



SIMPLY PENDOYLAN

Outings Policy

Holiday Club outings are planned to provide safe, enjoyable experiences for children. All outings comply with the **Regulation and Inspection of Social Care (Wales) Act 2016** and relevant CIW requirements.

Parental Consent and Information

Written parental/carers consent is obtained for every outing. Parents/carers are provided with full details in advance, including:

- Destination and purpose
- Date, times and transport arrangements
- Items required and any special instructions

No child may attend without consent.

Planning and Risk Assessment

Each outing is planned in advance by management. This includes:

- A written risk assessment covering venue, travel and activity
- Consideration of children's individual needs, including medical conditions and allergies
- Emergency procedures, including missing child and accident response
- Dynamic risk assessment during the outing

Staffing and Supervision

- Staffing ratios meet or exceed CIW requirements at all times
- A suitably trained first aider is present on all outings
- Each child is assigned to a named staff member responsible for their supervision
- Regular headcounts are completed throughout the outing
- A designated Trip Leader has overall responsibility

Safety Procedures

We ensure children are supervised at all times and supported to follow safety rules appropriate to the activity, including road safety and staying with the group. Children are made aware of expectations before the outing.

Equipment and Records

Staff carry:

- First aid kit

- Fully charged mobile phone
- Attendance register and emergency contacts
- Medical and allergy information
- Accident/incident forms
- Emergency medication where required

Medical Needs

Individual healthcare plans are followed. Medication and emergency medication are carried and administered only by trained, authorised staff, in line with parental consent.

Missing Child Procedure

If a child goes missing:

- Immediate headcount is completed
- The Trip Leader is informed
- The area is searched and the venue alerted
- Parents/carers and emergency services are contacted if necessary
- An incident report is completed

Food and Drink

Parents/carers usually provide food and drink. Drinking water is available, with additional hydration provided when needed. Allergy and dietary needs are always followed.

Transport

Where transport is used, it is safe, insured and appropriate. Seatbelts and child restraints are used as required, and children are supervised at all times.

Safeguarding

All staff follow **Wales Safeguarding Procedures**. Any safeguarding concerns are reported immediately to the Designated Safeguarding Person.