

## GOING OUT OF GROUP POLICY

It is our policy at The Community Playgroups to ensure that every parent or carer completes and signs a consent form, which informs them exactly where we plan to go, and how we plan to get there, for example, coach, car, walking etc. and that a full risk assessment is carried out by the Playgroup Manager prior to the event.

We ensure that The Community Playgroups have adequate insurance cover, for any such accidents that may occur whilst taking the children off the premises.

It is our procedure to check that the driver's insurance certificate covers them for business use and that the vehicle is taxed and has a valid M.O.T. Certificate. The vehicle must also be checked to ensure there are enough seat belts and adequate child seats fitted for every person attending.

Wrist restraints are used when walking to ensure that children are not able to become detached from the rest of the group.

We also ask parents or carers to join us (as volunteers) to ensure there is adequate extra supervision, and we always ensure that at least two of our first aiders is present on the outing.

We ensure that we have access to a working mobile telephone for each member of staff and volunteer, and we take essential records and equipment with us. For example, register, contact details for staff and children, first aid kit, accident book, spare clothing, nappies and nappy sacks. It is also important that children's individual needs are catered for. For example, children with disabilities, cultural requirements, dietary needs etc.

Children are never left unattended, in or out of a vehicle, and care is taken at all times, especially those of particular risk, such as when children are walking or getting into or out of a vehicle.

In the event of a serious accident whilst on an outing, an ambulance would be used to transport the child to the hospital. The child would be accompanied to the hospital by their Key Person, who would remain with the child until the parent or carer arrived.

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