



## Trips and Transportation Policy

Ashley Down After School Club recognises the value of trips in broadening children's horizons and providing them with opportunities to express themselves in different environments. Trips are often the highlight of a child's time at a play scheme; events to look forward to for weeks and providing fond memories for years to come. The best trips are fun and exciting. They extend the realm of experience for both the child and playworker. They can help to strengthen relationships and provide enhanced opportunities to feel part of the setting.

Trips do require some extra thought and a number of measures need to be put into place to ensure the trip is safe and fun for everyone:

### Safety

1. A risk assessment of each trip will be undertaken before leaving. This will include the nature of the venue, activities and transport (see trip preparation form).
2. Ashley Down After School Club will check the driver credentials and vehicle safety (eg. seatbelts) of any hire company it uses to transport the children.
3. The staff ratio will be 1 adult to every 5 children. Staff will be required to work through lunch, for which they will be paid.
4. All staff and volunteers will be DBS (Disclosure and Barring Service) checked.
5. Playworkers will not be left alone with any children if this can be avoided. Volunteers will never be left alone with any children whilst on a trip.
6. The play facilitator will take an accurate register of the day's children and staff on all trips. This will include emergency contact information for parents and Trustees as well as medical and other relevant information for individual children.
7. A First Aid Kit and Accident Book will be taken on all trips. Any medication needed, eg. inhalers, must be labelled and taken. The staff should have specific guidelines on their administration and use. More details are in the Medications policy.
8. The play facilitator will carry the mobile phone, fully charged, at all times. Phone reception at the trip venue should be checked beforehand wherever possible.
9. Staff will bring 'sick bags', plastic bags, tissues, wet wipes and water on trips.

10. Staff may need to take spare children's clothes, towels or other specific items – depending on the nature of the trip.
11. The Play Facilitator will take the register when the children get onto and off any transport and at regular intervals throughout the trip to ensure all children are accounted for.
12. All children will wear labels or wristbands displaying the name of the setting and mobile number so if they are lost the play facilitator can be contacted. Under no circumstances will the children's names be included on labels.
13. Children will have regular refreshments and access to toilet facilities. Where possible a male and female playworker will be on the outing so children do not go to the toilet on their own. Where this is not possible playworkers will wait outside the door of the toilets.
14. In the event of a child being approached by a stranger the Playworkers will inform all other staff immediately and move children away from situation at once making sure all children are together. The Play facilitator will inform site security at once, complete an incident form on return to the setting and inform parents.
15. Risk assessments must be undertaken for all outings. The assessment must include consideration of adult child ratios.
16. In the event of a child being lost, the missing child procedure will be followed.

### **Involving children**

1. When a trip venue is being chosen, children will be asked where they would like to go.
2. Feedback from children will be encouraged and will inform future trips.
3. Playworkers will discuss with children who their key worker is, and what to do if they are lost or concerned. This will include establishing a base at the venue on arrival.
4. Playworkers will let children know what will be happening on the trip day so they know what to expect. This may include talking through any special rules and assessing particular risks with children beforehand, e.g. 'we aren't going to feed the animals because...'
5. Clear routines will be established, staff will explain to children what is expected of them in terms of their behaviour and children will be encouraged to take care of their belongings.

6. Playworkers will talk to the children about stranger danger risks before each outing.

### **Providing opportunities**

1. Full consideration will be given to ensuring trips are physically accessible, age appropriate, culturally appropriate and that activities are non-discriminatory.
2. There will be variety in the trips offered, reflecting where possible children's interests and giving them a chance to try something new.
3. Periods of quiet time and breaks will be built into the day wherever possible.

### **Working with parents**

1. A member of staff must record the full name of every child booked onto a trip on a consent form. The consent form should give details of the visit, including venue and times of departure and return to the setting.
2. Ashley Down After School Club will need signed permission slips from all parents/carers allowing their children to participate in the trip.
3. If a parent/carer does not sign the form Ashley Down After School Club will not be able to take the child on the visit. The setting will not be able to offer alternative childcare for children unable to attend off-site visits.
4. Trips may be a full day in length; in these cases no half-day places will be available. This will be made clear to parents at time of booking.
5. Trip destinations will be available on the timetable of activities for parents and children to see the available choices.
6. Every attempt will be made to keep costs low and affordable to all families. However trips may incur an extra charge and parents will be advised of this prior to booking.

