



ELHAP – A SPECIAL NEEDS ADVENTURE PLAYGROUND
119, Roding Lane North
Woodford Bridge
Essex
IG8 8NA

Telephone: 020 8550 2636
Fax: 020 8550 2683
Email: info@elhap.org.uk
Website: www.elhap.co.uk

Outings Policy

For all outings the following procedures must be followed:

1. Written permission must be obtained from all parents/carers prior to the outing.
2. Accurate lists of users and staff must be completed and copied for all staff on the outing.
3. The senior member of staff must ensure that they take a charged mobile telephone for emergencies.
4. Allocated staffing ratios must be maintained at all times.
5. A qualified first aider must be present and a suitable first aid box must be taken. Copies of registration forms containing contact numbers, allergies, etc. must be taken.
6. Relevant medication and medical details must be taken. All medication must be held by the senior member of staff. If rectal valium is required, a person trained in its application must also be taken.
7. Users must have a badge that states ELHAP's address and contact details. Badges must not include the user's names.
8. The users must be counted before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the users at regular intervals.
9. Toilet facilities must be provided for the users at regular intervals.
10. Food and drinks must be provided at similar times to those in ELHAP and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
11. Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
12. Transport must be fully insured; drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
13. Appropriate wet weather and spare clothing must be taken.
14. All staff must be aware of this and related policies prior to participating on any outing.
15. A risk assessment must be undertaken of all outings prior to any user participating in the outing.

Implemented by the ELHAP Board of Trustees
3rd October 2005

ELHAP OUTINGS CHECKLIST

Outing: _____

No.	Details	Tick to confirm
1.	Written permission must be obtained from all parents/carers prior to the outing.	
2.	Accurate lists of users and staff must be completed and copied for all staff on the outing.	
3.	The senior member of staff must ensure that they take a charged mobile telephone for emergencies.	
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Signature of Senior Staff Member: _____

Date: _____