



The Children's House

Outings Policy

This policy should be reviewed biennially and as required by legislation.		
Action	Reviewer	Date
Review	EG	May 2024
Approved by Chair of COM	DD	May 2024
Date for next internal review		May 2026



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OUTINGS POLICY

The School believes that children's education is enriched significantly by trips and visits. They add depth and breadth to learning and bring subjects to life in exciting and memorable ways.

All trips are organised following guidelines laid down in the [Department for Education guidance on Health & Safety on Educational visits](#)

Informing Parents about Outings:

When parents join the school, both parents will be asked to sign a consent form giving permission for their child to take part in school outings. These forms will be held in the school office.

Parents will be informed at the start of each term about regular timetabled outings. For the nursery, these include the Almorah gardens and King Henry's Walk community garden. For the Upper School these include the King Henry's Walk community garden and Adventure Playground and the astroturf on the Mayville Estate. Parents will be informed separately about educational visits which do not form part of the regular timetable, via the School calendar on School website, and Important Dates for Your Diary on newsletters. Reminder emails from are sent to parents before an outing.

Risk Assessment and the Role of the Lead Teacher:

The lead teacher will clearly communicate information about the planned activities to colleagues, pupils and parents where appropriate. This should include any necessary precautions to be taken and the educational purpose of the visit.

The lead teacher will be responsible for arranging an initial visit to the venue and completing all the required paperwork. This is outlined on the Trip Proposal Flowchart and includes a Trip Proposal Form and Risk Assessment that will assess and note down specific hazards, appropriate staff/pupil ratios, special requirements regarding children with particular learning or medical needs or disabilities, health and safety standards at the proposed venue, first aid provision, access to drink/food/loos and transport. The documentation will be sent to the EVC in the first instance, before being forwarded to the Headteacher to sign off.

For regular weekly timetabled off site visits, the generic risk assessment will be reviewed each term and the lead teacher will refer to the outings checklist of things to take and do. The lead teacher is responsible for reporting to the Head any changes or events en-route or at the venue that might impact on the school's risk assessment for that outing.

There will be a minimum of one fully-trained First Aider on all outings, although the school aims to train all members of staff in first aid.

The lead teacher will be responsible for ensuring the organisation of First Aid equipment, spare clothing, and snacks/drinks, where appropriate.



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The lead teacher will delegate supervisory roles to the other members of staff in the group. They will appoint named children to each member of staff as necessary, who will directly supervise those children at all times, continually risk-assessing and monitoring the children's welfare. They will:

- Line up with their children
- Walk in line with their children (see notes below)
- Get on and off coaches with their children
- Ensure that children's seat belts are fastened

The Lead teacher will be responsible for informing all accompanying adults of the schedule, including arrangements for meeting up again if the groups are separating. In such circumstances, they will have a mobile phone on which they will contact the team leader immediately in the event of an emergency. They will have full knowledge of the school's Missing Child Policy.

The lead teacher will be responsible for keeping a confidential and secure register of children, including details of medical requirements/related emergency action procedures and contact details. The team leader will complete a full headcount at regular intervals e.g. getting on/off coach, rendezvous points. Children from Reception upwards should wear school uniform and high vis vests or sashes, unless on residential trips in an enclosed site.

The adult:child ratios will be appropriate to the year group, as below, with a minimum of 3 adults irrespective of number of pupils.

1:4 for Nursery

1:4 for Pre-Reception

for Reception

1:8 for Reception, Years 1 & 2

1: 10 for Year 3-6 (on residential trips, centre staff can be included)

in-Nursery ratios will apply for coach travel.

Mobile Phones:

The lead teacher and designated teaching assistants will take their mobile phone on school trips. The mobile phones should only be used for maintaining communication with the venue, the school, emergencies, or essential accessing of the internet and maps. In the event that staff use their own mobile phones to call parents, Caller ID should be restricted. Please see the School's Mobile Phone and Electronic Device Policy.

Packed lunches:

Parents whose children are signed up to receive lunch from 'The Little Lunch Co' will be advised to cancel this if trips are departing first thing in the morning, as this usually arrives between 10.30 and 11.00.

Road Safety:



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The school will teach children about road safety through road safety role play resources, visits by local community police and road safety officers, assemblies and circle times, involving children in risk assessment before outings.

First Aid:

A generic First aid bag and individual children's medical supplies to be taken on any trip

Tips for Safe Trips:

Walking along the pavement:

- Adults must be spread out evenly amongst the children so that adult/child ratios are maintained
- All the children must be supervised by members of school staff at all times
- A teacher must always lead the walk, checking regularly the progress of all the walkers and stopping and waiting for anyone to catch up and close gaps
- An appointed adult must always be at the rear of the line
- Adults should always walk on the kerb side of the pavement
- Children should walk in pairs, holding hands with their partner. Children can talk to their partner as they walk but quietly and sensibly enough to be able to continue to look and listen carefully to instructions from adults
- Children must walk and never run
- Children must not overtake one another
- Children must be reminded to keep to the inside of the pavement
- Any parent helpers must NOT be accompanied by younger siblings and must have read the Outings Policy in advance
- Children will be briefed regularly about road safety. Some children need reminding to look where they are going to avoid lampposts, trees or uneven pavements.

