



Brynteg Tigers Out of Hours Club

Outings & Off-Site Visits Policy

Approved by: Michelle Firth

Policy reviewed: September 2026

Next review due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club recognises the benefits of taking children on outings and off-site visits for play, learning, and social development. All outings are carefully planned and risk assessed to ensure the health, safety, and wellbeing of children, staff, and volunteers.

This policy follows CIW guidance, the National Minimum Standards for Regulated Childcare (Wales), and the Health & Safety at Work Act 1974.

2. Objectives

- Ensure children are safe and supervised at all times.
- Meet legal and regulatory requirements for off-site visits.
- Encourage children to learn about the community and environment safely.
- Provide staff with clear procedures for planning, risk assessment, and emergency response.

3. Scope

This policy applies to:

- Local walks and excursions (e.g., parks, libraries, shops).
- Trips requiring transport (bus, minibus, public transport).
- Special events or educational visits.

4. Planning & Preparation

- Outings must be planned in advance and authorised by the Responsible Individual.
- A specific risk assessment is completed for each trip, considering location, transport, weather, and children's needs.
- Ratios may be increased depending on the activity, age of children, and risk level.
- Parents/carers provide written consent for each outing.

5. Supervision & Staff Ratios

- Staff-to-child ratios comply with regulatory guidance and may be increased for higher-risk outings.

- A qualified first aider is present for all outings.
- Staff carry a mobile phone, emergency contacts, and first aid kit.
- Children wear high-visibility vests or identification where appropriate.

6. Safety & Risk Management

- Pre-visit checks of the location or route are carried out when possible.
- Children briefed on behaviour, safety rules, and boundaries.
- Staff ensure children stay together, head counts done regularly.
- Allergies, medical conditions, and additional needs are reviewed and accounted for.

7. Transport

- Only licensed and insured vehicles are used.
- Children use appropriate car seats or restraints where required.
- Staff follow seatbelt rules and safety guidance at all times.
- Public transport: children are briefed on safe behaviour and supervised closely.

8. Emergency Procedures

- Staff carry emergency contact details, medication (if required), and accident/incident forms.
- Emergency plan communicated to all staff before departure.
- In case of accident, illness, or emergency, parents/carers are contacted immediately and appropriate authorities notified.
- Any incidents are recorded in the Accident/Incident Log.

9. Parental Involvement

- Parents/carers informed of planned outings, timings, and requirements.
- Written consent obtained for each trip.
- Parents may volunteer to assist on outings, following the club's Safer Recruitment procedures.

10. Review

- Outings policy and individual trip risk assessments reviewed annually or after any incident.
- Continuous monitoring ensures improvement of safety procedures and practices.



Brynteg Tigers Out of

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Off Site Visit Consent Form

Child's name	
Date of birth	
Parent/carer name	
Contact number	
Trip/activity	
Date and time	
Location	

I give permission for my child to attend the above outing and understand that staff will take all reasonable care to ensure their safety.

Medical / Additional Needs / Allergies:

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Parent/Carer Signature: _____ Date: _____



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Off Site Visit Risk Assessment

Trip/activity	
Date	
Location	
Staff/volunteers	
Children	
Hazards identified	
Risk level (L/M/H)	
Control measures	
Notes/review	

Instructions:

- Complete **before each outing**.
- Include staff ratios, first aid provision, transport, and weather considerations.
- Review after the outing for improvements.

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Off Site Visit Checklist

Trip/activity		Date	
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Pre-Trip

- o Risk assessment completed and approved
- o Parental consent obtained
- o First aid kit packed
- o Emergency contact list prepared
- o Medications packed (if applicable)
- o Headcount confirmed
- o Mobile phone charged and taken

During Trip

- o Children supervised at all times
- o Regular head counts
- o Rules and safety reminders given
- o Incident/accident recording if needed

Post-Trip

- o Headcount on return
- o Incident/accident forms completed
- o Feedback / review notes completed
- o Risk assessment updated if necessary

Checks completed by: _____

Signature: _____