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## VISITS AND OUTINGS POLICY

The Parachute Club on occasions will take children on outings, before each visit or outing a member of staff will visit each destination to pre-empt any potential difficulties and complete necessary risk assessments

The manager will ensure that a risk assessment have been carried out prior to any proposed visit or outing.

The club will make every effort to involve children in the planning of visits or outing, staff will explain to children the nature of event and talk through any potential hazards and their expected behaviour and conduct, staff will explain to children what to do in an emergency, including what staff in charge of the children and a suitable meeting point. All safety procedures are done with children before any trip.

No less than two weeks before a proposed visit, the club will send parent consent forms to all parents, with all details of the event. Children who do not return a signed consent form will not be allowed to participate.

During a visit or outing children will be well supervised at all times, a first aid kit will be on hand and a mobile phone will also be available, children will wear parachute club vests with the clubs id on them at all times

A register will be taken before during and after, staff will do additional head counts, emergency contact details for all staff and children will be taken with the person in charge.

During club visits the person visiting will be asked to sign in and show relevant identification or they will not be allowed into the club

**Updated and reviewed: 20/02/2008, 17/1/2011, feb 2012, Jan 2013, march 2015, July2018**