Crossing the road:

- The lead teacher should walk the journey beforehand, to inform the risk assessment
- Crossings should be made at zebra or pelican crossings wherever possible, or where there is visibility in all directions
- Avoid Crossing between parked cars
- Keep children back from the edge of the road
- Look and listen before you cross
- Children must be quiet and attentive when crossing a road
- Keep looking and listening for traffic while you cross. Look out for cyclists. Avoid crossing diagonally

Dealing with incidents:

- If a child trips over stop the line in order to help the child up
- If a child is hurt, one adult is to care for the child whilst the remaining adults make sure the rest of the group stops and stays safe
- In the event of any emergency, the School office, Headteacher or Deputy Headteacher should be informed and the Emergency Procedure followed

Transport:



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The school takes out comprehensive travel insurance which covers all trips. Pupils will either travel by coach or minibus, or on public transport. Where pupils are travelling by public transport, higher pupil, adult ratios will be adhered to, with parent volunteers. Children on coaches will always be in their own seat, fastened with a seat belt. A member of staff will always be first on and last off the coach after checking that no children or belongings remain on board. The coach will depart only when every child has been counted and permission for it to leave has been given by the lead teacher. Staff should sit throughout the coach in order to supervise the children during the journey. Coaches fitted with ramps will be used for children who require them. The team leader will ensure that the coach is parked next to the pavement in a safe spot from which staff are positioned to help children off and guide them securely into the venue.

Safeguarding:

Children must be supervised by a member of School staff at all times. At no time must children be left in the sole charge of an external teacher or member of the public.

Garden Visits:

Parents will be requested to put sun-block on their child and send in a clearly labelled sunhat for hot days and appropriate clothing for wet weather, eg Wellingtons and rainwear.

Farm/Zoo Visits and Contact with Animals:

The lead teacher's risk assessment will ensure that if children are given a snack during a farm visit, the eating/drinking area is separate from contact with animals and that good hand-washing facilities are provided. Children must wash their hands after touching animals or plants and before eating, drinking or leaving the farm. Children will receive instruction about Health & Safety from a trained supervisor at the farm.

The school's Infection Control Policy contains further guidance.

Residential Trips

For all residential trips, the group leader will organise a pre-trip meeting with parents and all accompanying staff to outline details of the trip and provide opportunities for questions.

Residential trips will require trip-specific consent forms, containing medical and other important information, which will be shared with the provider.

Venue risk assessments and other relevant information will be saved on the School's Trips folder on SharePoint and all staff should be aware of risks and mitigating factors.

In an emergency, parents are asked to contact a named teacher or Senior leader, who will be monitoring emails until late and will contact the Trip leaders if required.

All members of staff on residential trips have a duty of care to look after pupils 'in loco parentis'. Where appropriate, usually in larger groups, children will be divided into smaller groups and assigned a first point of contact, however all staff members will be aware of every child's needs.

Staff who choose to drink alcohol whilst on residential school trips should remember that:

- The Safeguarding of the children always takes priority.
- The School's Behaviour Policy and Code of Conduct is applicable in any setting in which they are supervising children. The same level of professionalism should be



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adopted on a residential trip as in day to day school life. Punctuality is essential to ensure the smooth running of strips.

- They must be able to respond in an emergency or unforeseen circumstance and may be required to administer First Aid or communicate with parents
- They are role models for pupils

PE Fixtures

The Head of PE & Games is responsible for arranging all PE events and fixtures, completing all the required paperwork and informing parents and staff.

Emergency Procedures on Outings:

In an emergency situation, the lead teacher will be responsible for co-ordinating the group. In such an event, the school will be informed as a matter of urgency. The lead teacher will take control of the group, ensuring everyone is safe and looked after. A teacher will always accompany a casualty to hospital and the lead teacher will be responsible for completing a detailed record of the incident later. The Head will be responsible for notifying parents. No-one will respond to media interest and confidentiality will be maintained.

If there is a serious accident during a school outing, the Head will advise the following agencies:

Health and Safety Executive: (Riddor) 0345 300 9923 within 15 days

Islington Local Safeguarding Board LADO Timur Djavit: 020 7527 8102 within 24 hours

For more information on the school's Emergency Plan, refer to Missing Child Policy and Emergency Response Plan.

This policy has been agreed by the Council of Management and Headteacher and will be reviewed annually.

Useful Contacts:

Islington Road Safety Officer

Contact 020 7527 2547 to arrange a visit to the school

E Mail: road.safety@islington.gov.uk

www.hse.gov.uk/services/education/school-trips.pdf

Directgov travel advice

www.direct.gov.uk/en/TravelAndTransport/index.htm

This Policy was reviewed, amended and agreed by the Council of Management in May 2024. It will be reviewed again in two years' time.

Agreed by: ___Danielle Dufey ___ Chair of the Council of Management