

University of Warwick Holiday Scheme

Trips, Walks and Off-Site Activities Policy

Purpose	To ensure trips, campus walks and off-site activities are planned and managed so children remain appropriately supervised and foreseeable risks are controlled.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

Planning

- An appropriate risk assessment will be completed before the activity.
- The activity will take account of children's ages, individual needs, medical requirements and the environment.
- Staffing and supervision arrangements will be agreed before departure.
- Relevant emergency contact information and first-aid provision will be available.
- Children's required medication will accompany them. A child requiring emergency medication must not leave without it being carried in accordance with their care arrangements.
- Staff must take one of the Holiday Scheme phones which has essential contact numbers for the University Safety Team (non-emergency and emergency) and the management phone.

Registers and Headcounts

- Staff will know which children are in their group.

- Appropriate attendance information will be available to the group leader.
- Headcounts will be carried out at appropriate transition points, including before departure, on arrival and before leaving a location.

During the Activity

- Children will receive age-appropriate instructions about boundaries, staying with their group and what to do if separated.
- Staff will maintain appropriate supervision and monitor changing conditions or risks.
- The Holiday Scheme allergy, medication, behaviour, safeguarding and missing-child procedures continue to apply away from the main venue.

Missing Child

If a child becomes separated from the group, the Holiday Scheme Missing Child Policy must be followed immediately. Staff must also maintain the safety and supervision of the remaining children.

Emergency Arrangements

Staff will follow agreed emergency communication arrangements and seek emergency assistance where required. Parents/carers will be informed of a significant incident affecting their child.