



Longwood

School and Nursery

“Longwoodese – A Language We All Speak”

Promoting

- Enthusiasm
- Experience
- Expertise
- Emotional Intelligence and Wellbeing
- Environment

Outings Procedure

Agreed: July 2017

Latest review: Nov 2020 by C May

Next review due: Dec 2022

The class teacher, nursery supervisor or holiday scheme supervisor can plan an outing for their class or group; they are the responsible member of staff for the health and safety of their children and act as the Group Leader. They are to appoint a Deputy Group Leader, who is also responsible. The Group Leader is to liaise with the headteacher or nursery manager to ensure that it is clear:

- who is going on the outing
- the purpose of the visit and the specific educational objectives
- the places to be visited
- the dates and times of the outing
- a transport arrangement request
- details of any hazardous activity and the associated planning
- organisation and staffing
- names and responsibilities of other adults accompanying the party.

Risk assessment(s) are to be sought from the place to be visited.

Public Liability insurance details (Policy Number, Company and cover dates) must be obtained by the Group Leader or headteacher from the place being visited.

The Group Leader is to try to organise a pre-visit to the place being visited, in order to undertake a hazard and risk assessment. The Group Leader is to write an additional risk assessment and precautions taken to minimise any risks if this is necessary. The assessment must be shared with all adults attending the outing. Many venues also provide their own risk assessments for schools.

The Longwood School generic “Risk Assessment for Outings” should also be adhered to. This document is constantly being revised, so it is important to use the most recent version.

Hazardous activities include (but not limited to) – walking near busy or city streets; walking in crowded areas; being near water; touching farm animals, birds or reptiles; climbing etc.

The Group Leader must think who is at risk from any hazard and list existing controls or note where the information may be found e.g. ensure sufficient supervision, undertake exploratory visit, and provide clear guidance to pupils.

The Group Leader must think how to cope with the hazards which are not currently or fully controlled.

The Group Leader is to take a copy of each parent’s consent form on the outing, which states details of each child’s medical information and declaration. Alternatively, the emergency information for the children in a class can be printed from the school database.

The Group Leader is to know how to make contact with the school in case of an emergency. Staff at the school are responsible for contacting parents.

Continual monitoring of hazards throughout the visit must be undertaken by the Group Leader.

Children are to be told how to conduct themselves and what to do if they get lost or into difficulties. Each child is to wear a wrist tag, with our school contact information detailed.

Each member of staff and other accompanying adults may have responsibility for a small group of children. The accompanying first-aider will carry medications as individuals in the group require and an emergency first aid kit, although older children (KS2) learn to manage conditions by carrying their own inhaler or epipen.

Coaches used for an outing must be fitted with seatbelts. Longwood School will check that the coach company being used has adequate insurance and that the drivers are suitably vetted (DBS checks).

Before leaving on a day trip, the total number of children must be totalled by the Group Leader or Deputy inside the building and then re-counted once aboard the coach before departing. Throughout the outing, the number of children must be counted by the designated responsible member of staff in their smaller groups. When all staff and children are seated on the coach for the return journey they are counted by the Group Leader or Deputy and finally counted again once back at School. Staff are to check that no items of personal property have been left on the coach.

All parents are asked to provide a nutritious and healthy packed lunch and 2 carton drinks for their child in a disposable carrier bag for the day trip. Children are to wear School uniform unless requested otherwise by the Group Leader. Parents are asked to supply a change of clothes (if necessary), wellington boots, etc, which their child will need for the day.

Each member of staff will remind children to look after all the items relating to the children in their designated group. However, all pupils should be encouraged to take responsibility for their own property, especially in KS2.

If the Group Leader or Deputy is absent due to sickness on the day of the outing, permission to continue with the outing must then be sought from the head teacher.

Children are to stay out of water and enter neither swimming nor paddling pools, unless permission from the headteacher has been specifically sought for this activity and risk assessments carried out.

A qualified First Aider must attend the outing with an outing First Aid bag.

Farm / animal / bird / insect / reptile visits - Safety rules - Never let pupils:

1. place their faces against the animals or put their hands in their own mouths after feeding the animals;
2. eat until they have washed their hands;
3. sample any animal foodstuffs;
4. drink from taps, other than designated public facilities;
5. ride on tractors or other machines which are not designated for that purpose
6. play in the farm area unless it has been designated for play

Ratios

The group Leader is responsible for setting the ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

gender, age and ability of group; pupils with special educational or medical needs; nature of activities; experience of adults in off-site supervision; duration and nature of journey; competence of staff; requirements of the location to be visited; competence and behaviour of pupils; first aid cover.

In normal circumstances, as a general guide the ratio should be:

1 adult for every 8 pupils in school years 1-2, with a higher ratio for Foundation Stage classes, and 1 adult for every 10-15 pupils in school years 3 to 6.

NB Some venues insist upon higher ratios.

Trips Abroad

Parents must obtain individual insurance which covers their child for the trip whilst travelling without parents/family. Confirmation of the insurance details must be obtained by the Group Leader. Alternatively, it may be the case that the school's insurance is adequate.