

D.P.S.

Out of School Club

**Transport & Outings
Policy**

Transport and Outings Policy

Principle

DPS Out of School Club believes that the health and safety of those in our care is of utmost importance.

Policy Statement of Intent

At DPS Out of School Club endeavours to ensure the safety of all children during outings.

Procedures

During our Easter / Summer Camps children will have the opportunity to go on outings. Staff will ensure the following

- Risk assessment is carried out prior.
- Parental permission is obtained prior.
- Correct adult to child ratios are maintained
 1. 1:4 5-8 years
 2. 1:8 8 years and over
- Emergency contact details are taken on outings.
- A first aider will be present and suitable first aid kit must also be taken.
- Children will be divided into groups with an adult leader.
- If transport is required, insured companies will be used. The maximum seat capacity must not be exceeded. Staff will ensure seatbelts are worn correctly and children remain in their seats throughout the journey.

Links with other policies

Managing the Risks Associated with the Individual Service User Policy
Health and Safety Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out Of School Club management team.

Signed: 

(on behalf of the management team)

Position: 24/10/16

Reviewed on:

Date: Signed:

Date: Signed:

Date: Signed: