



Outings Policy

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Policy Statement

At Play Inclusion Project, we aim to take children and young people on trips at least once a week to promote inclusion within the local community. The safety and wellbeing of all children and young people are our highest priority when planning and carrying out outings.

Play Inclusion Project defines outings as including:

- Organised trips involving transport
- Walks to local destinations such as parks, shops, and community facilities

Before any outing takes place, a risk assessment will be completed by the Health & Safety Officer who will visit the venue in advance to identify potential risks and plan the day in consultation with the Area Manager. This includes consideration of the journey and any transportation involved.

Outings Procedure

- Parents/carers will be provided with details of trips through their child's invite letter.
- Parents/carers must sign a consent form when their child first attends, granting permission for supervised trips and outings.
- All members of staff must read the relevant risk assessments and sign and date to confirm they have done so.
- At least one member of staff on each trip must hold a valid First Aid qualification. A fully stocked First Aid kit will be carried by the Area Manager.
- Children and young people will be counted onto the bus, and seating plans will be drawn up and left with the base contact, along with emergency contact details.
- Support staff are responsible for ensuring that the child or young person they support brings their coat, bag, and packed lunch.
- The qualified MIDAS (Minibus Drivers Awareness Scheme) trained driver is responsible for securing wheelchairs on the minibus.
- The Area Manager will ensure the following are taken on all outings:

- ☐ Emergency contact details for all children, young people, and staff
 - ☐ Any medication that has been signed in, along with all medication forms
 - ☐ Fully stocked First Aid kit
 - ☐ Risk assessments
 - ☐
 - ☐
 - ☐ Mobile phone for emergency use
- Both supervisors will carry mobile phones to maintain contact and for use in emergencies. These numbers will also be left in the office pack.
 - Children and young people will be counted off the minibuses, and regular head counts will be conducted throughout the day.
 - The Area Manager will designate a meeting point in case the group becomes separated.
 - Support staff and volunteers must remain with the child or young person they are supporting at all times.
 - All accidents must be recorded using the Accident Form.
 - If a child goes missing, the Lost Child Policy will be implemented.

When Using a Minibus

- A Vehicle Evacuation Plan must be completed before departure, identifying staff roles and responsibilities (e.g. who will contact emergency services, assist with evacuation, and supervise children once off the bus).
- If two buses are used, the Area Manager must travel on one and the Group Supervisor on the other. Seating plans for both buses must be completed and sent to the base contact.
- Each Group Supervisor must carry care plans, medication forms, and emergency contact details for all children on their bus.
- Additional risk assessments may be required for specific children or seating arrangements.
- All staff and children must wear seatbelts (where available), and checks must be completed before departure.
- Children must not leave the vehicle until it has come to a complete standstill.

Fire Hazard / Breakdown Procedure

- In the event of a fire, evacuate all passengers and move them as far away from the vehicle as possible.

- Confirm with the driver whether 999 has been called; if not, contact emergency services immediately.
- In case of breakdown or accident, ensure the safety of children and young people — they must never be left unaccompanied.
- If there is any risk of fire, evacuate the bus and move everyone to a safe distance.
- On a motorway, move as far away from the carriageway and passing traffic as possible.

Procedure for Organised Walks

- Take tissues, wipes, a mobile phone, first aid kit, and child details, including medication and emergency contact information.
- Ensure children are appropriately dressed for the weather and capable of walking the planned distance.
- Apply sunscreen before the outing, if provided by parents/carers.
- Where applicable, ensure children are securely harnessed into wheelchairs, and brakes are checked before leaving.
- There must always be one staff member at the front of the group and one at the rear.
- Children should be reminded of road safety before and during the walk.
- Any relevant information regarding a child's awareness of danger must be considered.
- Support staff should hold hands or link arms with children who require assistance for safety.
- When walking along pavements, children and young people should walk on the inside, with staff positioned closest to the road.
- Parents must be advised in advance of any outings and give consent for their child to participate.
- For small group outings, staff must ensure that children have been signed out for fire and safety purposes.