

POLICIES AND PROCEDURES

Outings Policy

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Reviewed	March 2019
Version	4
Approved	March 2019
Cross Reference	CYP Registration Form, Missing Person Policy
Next Review Date	2021

Purpose of this document

Outings are an excellent way for children/young people (CYP) to see and understand the world around them. Aspired Futures (AF) likes to develop these skills and take the opportunity for outings as often as possible.

Details of Policy

Before any outing the following procedures will be carried out:

- A risk assessment should be completed prior to the outing taking place and should consider the journey and the area to be visited. If this is not possible due to the nature of the visit a risk assessment would be conducted throughout the duration of the outing. All risk assessments would include any individual needs of CYP with health issues.
- All parents/carers will have signed on the CYP Registration Form to give consent for their CYP to go on outings. However, when planned trips are arranged parents/carers will still be informed so they are aware where their CYP is going on that day. Only CYP who have a signed form will be allowed on the outing.
- Staff will supervise CYP always and ensure staff/child ratios are met (and where possible above ratio requirements) and appropriate to the age ranges.
- The Children and Young People Assessment and Inter-Agency Manager, Service and Volunteer Manager/Assistant volunteer manager or Lead Sessional Worker will ensure they have a business mobile phone for emergencies. They will also ensure they have the group register with emergency contact details for each CYP, a first aid kit and appropriate food and drink supplies.
- The company car will be used for as many outings as possible, with an additional member of staff outside of staff/ratio numbers who can transport children and young people home should the need occur.
- AF will ensure they follow the procedures stated in the Missing Person Policy if an incident was to happen.