

Off Site Trips Policy

Key information about this policy:

Policy Reference	ECCC-020
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Approved By	Isabel Ruddick - Co-Director

Policy Purpose

Easton Community Children's Centre recognises the value of planned and spontaneous trips and outings in broadening children's horizons and enhancing their experiences. During any trip or outing, the safety and welfare of children must remain paramount at all times and the setting's policies and procedures should still be followed. In addition, the following measures will be put in place to ensure each trip is safe and fun for everyone.

Scope, Application, Access

- Policy applies to: all staff, parents/ carers, children, volunteers and students.
- Policy applies at all times and all from all locations where children are in our care.
- Policy available to: All staff, current parents/carers, public.

Policy / Procedure

We will ensure trips are inclusive for all children, culturally appropriate and non-discriminatory. Children with SEND support will have an allocated adult to ensure their involvement. Other children will know who the adult who holds responsibility for them is. Children must first be settled into their classroom and have built an attachment to a key adult before leaving the setting.

Safety Arrangements

All trips must be agreed to by a senior member of staff and the office staff must be notified when staff and children are going on an outing.

The [Risk Assessment Template.docx](#) must be completed and shared with all staff and volunteers attending the outing. Where possible, a senior member of staff will visit the trip venue or location beforehand, to check it is suitable. This will include consideration

of the journey and any transportation used. Children will be talked through any potential safety hazards and what to do to stay safe and in an emergency

Staff must be confident with our [Missing Child Policy and Procedure.docx](#) before leaving the setting. They will perform regular headcounts, particularly when transitioning, children will remain under close supervision at all times. In the event of a child being lost, the policy will be followed. At least one person must be paediatric first aid trained and all staff and volunteers will have knowledge of the children that they are responsible for and must not lone work whilst on the trip. This includes when using public toilets, staff members must always be in sight, keeping the door open. Staff may be required to work through their lunch break but will be given a break once returning to the setting or time off in lieu.

In the event of a child being inappropriately approached by an unknown person, staff will inform all other staff immediately and move children away from the situation at once, making sure all children are together. If necessary, an incident form will be completed on return to the setting and parents/carers will be informed.

If an emergency happens, we will contact the relevant emergency services and the setting. The Manager on duty will call the parents/carers of any children involved.

The [Trip Checklist.docx](#) must be completed and shared with all staff and volunteers attending the outing. This includes items to be taken:

- All children must wear a tabard displaying the setting name and contact number.
- The setting's fully charged mobile phone, with the sound activated. This has an accurate register of children and staff, emergency contact details and the ability to record accident forms. This can also be used for taking photographs on the trip. If taken, staff mobile phones should be kept in their bags and only used in an emergency or for work purposes, never for taking photographs.
- A fully stocked first aid kit (backpack in the main office).
- Plastic nappy sacks, wet wipes, nappies, potty, spare clothes, water and snacks if necessary.
- Medication for individual children, staff and volunteers. This must be in the original packaging, clearly labelled and kept out of reach of children.

We will ensure emergency contact information is up to date and that we have correct permissions in place for children for short local outings. For planned outings over 2 hours we will gain additional written consent from parents/carers. On a very rare occasion, we might not be able to offer alternative provision for those who do not wish to come on the trip. We will give parents/carers full details of all planned and likely spontaneous trips beforehand via Famly.

Transport – Hiring a mini bus

We will not transport children in vehicles belonging to staff, volunteers or other parents/carers. If hiring transport, we will check driver and vehicle safety. If using a minibus driven by a member of our staff team, we will ensure that all legal requirements for this are met: <https://www.gov.uk/driving-a-minibus>

Easton Community Children's Centre (ECCC) Policy

Status: Approved

Safety will always be a priority when hiring and using transport and we will follow RoSPA guidelines – [Carrying Children Safely in Taxis, Coaches, Buses and Minibuses](#)

We will ensure:

- We only hire/use vehicles with seatbelts fitted and these will be worn by all passengers. A member of staff will check that each child's seatbelt is properly worn and fastened.
- Children do not sit in the front seat. All children sit in a forward-facing seat with a suitable booster seat or car seat, which are fitted properly. Staff seat themselves throughout the vehicle so there is adequate supervision.
- Vehicles carry a fire extinguisher and are not overloaded and aisles and doorways are kept clear of any belongings etc. Vehicles are parked in a manner that will allow children to board and exit safely.

Roles and Responsibilities

- **Co-Director of Practice:** Designated Safeguarding Lead responsible for overseeing all safeguarding and child protection matters.
- **Practice Lead and Operations Manager:** Responsible for reviewing and keeping risk assessments and checklists up to date.
- **Office Manager:** Responsible for keeping emergency contact details up to date on Family.
- **All Staff:** Responsible for adhering to the policy and procedures at all times.