



Transport, Visits and Outings

Policy statement

The PlayDen believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such event, the safety of the children remains paramount.

Procedures

When planning a trip:

- A risk assessment will be carried out prior to any trip. This may include a preliminary visit to assess the suitability of the venue or the route to it. The assessment will also consider the suitability for the different needs of the children, for example children with disabilities or specific cultural needs.
- The club will ensure that all children will be involved in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.
- Plans of the venue may be distributed to group leaders with assembly points and toilets marked. The Manager will write to the venue requesting all relevant information and a risk assessment statement where available.
- The children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to the children what to do in an emergency, including designating a suitable meeting point.
- Staff will be briefed prior to the trip regarding their responsibilities, procedures in the event of an emergency, the names of children in their care and a plan of the programme for the visit.

Parental Consent

- Parents/carers will be given sufficient notice of the trip, advised of the venue and asked for signed consent for their child to go on the trips.
- No child will be taken off site without written permission from a parent or carer.
- We will aim to offer trips which cater for the maximum number of children possible. However, there may be circumstances where attendance at the club on a particular day is subject to attendance on a trip.
- Parental consent is needed for all off-site visits and outing. The Manager will take a photocopy of the signed Visits and Outings form on the trip and the original will be stored with the Childs records.
- Prior to the trip parents/carers will be advised about departure and return times, food needed, suitable clothing, maximum amount of spending money and any other information required.
- Prior to the trip children will be briefed about relevant issues – such as whose group they are going to be in, the importance of staying with the group, programme of the visit, etc



On the trip:

- Staff will keep to a ratio of 1:8 or lower (i.e. 1:5) where possible.
- Children will remain under close supervision at all times.
- All Staff will ensure headcounts are completed frequently. If at any time a member of staff suspects a child is missing, the trip will halt and headcounts will be double checked. If a child is missing, please refer to the missing child policy.
- The Manager will ensure that a fully stocked first aid box will always be taken on any trip in compliance with the relevant provisions of the Health, Illness and Emergency policy. The Club will have a first aid kit specifically used for outings, and the contents will be checked prior to leaving the site. A qualified first aider will be present when off site (ideally one to each group of children). Accident and incident report forms will be carried on any activity away from the Club.
- A mobile phone will be carried with the group, and parents/carers made aware of the number.
- It is the responsibility of the Manager to ensure that a register of the children on the trip is taken at regular intervals, especially when coming together in one group or dividing into smaller ones.
- Essential toiletries, spare clothing and specific medication for individual children attending will be carried.
- Special care will be taken in areas identified as part of the initial risk assessment (e.g. getting in and out of vehicles, using play equipment)
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left with the member of staff or committee who will be point of contact in case of emergencies.
- Staff who are qualified with a childcare related qualification are to take the lead when escorting children to and from venues. Staff are to remain spaced out evenly across the line, and Hi-Vis jackets are to be worn at all times.

Coach Travel

- Only coaches with individual seatbelts will be used. We will check the coach is appropriately insured to carry children.
- The driver/escort will not be left unaccompanied with the children. The correct ratio of club staff to children will be in place at all times.
- Close supervision of the child will prevent them turning around, undoing their seatbelts or leaving their seats or distracting the driver. Children will be encouraged to behave appropriately on journeys.
- Adults will be evenly spaced along the length of the coach.
- Parents should administer travel sickness pills to children before departure, if required. We will ask if children suffer from motion sickness as part of the consent procedure and will support these children as necessary. This may include sitting near an adult carrying sick bags, not over the wheels or near the back, in order to make the child as comfortable as possible.
- No children will be left in the vehicle unattended.



- Staff will stop the coach if they think the driver is not driving safely or the vehicle is unsafe, and they consider themselves and/or the children to be at risk. In this event the coach company will be contacted to arrange for a change in driver or alternative transport.
- Children will only embark/ disembark in a safe place and under supervision.
- A register will be taken on getting on and off the vehicle to ensure all adults and children are accounted for.
- Staff will also check that the driver is DBS checked.

Mini Buses

- All children will be required to wear seat belts at all times.
- Two members of staff will be seated in the back of the mini bus with the children.
- Members of staff who are eligible to drive the mini bus will undergo all relevant training – MIDAS
- Children will be informed of how they are to behave on the mini bus. No children will be allowed to travel in the front of the mini bus.

NO STAFF MEMBER IS TO TAKE A CHILD ANYWHERE IN A PRIVATE CAR AT ANY TIME.

This policy was adopted at a meeting of	The PlayDen
Held in:	April 2026
To be reviewed in:	April 2027
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager