

HIGH DOWN AFTER SCHOOL CLUB
Down Road, Portishead, BS20 6DY

PROCEDURE FOR TRIPS

Decide on venue.

Check facilities at venue e.g. availability of wet weather picnic area, storage for equipment etc.

Visit venue and proposed route to venue to carry out risk assessment.

Prepare letter and consent form for parents/carers to include time of departure, and arrival back. This will include items the children need to take with them, cost and emergency contact numbers. Form also to include consent for Manager/Deputy to act 'in loco parentis' and for child/ren to be taken offsite (on foot or transported by coach/ mini bus).

Complete a register of everyone attending, to include children, parents, staff and volunteers.

Arrange sufficient staff to cover minimum ratio of 1:6 Adult/Children (minimum two members of staff), taking into consideration age and needs of child and completed risk assessment of venue. One member of staff must hold a level 3 qualification and another a relevant qualification, and one member of staff must hold a current paediatric First Aid certificate

A list to be given to each member of staff of the children in their specific care.

The Manager and Deputy will not have care of a specific group to ensure there is cover for any emergency arising.

Each group will hold a mobile phone, and a list of numbers will be held by all staff for use in any emergency. In addition the manager and deputy will have the contact number of the Coach Company.

First Aid kit and water supplies will be taken.

Reviewed May 2017