### **Minibuses**

The Minibus Act states that by law, drivers of mini buses must be 21 or over and have held a driving licence for at least 2 years. They will need a Category 'D' licence. Vehicles and drivers used must comply with current legislation eg. have road tax, insurance, MOT and be roadworthy.

1. All children between 3-16 years old must sit in a forward facing seat.
2. Children are not allowed to sit in the front seats.
3. Adults must sit by the front and rear doors.

4. According to the law, all vehicles transporting children will have seat belts and booster cushions should be provided for younger children. All passengers must wear seat belts.
5. It is the driver's responsibility to ensure all children are wearing properly fastened seatbelts before the vehicle moves off.
6. The 1: 5 ratio applies – this excludes the driver.
7. Vehicles must carry a First Aid kit and fire extinguisher.
8. All doors must be unlocked while the vehicle is occupied.
9. Vehicles must not be overloaded.
10. Adults must ensure that the vehicle is parked in a manner that will allow children to board and leave the vehicle safely.

### **Coaches/public transport**

By law, seatbelts must be fitted in coaches used to transport children. Many coach companies now provide coaches with seatbelts fitted as standard.

1. One child to one seat.
2. Children must not be allowed to sit on front seats or immediately behind a stairwell.
3. Adults should seat themselves throughout the coach.
4. Children must remain seated through the journey.

### **Transporting children in private cars**

Transporting children in private vehicles will be avoided and only used in an emergency. Staff must consider the responsibility they would be taking on if they used their own vehicle to transport children.

### **Missing child - Off the premises- Trip and outgoings**

1. On trips away from the setting, children should be divided into groups with no more than 5 children with each worker. We will decide in advance how to arrange the groups: it may be sensible to have groups of 10 with two adults, especially if volunteers or are helping.
2. Each adult will have details of which children they are responsible for, including their names and what they are wearing. Trip consent forms and contact details for parents/carers will be taken on the trip so that parents/carers can be contacted in an emergency.

3. We will make sure that children know who is responsible for them, including the worker's name and what they are wearing, that they know not to stray and that they know if they want to go anywhere eg to a shop or to the toilet they ask.
4. If appropriate, we will give children labels or badges with the setting's name and a contact number on them.
5. We will tell the children what to do if they become separated from the group:
  - Stay where you are - we will come back to look for you
  - Look around you - can you see your group or one of the other groups?
  - If it seems like a long time before we find you, whom can you talk to?
    - 4 Someone in uniform from the attraction you are visiting
    - 4 A shop worker if you get lost while travelling
    - 4 A uniformed policeman or woman
    - 4 Someone with other children
6. We will take a regular headcount of the group. This will depend on the children and the activity. If on taking a headcount a child appears to be missing, the Play Facilitator will be contacted immediately.
7. The group should stay still and keep together. If there is another adult with the group, one of them will should retrace their steps (to a pre-agreed distance, for no more than five minutes), too look for the child.
8. If the child is still missing after 5 minutes, we will inform the staff of the site and ask for their help in finding the child and contact the police **on 999**. We will be prepared to give them the following information:
  - The worker's name and 'phone number and where we are.
  - What has happened.
  - Name, age and address of the child.
  - Time of incident.
9. We will contact the parent/carer of the missing child and inform them of what has happened and the steps that are being taken to find their child. We will ensure the Play Facilitator knows what actions have been taken.
10. We will continue the search after calling the police.
11. The worker involved will complete an Incident Form as fully as possible.

