



## Trips and Outings

*This policy will be reviewed on an annual basis*

### Outings to local places

At Kidz Star Club we organise trips to places of interest around Crediton.

#### Consent

Upon registering their child at KSC all parent/carers sign the registration form giving their children consent/or not to take part in local outings. Trips or outings must only take place if you have a minimum of three children to take on the trip (unless the year 6 annual trip).

#### Safety/Tabards

Before an outing the Assistant Manager will brief all staff, volunteers and children of the planned route and will be made aware of any potential hazards, such as road works. Note: if any hazards are felt to be too dangerous a new route will be planned. Children and adults to wear Hi-Viz tabards and will use a safety walking aid.

#### Adult: child ratio

For safety purposes adult child ratio is a minimum of 1:6. In the event of not enough adults available the outing will be cancelled.

#### Volunteers

If we require extra adults to assist with a trip or outing, we will send an email to parents/carers asking if they would like to volunteer, it contains information such as, the destination, date and time of the trip and how many volunteers are needed.

#### Outing bag

A bag for outings is packed ready to go at all times. This bag contains essential items such as, first aid kit, 2 changes of clothes, wet wipes, tissues, bags for soiled clothes, a list of all children with emergency contact details and mobile phone. When items have been used from the bag it is replaced the same day on arriving back from a trip. This bag is the Assistant Managers responsibility.

### The outing

#### Departure

- Children are grouped together and the register is called.
- A talk takes place about the trip. The children are told about where they are going and what they will do when they get there. They are also informed about safety issues, such as, holding on to the safety walking aid, walking sensibly and how road safety.
- The children are allocated to an adult, who will be responsible for them throughout the trip. If it is a volunteer a member of staff will introduce the adult to the child explaining who they are.
- The groups then line up at the door. A qualified member of staff will always take the lead at the front and one at the back.

### **Arrival at the destination**

- Depending on the type of outing the children will now be able to explore more independently. All staff/volunteers will still supervise to make sure children are safe and that no child wanders away from the group.

### **Leaving**

- The children are allocated back to the same adult.
- A register is called to make sure all of the children are present.
- The same procedure as departure from KSC is followed for the walk back.

### **Arriving back**

- On arriving back, the children go to the hall, where the club is located.
- Coats and tabards are taken off.
- The children choose an activity - during this time a member of staff prepares a drink/snack.
- The children wash their hands to have snack.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 9<sup>th</sup> October 2025

Signed on behalf of the Management Trustee Directors



Role of signatory (e.g. chair etc.)

Chair

Commenced 2011 Reviewed 31.10.2025