



Heathside Preparatory School

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HEALTH AND SAFETY OF CHILDREN ON SCHOOL OUTINGS (UPDATED OCT 2009)

School excursions and outings are an important part of children's learning offering them experiences which cannot be had within the classroom. However, we recognise that it is important to plan trips carefully, and put safety procedures and measures in place to ensure that risks are minimised. The following note sets out the steps that Heathside School takes to ensure all its pupils are safe during school outings. The policy was developed in line with the DCSF guidance, Health and Safety of Pupils on Educational Visits (1998).

Supervision and parental consent

- Written permission are obtained from parents before any school outing, in the form of signed consent forms
- Parents will be informed of:
 - travel times there and back, and of pick up and drop off points
 - a contact name and number for the visits venue
 - the contact name and number of the group leader (for example, the Head teacher)
 - mode of travel
- A group leader will be in charge overall of the trip
- Supervision of the children during an outing is at the recommended ratio of at least 1 adult to 10 pupils for older pupils and 1 adult to 6 for years 1-3.
- Non-staff adults who are helping supervise on the visit will be vetted. The suitability of potential supervisors should be assessed by the group leader and the head teachers at an early stage of the planning process. If a supervisor does not have a CRB check they are never left alone with the children.
- A first aid kit and a trained first aider will attend every outing
- There is adequate insurance for every trip
- The group leader and supervisors carry copies of the agreed emergency procedures
- The group leader and group supervisors have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin.
- Head counts are conducted regularly and always upon arrival and departure from a venue.

Planning the trip

The head teachers are responsible for planning the trip. This can also be done by a member of staff if the head teachers are satisfied that he/she is competent.

A risk assessment will be done by the group leader. The risk assessment will ask the following questions:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The risk assessment will be shared with all teachers/supervisors. Note that frequent visits to local venues such as swimming pools will not have a risk assessment every time.

Coaches and buses to transport the children are always hired from reputable companies, that are known to us. Pupils will be talked through how to keep themselves safe and avoid risks before every trip. For example, they will be reminded to use the Green Cross Code if they have to cross roads, not to run, not to stray from the group and to tell a teacher if they feel unwell.

Visits abroad

Heathside School organises trips to France for its older pupils, which are hugely rewarding and an important part of the learning process.

Parental consent is obtained from parents for any residential trip or trip abroad. Parents are also given the opportunity to meet the teachers and others who will be taking the pupils overseas. Full details of the visit are retained at school including the itinerary and contact telephone number/address of the group; a list of group members and their details; contact names, addresses, telephone numbers of the parents and next of kin; copies of parental consent forms; and insurance documents.

Pupils and teachers/supervisors will be fully briefed on health and safety procedures before departure. The pupils on the trip are told exactly what to do in case of any problem or emergency.

Non-staff supervisors accompanying pupils on a residential trip or a trip abroad will be vetted by the group leader and head teachers.

Pupils with special needs

Every effort is made to include pupils with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Additional teachers and supervisors will be assigned to ensure that child enjoys the day as much as everyone else.

Emergency Procedures

In an emergency the Group Leader takes charge and will notify the police if necessary. Parents will be contacted as soon as possible by either the group leader or a head teacher.

The Group Leader will notify the school and parents of the nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom). They are also responsible for writing up the subsequent accident report.