## DOCUMENT HISTORY

Reference	Author	Summary of changes	Issued
Issue 1	Raquel de Mena	Original Version	May 2010
Issue 2	Emma Hallett	Reformat and minor changes	tbc
Issue 3	Raquel de Mena and Ann Charlotte Scholey	Updated version including EYFS changes	
Issue 4	Sheila Gould	Reviewed and amended to take into consideration change to CIO	November 2013
Issue 5	Raquel de Mena	No change	December 2014
Issue 6	Raquel de Mena	No change	December 2016
Issue 7	Rakel de Mena	Added missing child in out-goings Removed swimming pool trips	February 2021

**Date Approved: 1/6/21**

**Signed:**

**Position: Trustee**

**Name: J.Hodgson**

**Date for review: Feb 2022**

## Appendix 1 :

### Consent Form for Off Site Activities and Trips

We will be organising a trip to .....on .....  
..... has expressed an interest in coming. Please complete and detach  
the lower half of this form and return it to the play leader with any fees payable by .....  
..... if you would like your child to join us. Please be aware that if you do not wish  
your child to join us on this trip we will be unable to offer them childcare on this date.

### Details of the Trip

Destination: .....,..... Contact Tel: .....
Depart from: .....
Return to: .....at.....(approx.)
Cost: .....per child
Other details: .....
Please bring: .....
Please arrive 15 minutes before departure

Please detach and return the slip below by \_\_/\_\_/\_\_

✂.....✂.....✂.....✂.....✂.....✂

Child/ren's name(s): .....

Destination: ..... on .....

Name of Carer/Parent (block capitals): .....

Address: .....

Home Tel: ..... Daytime Tel: .....

Emergency Contact Tel: .....

Please indicate any medical, dietary or other needs of your child that we should know  
of: .....

Further information (eg. swimming ability, etc):  
.....

**Declaration**

<p>I consent to my child/ren attending the above trip. I consent to my child receiving medical treatment in an emergency.</p> <p>I understand that whilst every effort will be made to safe guard belongings Ashley Down After School Club cannot be held responsible for loss or damage to the child/ren's possessions during the trip.</p> <p>I have no objection to my child having their face painted / having suncream applied / getting wet (enter as particular to trip).</p> <p>Signed..... Date __ / __ / 0</p>
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**Appendix 2**

**Trip preparation form**

One form to be completed for each trip. Many of the answers can be sought by phoning the venue - if you are unable to visit it beforehand.

Venue
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Address	
Contact number	
Opening hours	
Cost	
Is there a group discount?	
Any offers for staff/volunteers?	
Method of payment	
Description of venue	
Types of activities available	
Is there something for every age range/ability coming? – What.	
Is there a tannoy at the venue?	

Is there a base for first aid?	
Is there a telephone for emergency use?	
Adequate reception for my mobile network?	
Access to fresh drinking water?	
Both children's and adult's toilets we can use?	
Is there adequate shade from the sun and shelter from the rain?	
Access to a room/base where belongings and lunch boxes can be stored?	
Bus company	
Driver/licence	
Contact number	
Are there seatbelts/booster cushions for children fitted?	
Does the vehicle carry a First Aid kit and fire extinguisher?	
Times of arrival and departure	
Cost	
Method of payment	
Will the trip be accessible to all children and staff?	
Details of children or staff with particular needs:	
Specific risks & summary of risk assessment:	
Completed by	
Date	

### Appendix 3

#### Outings Checklist and evaluation

To be completed on the day of outing by Person in Charge

<b>Date:</b>	<b>Venue:</b>	<b>Person in Charge:</b>
<b>No. of Children:</b>	<b>No. of Staff:</b>	<b>No. of Volunteers:</b>

	Yes	No
<b>Risk Assessment Complete</b>		
<b>Consent Forms Signed</b>		
<b>Parents/Carers aware of return time</b>		
<b>Each child has a playscheme label</b>		
<b>Children are aware of expected behaviour</b>		
<b>Children are aware of risks</b>		
<b>Children know what to do if lost</b>		
<b>Items to Take:</b>		
<b>Emergency contacts for staff</b>		
<b>Emergency contacts for children</b>		
<b>Mobile Phone – charged and on</b>		
<b>First Aid kit (including sick bags) and Accident Record</b>		
<b>Medication - labelled</b>		
<b>Wet wipes/tissues</b>		
<b>Spare Clothing</b>		

#### *Evaluation*

<b>Feedback from Children:</b>
<b>Feedback from Staff:</b>