

ABBOTS HALL OUT OF SCHOOL CLUB

OUTINGS, DAY TRIPS AND VISITS

All outings within the Afterschool and Holiday club are planned in advance. We endeavour to provide as much information as possible to anyone with parental responsibilities which will include: destination, day date and times of departure as well as an arrival time back to school grounds and listing anything extra we will need to take with us for example clothing.

We have a staff ratio of 1 member of staff to 8 children on all occasions where we leave the school grounds. When out and about we carry a first aid box plus any medication that children may require during the visit.

The club mobile is taken out with emergency information so we can contact the necessary people should there be a problem or emergency. We also take walkie-talkies so staff can keep in contact with each other.

All staff have full training which includes Paediatric first aid, safeguarding and have a full DBS. Staff within the club do not lone work.

Permission for all outings and trips off the school grounds is by written consent on the registration forms. These are completed when the children first register with the club and then renewed yearly or as information changes.

Children without permission to leave the school will remain in the out of school club area, with staff providing activities.

Updated: June 2019

Review date: June 2020