



Lord Scudamore Kids Club

Outings Policy

June 20 19

- Outings are advertised on our holiday booking forms and trip consent forms must be completed by the parent/carer before the trip.
- Staff driving the minibus on outings, have had their insurance mini bus permit details checked in order to ensure that they have adequate insurance and cover.
- When staff, are transporting children there will always be a minimum of two adults in any vehicle (car / minibus).
- The register will be taken containing children's contact details.
- A first aid kit and Kids Club mobile phone is taken on outings.
- Any medication needed will be taken e.g. Ventolin inhalers.
- Risk assessments are requested from the venue in advance where available, and a specific visit is taken to assess risks and required adult: child ratios in advance of the outing.
- Further details are included in the risk assessment on outings held in the file.
- If the mini bus is used the Mini Bus policy is followed. Supervisors are required to plan routes and consider parking at the venue etc. as part of the risk assessment.

All trips and outings are subject to change at last minute depending on weather condition and alternative outing will be arranged when possible.