

Caban Y Faenol CYF

Visits and Outings

Caban Y Faenol believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Prior to a visit or outing, if logically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Manager will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Manager will write to the venue requesting all relevant information and a risk assessment statement where available.

Caban Y Faenol will make every effort to involve children 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. By involving the children in this way, we are ensuring that we are respecting the United Nations Convention on the Rights of the Child, especially;

Article 3 *The best interests of the child must be a top priority in all decisions and actions that affect children.*

Article 12 *Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.*

Article 13 *Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law.*

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including a suitable designated meeting point.

Parental Consent

Parental consent is needed for all off-site visits and outings. The Manager will take a photocopy of the signed Visits and Outings Forms on the trip while the originals will be stored in the settings records in line with GDPR legislation.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have signed consent will be allowed to participate.

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During Visits and Outings

On visits or outings, the staff to child ratio will be 1:8 for children over 3 years of age and 1:4 for children between the ages of 2-3 years, subject to the nature of the activity and the risk assessment.

- Children will remain under close supervision at all times.
- The Manager will ensure that a full and up to date First Aid Kit is on hand, in compliance with the relevant provisions of the relevant policy.
- Two designated member of staff will keep mobile phones with them at all times and their numbers will be circulated to all parents/carers in advance of the visits and outings.
- A register will be taken at the beginning, middle and end of the visit/outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit/outing, along with relevant mobile phone numbers, will be left with a member of staff left at the settings premises should staff numbers allow for such a provision.