary or discount towards any trip costs, although this is not always possible. Steps should be taken at an early stage to secure an initial deposit from party members and to allow for regular payment by instalments by agreed dates. Party Leaders will normally open a separate centre Bank or Building Society account for the purpose, into which all monies are paid. Receipts and payments must be fully documented and the account details must be available for scrutiny by the Manager or finance officer at all times. A teacher should never - even temporarily - pay such money into his/her own account. When initially estimating the overall cost of a journey, it is best to include all expenses (including e.g. pocket money) and to give a realistic global figure to parents. A refund in the case of an over-estimate is always more acceptable than a supplementary charge.

It is good practice for Party Leaders to have a contingency fund from which they could meet unexpected minor costs.

## Insurance

The School & Children Centre currently has its insurance policy with **Ace Europe**. The insurance covers any employee, pupil or volunteer travelling on behalf of the school. Full details can be obtained from the office. **(Policy No. UKCASC42511)**

## Traffic awareness

Great emphasis should be placed on traffic risks, particularly when crossing roads. Work should be done on this before the visit, with reminders during the outing. Younger children should not be allowed to cross roads unsupervised in any circumstances.