

SHIRLEY CHILDREN'S CENTRE FAMILY TRIPS AND OFF SITE ACTIVITIES POLICY

This policy links to the following:

- Child Protection and safeguarding
- Equality and Diversity
- Special educational needs
- Complaints
- Volunteering
- Partnership with parents and the local community
- First Aid
- Publicity and marketing

Document Control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahemaye Henry-Miller	Review	October 2017
4	October 2017	Yvonne Charalambous	Review	October 2018
5	October 2018	Nicky Cook & Katie Coomber	Review	October 2019
6	November 2019	Katie Coomber	Review	October 2020

Family Trips and Off-site Activities Policy

1. Statement of intent/policy statement

Shirley Children's Centre believes that family trips and activities which happen off-site and with the support of staff, can contribute meaningfully to the learning and development of both children and their parents.

2. Aim/purpose

Shirley Children's Centre will:

- Encourage parents/ carers to contribute to these activities through fund-raising where appropriate
- Involve parents/carers in the planning and organisation of these activities. This may be an activity that the parents' forum undertakes
- Consult with children wherever possible about destinations for trips or other activities
- Risk assess all aspects of such trips and activities beforehand
- Evaluate all trips and activities and report back to the parents' forum and/or the management group
- Charge families a nominal sum for participating in these trips and activities if appropriate
- Use events for the staff to:
 - (i) Model good relationships amongst themselves for the families
 - (ii) Demonstrate a high level of skill in group organisation, childcare, play and parenting
- Recognise that events can serve to informally identify family support needs, healthcare needs and any other issues of potential concern
- Encourage staff who may provide services in children's centres from a variety of disciplines to attend and actively support events, i.e. health visitors/midwives and Social Care family support staff etc

3. Scope

This policy applies to everyone in the centre including staff, volunteers, families and visitors. 'Staff' includes both those employed by Croydon Council as well as those from other agencies as part of the multi-agency framework delivering the Every Child Matters change for children agenda. This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

4. Legal Context

This policy is covered by:

- The Childcare Act 2006
- Children's Centres: Practice Guidance 2013
- Statutory Guidance: Working Together to Safeguard Children 2018
- The Children Acts 2004, Adoption and Children Act 2002
- The Early Years Foundation Stage Principles 2018: **Enabling Environments, Learning and Development**
- The Protection of Children Act 1999
- The Health and Safety at Work Act 1974

- The Duty to Promote Community Cohesion 2011
- Every Child Matters: change for children 2004. Outcomes: **Be healthy, Be safe, Make a positive contribution, Enjoy and achieve**

5. Mandatory systems and procedures

The Children's Centre Manager will ensure that:

- A risk assessment is carried out before any trip. This will involve a member of staff with a parent from the planning group if possible and appropriate who will report back to the centre manager if any major risks are found. This would involve checking the venue for hazards i.e. water, shade, perimeter boundaries etc, transport details, travel times, mobile phone coverage, suitability of rides/activities and the availability of snacks etc. It is also important to assess the risk or vulnerability of any of the children or parents/carers participating in activities and assign a member of staff for individual support if needed on the day
- Parental consent has been given on the centre's consent form and that families have been advised of the time and details of the event
- If buses are hired that they have the three point contact seat belts
- Parents/carers provide booster seats
- Parents/carers pay for trips/activities within the agreed timescale and may forfeit their place(s) in the event of non-payment
- Parents/carers provide their own food and drink, sun hats, sun protection cream, money and other personal items
- Families understand that they are responsible for their children. This covers clothing, medication, equipment and all other relevant items for their care and safety. This would be written into the terms of securing a place on the event
- Older children may accompany families on trips and it falls to the event organiser to decide on ratios depending on the overall family composition, disability, vulnerability etc
- All staff members have mobile phones which are charged and function properly
- In addition to staff travelling on each bus, a member of staff will travel independently by car if necessary
- There is a minimum of one first aid kit on each bus, held by staff
- There is permanent back-up in the centre during the trip/activity; if the trip is taking place at the weekend, office cover is still needed
- The staff on the trip, and the office back-up, all have full contact details of the families on the trip/activity
- Discretion will be used over who attends and who might have any payment waived in the case of financial hardship or social vulnerability
- If families are referred through other agencies and need particular support, the centre reserves the right to insist that those agency staff provide the additional support for the family
- Staff accompanying families on trips have spare cash, first aid kit(s), a few spare sun hats and sun protection cream, drinking water and plastic cups
- Families return any loaned equipment as soon as possible after the event, i.e. sun hats and other clothing, to the centre

6. Implementation, methods

Each trip/activity will be evaluated thoroughly with a brief report made to the centre manager, and any recommendations made for future events.

The staff responsible for organising any trip will use a risk assessment check list to ensure that they cover all the necessary precautions. There may be a role for the parents' forum to report back to the management group on any events undertaken.

Self evaluation form [SEF] and annual conversation

This will be monitored on an annual basis with the Local Authority.

7. Monitoring and reviewing

- It is the responsibility of the Children's Centre Manager to monitor and review the effectiveness of all policies relating to the centre
- The Children's Centre Manager will review and update this policy in line with the policy review cycle
- The Children's Centre Manager will update and amend this policy and its procedures in line with any emerging and relevant government legislation or Croydon Council guidance

8. For further information please contact:

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It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with these procedures, the centre can avoid the need for complaints.

However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

10. Policy endorsement

This policy is agreed and signed by the governing body of Forest Academy School