



Visits and Outings Policy

Reviewed by the Proprietor, September 2018

Introduction

As part of their learning and development, children at the school undertake a range of local outings including walks and visits to external sites. Permission is always sought for your child to be included in such outings. All outing and visits are planned to complement, enhance, and extend learning opportunities for children.

The following guidelines will be followed on all outings from the school:

- The location or venue will be researched and their risk assessments will be downloaded and reviewed as applicable.
- The 'Trip Leader' will carry out a school risk assessment of the journey/location/venue before the outing to assure that all risk factors are accounted for. This ensures that the chosen location/venue is appropriate for the age, stage and development of the children. The risk assessment will include details of:
 - The designated person in charge, supporting staff and volunteers
 - Location of the visit
 - The number of children
 - Ratio of staff to children
 - Method of transportation and travel arrangements (including the route)
 - Financial arrangements
 - Emergency procedures
 - The names of first aiders
 - Learning intentions and links to EYFS/Maternelle
- Written permission will then be obtained from parents
- Appropriate staffing and volunteers will be acquired
- At least half of the adults attending the trip will have valid and current pediatric first aid training
- A fully stocked first aid box will always be taken along with any special medication, equipment, and Health Care Plans
- A 'Trip checklist' will be completed before the outing. The information recorded includes
 - The names of people attending the trip
 - The destination

- Departure/arrival times, health and safety checklists, permissions, child/seat allocation lists
- Parent and school contact details will be added to the outing bag
- A fully charged school mobile phone will be taken as a means of emergency contact
- Parent's will be informed that they cannot use their mobile phones during trip
- The children and staff must wear high visibility vests that state the schools name and telephone number
- Regular headcounts will be carried out and logged throughout the outing in 15 minute intervals
- In the event of an accident, staff will administer first aid, assess the severity of the situation, and notify the office. They will help them decide whether to continue with the trip, cancel or call for medical assistance.
- In the event of medical assistance being required, staff will call for an ambulance and give their location. The child's parents will immediately be notified, followed by the school office. One member of staff will accompany the child to the hospital, and the rest of the group will return to the school.
- In the event of a missing child, staff will gather all the children and perform a headcount to ensure that they are all present. They will then allocate the appropriate members of staff to search for the missing child for 15 minutes. If not found, they will immediately call the police and inform them of their location and the name and description of the child. They will then notify the **Proprietor, Maria Frost**, who will in turn notify the parents.

Use of transportation

The school regularly arranges transport for outings. When planning trips or outings using vehicles, documentation of the vehicles (licenses, MOT certificates and business use insurance) and drivers will be acquired and photocopied. The following guidelines must be adhered to:

- Arrangements for transporting children will be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.
- Permission slips will state what mode of transport is being used.

- All vehicles used will be properly licensed, inspected and maintained by the relevant bodies.
- All vehicles used will be fitted to the supplier's instructions with sufficient numbers of safety restraints appropriate to the age/weight of the children carried in the vehicle (mini buses/coaches must be fitted with 3-point seat belts).
- When using a mini bus, checks will be made to ensure that the driver is over 21 years of age and holds a P.V.C. driving license which entitles the driver to transport up to 16 passengers.
- Maximum seating arrangements must not be exceeded.
- No child will be left in a vehicle unattended.
- Extra care will be taken when boarding and disembarking a vehicle.
- The vehicle must be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment.

Lost child procedure

In the event of a child being lost, the following procedure will be followed:

- In the event of a missing child, gather all the children and perform a headcount to ensure that they are all present.
- Once this is done allocate the appropriate members of staff to search for the missing child for 15 minutes.
- If not found, immediately call the police and inform them of your location, the name and description of the child, your school mobile number and the school office number.
- Follow the instructions given by the police.
- Once you have finished the call immediately call the **Proprietor** who will in turn notify the parents.
- Remain at your location and wait for the police to arrive.

All incidents or accidents that occur must be recorded in writing.

Ofsted will be contacted and informed accordingly.

Review Date : August 2019