
Trips & Outings Procedure

Legislative Framework

Inverclyde Council Education Services Standard Circular 4.3 & 4.6

Inverclyde Council Education Safety Standard 4.2

Methodology

- At enrolment parents will complete consent forms to allow children to take part in supervised local outings eg: visit shops, parks and local environmental walks
- All staff will be made aware of any child who has not given consent
- For outings outwith the local area parents must complete separate permission forms. Form EE03
- When on an outing the following ratios must be maintained. 1:4 for 3-5 years and 1:3 for 2-3 years.
- All outings must be authorised by HOC/DHOC
- HOC/DHOC will organise insurance for each outing
- Staff must complete outings form stating date and venue of trip and a risk assessment. This form will remain in the centre and a copy taken by group leader
- HOC/DHOC will designate a responsible person who will allocate children to each member of staff on the outing
- The responsible person will ensure all paperwork is complete and logged in outings folder before going out of building. All staff must be aware of risk assessment
- Consent Forms, mobile phone and first aid box must be taken on every trip
- Children should be encouraged to go to toilet before every outing
- Children should be accompanied safely by staff to the bus and staff will ensure seatbelts are secured properly before embarking on bus. One member of staff must sit in back of bus with children on all outings.
- Staff must follow risk assessment and ensure that all children are present using register and headcounts. Registers should be completed when getting on/off bus

Responsibilities

- It is the responsibility of the staff to complete relevant paperwork and hand over to HOC/DHOC before outing.
- Staff are responsible for risk assessing area prior to outing and completing risk assessment form.
- Risk assessments must be read and countersigned by management
- All staff are responsible for reading risk assessment prior to outing
- It is the responsibility of the Group leader to ensure that the first aid bag is properly stocked.
- It is the responsibility of the staff to ensure that appropriate measures are in place for the management of their area before they go on an outing.
- HOC/DHOC will monitor the paperwork and the frequency and relevancy of outings by staff members.

Review: Aug 2015