

## SCHOOL OUTINGS

### Introduction

1. School outings form an important part of the school curriculum and are designed to stimulate the intellectual, moral, spiritual and physical development of the pupils. They may include short visits to premises close to the school, visits further afield to outdoor centres or other schools, evening trips and charitable events.
2. Preparation and planning are the key to a successful and safe school outing.

### Associated Hazards

3. The following are associated hazards:
  - (a) unsuitable outings and activities;
  - (b) unsuitable transport arrangements;
  - (c) poor discipline;
  - (d) medical emergencies;
  - (e) lost or missing child (please refer to the policy of the same name for further details).

### Procedure

4. The following procedure applies to all outings:
  - (a) a pre-outing visit to the venue must take place to assess all health and safety issues;
  - (b) a full, written risk assessment which covers all aspects of the outing must be carried out;
  - (c) a letter to parents which sets out full details of the outing and contains a permission slip must be prepared and submitted to the Headmistress (or the Deputy Head in her absence) for approval prior to distribution;
  - (d) a pupil's permission slip must be completely filled in and returned to the school before he or she can be permitted to participate in the outing;
  - (e) a list of all pupils taking part in the outing must be provided to the Office Manager prior to departure;
  - (f) all pupils must be given sufficient, firm instruction on behaviour, procedures etc. for the journey and while on site to ensure that the outing is conducted in a quiet, disciplined and safe manner. It is the responsibility of ALL accompanying members of staff to ensure that this point is adhered to throughout the outing;
  - (g) pupils must be properly prepared for the outing and all medical needs catered for. Inhalers and other medication must be carried at all times;

- (h) all participating adults who are to have sole supervision of pupils should be in possession of a current DBS check which has been approved by the Headmistress prior to the outing;
- (i) all participating adults who are not members of school staff must recognise and accept that they owe a duty of care towards the pupils and agree to be bound by the terms of this policy;
- (j) appropriate first aid equipment must be carried by the party and relevant staff must have a Paediatric First Aid qualification;
- (k) it is the responsibility of participating staff to ensure that they take with them a complete list of emergency contact numbers for all the children and adults involved in the visit, as well as written permission from the parents to enable emergency medical treatment to be given, if necessary. They must also take at least one working mobile telephone belonging to the school; personal mobile telephones must not be used for school business;
- (l) all participating adults must provide adequate supervision and take all reasonable steps to safeguard the health and welfare of the pupils having regard to:
  - (i) the pupils' age, sex and ability;
  - (ii) the number of pupils involved;
  - (iii) pupils with medical needs;
  - (iv) pupils with special dietary needs;
  - (v) pupils' previous experiences of being away from school/home and of the activities involved;
  - (vi) the degree of responsibility & discipline shown by the group;
  - (vii) the type of visit and the nature of the activities involved;
  - (viii) the amount of risk;
  - (ix) the location and travel arrangements;
  - (x) the time of year;
  - (xi) the experience and quality of the supervisory staff available;
  - (xii) the requirements of the organisation or location to be visited;
  - (xiii) first aid cover.

13. In accordance with the Prevent Strategy, participating staff must be mindful of the threat posed to the children by adults during the outing.

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