

# Burgh After School Club

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## **Excursion Policy**

All outings for Burgh After School Club will be at the discretion of the Manager/Management Committee.

All outings will require permission forms signed by parent/carer, if a permission form has not been submitted the child(ren) will be excluded from the excursion. The Manager will have the children's contact details.

Parents will be informed by written information slips that include date, time we leave the club, approximate time we arrive back at the club, cost of outing, clothing requirements and other relevant information.

All outings will be supervised by qualified/experienced members of staff.

BASC will only use reputable bus companies.

Planning and safety of the excursion is the responsibility of the Manager.

## **Risk Assessment**

No excursion involving children and young people is entirely risk free; the aim therefore must be to contain risks to acceptable levels. The following being taken into consideration this will be done as part of the planning process.

- The excursion
- The location
- The experience of staff
- The age and abilities of the group

## **Supervision and Staffing Rotas'**

- The ratio will be at least 1 to 8 with a qualified/experienced member of staff. On certain occasions the ratio will be 1 to 6 depending on the individual outing and ages of the children.

## **Emergency or Accident Procedures**

- Before the excursion it is essential that all members of staff know the procedures for emergencies and accidents

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- A competent First Aider will be on an outing at all times.

### **Procedures to be followed in the event of a serious accident or fatality**

- Assess the nature and extent of the emergency
- Protect the group from further injury or dangers and ensure all children are accounted for
- Apply first aid if you have the relevant training depending on the situation
- Telephone the appropriate authority ie: Police, Ambulance or Fire Services. State that it is an emergency requiring immediate and priority action.
- Give your name, location, telephone number and details of accident
- Telephone parent/carer, if they cannot be reached, telephone emergency contact number

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