



Trips & Visits Policy

As part of our curriculum the children are taken for local walks, visits and trips, off the premises and these are considered compulsory for all children at the school. Permission will be sought for all children to be included in such outings.

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TRIPS & VISITS POLICY

As part of our curriculum the children are taken for local walks, visits and trips, off the premises. Permission will be sought for all children to be included in such outings. All children are expected to fully participate in trips and visits unless explicit exception to participate in particular trips is sought from the Headteacher beforehand.

Parents/carers will be informed in writing of any visits or outings and transportation involved. They will be asked to sign a consent form each time such an outing takes place.

For local outings (for example, walk in the local area) we ask that the parents/ carers give their consent for the trips by a consent form. Where possible, staff will let parents/carers know in advance that their children will be attending a local walk/trip.

A risk assessment will be carried out for each outing and staff will follow the specific procedures outlined below:

1. Advise parents on the equipment needed for the trips, i.e. coats, rucksacks, packed lunch, etc.
2. Operate an adult ratio of related to the age group. Each adult will assume responsibility for the same children throughout the trip.
3. Provide a designated person in charge, normally a senior staff member and a designated First Aider.
4. In case of a child going missing the Lost/Missing Child Procedure will be followed.

The staff members will:

1. Ensure the staff to children ratio is maintained at all times.
2. Take a list of the children/ register with them.
3. Take a first aid kit.
4. Take a mobile phone and contact number for staff and children.
5. Take anything else deemed necessary for the comfort of the trip.
6. Contact the school if there are any changes to the schedule or timings of the trip.
7. Ensure all children have contact details of the school.
8. Take the register of children attending the trip before setting off and before departure.
9. Take head counts as deemed necessary throughout the trip.
10. Make provisions for children with learning difficulties and/or disabilities, and those speaking English as an additional language ensuring that their individual needs and safety are properly met whilst on the outing, e.g. by obtaining specific words in their first language, the use of pictures, photographs or signs to enhance their experience whilst on the trip.

11. Ensure that parents who wish to participate in visits or trips are advised of the outing and complete any necessary paperwork well in advance, parents are taken on trips on a first-come basis. A maximum of two parents per class/trip are accommodated.
12. Ensure any incident or accident that occurs on the outing is recorded in writing and parents are informed.
13. Inform Ofsted and/or Local Health and Safety Executive of any serious incident or accidents.
14. Follow the school's code of conduct and maintain the school's high standards of care and professionalism whilst on outing and trips.

USE OF VEHICLES FOR OUTINGS

When planning a trip or outing, using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance will be checked by the Head teacher.

If a vehicle is used for outings the following procedure will be followed:

- Ensure written consent has been obtained for all children from parents/carers.
- Ensure vehicles are fitted with seatbelts, child seats, booster seats and air bags are correctly used.
- Ensure the maximum seating is not exceeded.
- All children will be accompanied by the staff members.
- No child will be left in the vehicle unattended.
- Care will be taken when leaving vehicles. Where possible, vehicles should be parked away from busy roads; children should enter and exit the vehicle on the pavement side.

PROCEDURE TO FOLLOW FOR ALL OUTINGS

The staff member in charge of the outing will:

- Carry out risk assessment of the destination in advance of the trip. Should this be a destination that is frequently visited (e.g. local playground), staff will complete risk assessment once a year but be mindful of any safety concerns on every visit and update the risk assessment as appropriate. The risk assessment must be counter signed by the Head teacher before the outing commences.
- Ensure an outing checklist has been completed before commencing the journey.
- Groups should be led by the designated person in charge of the outing.
- Plan a safe walking route to the destination using approved pedestrian crossings.
- Ensure that each adult maintains a constant vigilance whilst at the destination, in particular keeping sight of the children for whom they are responsible.
- Outings will take place, so long as sufficient number of staff remain on school premises to maintain required adult to child ratios.

LINKED POLICIES

Missing Child Policy

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APPROVED BY: ALIMUDDIN SHAIKH (HEADTEACHER)

