ELIJAH SOCIAL COGNITIVE SKILLS CENTRE
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Outings Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Co-ordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

Good planning is essential to a successful outing. Careful consideration will be given to ensure that the planned activity from a therapist is appropriate to the culture, age and stage of the children. Children's safety and protection will always be a priority. Prior to any outing the Elijah Social Cognitive Skills Centre (ESCSC) will seek consent from parents/carers for their child to take part in the outing. A **risk assessment** will be undertaken for each outing completed by the therapist and agreed by the multidisciplinary team and management. This will confirm the exact arrangements for each outing and how that specific outing will be managed.

Master Risk Assessment for Outings

There is a master risk assessment which all staff planning an outing will use, and arrangements put in place will be shared with parents. These will usually include:

- Pre visit by staff member when possible
- Provision for first aid facilities
- Ratio of staff to children above 5 years will be 1 adult to 2 children (maximum). This ratio may change depending on risk assessment analysis
- For children under the age of 5 years the ratio of staff to children will be 1 adult to 1 child.
- How staff will be allocated to specific children.
- Responsibilities for head counts during the outing.
- Arrangements for briefing staff before the outing. During the briefing, staff will be reminded to be vigilant in their supervision, to minimise the risk of children being separated from the group.
- Arrangements for any extra helpers to attend. Adults who have not undergone an enhanced DBS check and who are not employed by ESCSC will not have supervisory responsibility for children and will not be left with children unattended.

- Who will have a mobile phone and emergency contact details.
- Arrange an emergency contact system in which a named person takes on the role of the emergency contact within ESCSC, to receive and pass on messages.
- Decide on what paperwork needs to be completed before the outing.
- In the unlikely event of a child getting lost or going missing, the risk assessment will outline the procedure to be followed.

The risk assessment will also consider what might go wrong during an outing and how this will be dealt with – for example, if transport fails to turn up or so on.

Please be aware that in the event a child sustains an injury or becomes unwell during the outing, the following policies will be followed:

- **Accident & Incident**
- **Administering Medicines**
- **Infection, Sickness and Allergy**

Regular Outings

Some children may have 'safely going for a walk' as part of their PROSCIG© intervention programme. Where this is the case, it will be outlined in the child's proposed intervention plan, which will be provided as part of the first consultation report. Parents/carers are required to provide written consent form that they are happy for their children to be taken out for a walk as part of the child's PROSCIG© intervention programme.

A risk assessment for any route that would be taken when a child is taken out for a walk will be created and provided. The responsible person would typically be the child's key therapist.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.