

## **Outings Policy**

Whenever we say parents in this document, we mean parents and carers. Whenever we say child, we mean children and young people aged 0 to 19 years old [up to 25 years old for young people with special educational needs and disability (SEND)]. Whenever we say staff, we include all paid employees as well as any volunteers.

### **1. Purpose**

To ensure that any trips or outings that are organised by the Charity are carried out in a safe and enjoyable way.

### **2. Objectives**

At Dame Vera Lynn Children's Charity, we recognise the importance of trips and outings and encourage our families to participate in planned trips and outings in order to enhance the opportunities provided. All policies and procedures that are implemented throughout the Charity must continue to be implemented whilst on the trip/outing in addition to the procedure set out below. The objective of all of our trips or outings are so parents are able to enjoy experiences with their child that they might otherwise not feel confident to undertake.

### **3. Policy Statement**

The Head of Service will take the lead on all trips and outings. All trips and outings will require a full risk assessment which will be carried out by either the Head of Service or Session Lead in advance of the trip or outing. This should be reviewed following the outing with any lessons that have been learnt during the trip or outing.

The Head of Service should be notified of any planned trip or outing and therefore be able to ensure that there is the correct level of staffing, first aid requirements, equipment and advertising for the trip.

The person leading the trip should take into consideration all other policies particularly the Safeguarding Children and Lone Working policies.

During the trip or outing, if any issue should arise, the Head of Service or if he or she is not available, then the Executive Manager should be notified immediately. They will decide what the next course of action should be.

Following any trip, the risk assessment should be reviewed along with the full trip report produced by the Session Lead as well as the completed evaluation forms by families. These will all be reviewed in order to help to shape future trips and outings.

### **Before the trip or outing**

The Head of Service should be notified of a possible trip or outing and will either conduct or review the risk assessment, and then make arrangements for appropriate levels of staffing, first aid requirements, equipment and advertising for the trip.

Parents will be advised of the details of the trip or outing, including the location, date and times the trip or outing will take place, and asked to sign up to participate in advance of each trip or outing. In addition, they will be advised what they need to bring, and of any additional issues, such as parking restrictions.

The Session Lead will ensure that he/she has reviewed the risk assessment, has obtained everything on the Trip Checklist and has brought this along with a first aid kit, contact details of Head of Service or Executive Manager and all parents booked on the trip. Their mobile phone should be fully charged and switched on.

### **During the trip or outing**

Parents will remain responsible for their own child and will remain in charge of their own child throughout the trip or outing, but Charity staff should be extra vigilant of both the children and parents. If appropriate, then a central meeting place will be designated and shown to all parents at the start of the trip or outing.

The Session Lead for the trip or outing must be present throughout the trip or outing. If an issue arises, the Head of Service or if he/she is not available, then the Executive Manager should be notified immediately.

## **After the trip or outing**

Parents will be asked to complete an evaluation at the end of the trip, the question in the evaluation should be related to the service plan for the trip.

The session lead should collate and pass to the Head of Service the completed evaluation forms and the risk assessment reviewed as well as the Service plan (with the lessons learnt section completed).

## **Checklist for trip or outing**

- Parent sign up and list of all children plus their responsible carers attending
- Risk assessment
- List of medical conditions
- Fully charged mobile
- First Aid Kit