



# The Children's House

## Outings Policy

ISI Code: 14d

This policy should be reviewed biennially and as required by legislation.		
Action	Reviewer	Date
Review	KO	Feb 2020
Approved by Chair of COM	DB	Feb 2020
Date for next internal review		Feb 2022

Reviewed policy published on:	
Website	✓
Portal	✓
Dropbox	✓



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## OUTINGS POLICY

### **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 to the Almorah gardens, King Henry's Walk community garden and Queensbridge Leisure Centre soft play from the Nursery, and King Henry's Walk community garden from the Upper School. Parents will be informed separately about educational visits which do not form part of the regular timetable, via the Important Dates for Your Diary list in hard-copy and on the parent portal of the school website. Reminder emails and hard-copy letters from the School Administrator are sent to parents several days/the day 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 and 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 carrying out a written risk assessment on the school's pro-forma. This will include specific hazards, appropriate staff/pupil ratios, any 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, transport. The risk assessment will be signed off by the Headteacher.

For regular weekly timetabled outings, 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.

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

The lead teacher will delegate supervisory roles to the other members of staff in the group. She/he will appoint named children to each member of staff as necessary. Members of staff 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
- Put their children's seat belts on and sit with their children



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Staff will be advised by the lead teacher of the schedule, including arrangements for meeting up again if the groups are separating. In such circumstances, they will have a school mobile phone and will contact the team leader immediately in the event of an emergency. They will have full knowledge and regard to the school's Missing Child Policy.

The lead teacher will be responsible for keeping confidential and secure a full 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. On outings which do not include the King Henry's Walk or Almorah gardens, all children will have some form of identification e.g. badges/sashes/high visibility vests.

The adult:child ratios will be appropriate to the outing and no less than:

**1:2 for 2½ - 3 year-olds**

**1:3 for Morning and Full Day Nursery children**

**1:4 for Reception**

**1:6 for Year 1**

**1:8 for Year 2**

For Nursery visits to the Almorah Garden, King Henry's Walk Community Garden, Queensbridge Leisure Centre or New River Children's Centre, in-Nursery ratios will apply as we travel by coach.

## **Mobile Phones:**

The lead teacher and designated teaching assistants can take a school mobile phone on a school trip. The mobile phones can only be used for maintaining communication with the school and for use in an emergency. In special circumstances such as a long-distance outing, the lead teacher might be given permission (by the Head) to carry a personal mobile phone with access to the internet and maps.

## **Road Safety:**

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.

## **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 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



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- 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
- Remind children about road safety at all times. Some children need reminding to look where they are going when lampposts, trees or uneven pavements approach!

## **Crossing the road:**

- The lead teacher must always walk the journey beforehand as part of a risk assessment
- Find a safe place to cross, using a zebra or pelican crossing wherever possible, otherwise choose a place where you can see clearly in all directions
- Avoid crossing between parked cars
- Keep 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. Do not walk diagonally across the road

## **How to deal with any incidents:**

- If a child trips over stop the line behind you and help the child up again
- 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
- First aid bag and individual children's medical supplies to be taken on any trip
- The teacher will take a mobile phone and emergency contact details for the school site
- In the event of any emergency, Kate Orange or Salima Keshavjee must be informed immediately. The school has an Emergency Procedure which must be followed

## **Transport:**

The school will use its regular coach company. Drivers are police checked. Each child will have his or her own seat and 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 will 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 and that staff are positioned to help children off and guide them securely into the venue.

## **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-



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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 issues from a trained supervisor at the farm. The school's Infection Control Policy contains further guidance.

## **Emergency Procedures on Outings:**

The lead teacher will be responsible for co-ordinating the group in an appropriate response, should an emergency occur. 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. The lead teacher will be responsible later for completing a detailed record of the incident. 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](mailto:road.safety@islington.gov.uk)

[www.hse.gov.uk/services/education/school-trips.pdf](http://www.hse.gov.uk/services/education/school-trips.pdf)

### **Directgov travel advice**

[www.direct.gov.uk/en/TravelAndTransport/index.htm](http://www.direct.gov.uk/en/TravelAndTransport/index.htm)

This Policy was reviewed, amended and agreed by the Council of Management in March 2020. It will be reviewed again in two years' time.

Agreed by: \_\_\_ Dawn Brindle \_\_\_ Chair of the Council of Management