



## **Safeguarding and Promoting the Health and Safety of Pupils on Activities Outside the School**

This policy has regard to DFE guidance Health and safety: advice on legal duties and powers  
For local authorities, school leaders, school staff and governing bodies (2014)

### **Policy statement**

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Watchorn Christian School ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of, and follow the procedures as laid out below. The head teacher is the appointed out-of-school visits co-ordinator responsible for ensuring that all correct procedures are followed and precautions taken.

### **Procedures**

#### **Consent**

- We ask parents to sign a general consent on registration, for their children to be taken out on local short outings as a part of the daily activities of school life. This general consent details the venues used for daily activities.
- We always ask parents to sign specific consent forms before major outings; and the risks are assessed before the outing takes place.
- Staff should obtain the head teachers' approval before planning any visits/trips
- Parents are made aware of where their children are at all times, via text or letter a day in advance.
- If the school let parents know on the day, that children are going on a local trip; parents must reply with acknowledgement that they are aware of their child's location.

#### **Risk assessments**

- Any written outing risk assessments are made available for parents to see.
- A preliminary visit should always be made to assess educational activities and potential hazards, unless the destination has been visited recently. A comprehensive risk assessment by the group leader should be completed prior to any visit.

- Risk assessments should then be carried out on hazards identified and appropriate control measures introduced. Any significant findings should be recorded. Ask for the venue's own risk assessment too.
- Evaluate completed visits and keep a record for future reference.
- Ongoing risk assessment is essential to take account of new dangers which may emerge.
- Careful briefing of the children is essential so that they know the purpose of the visit, difficult conditions likely to be encountered and the action/behaviour required of them during the visit.
- The needs of SEN pupils should be taken into account when planning an activity or visit and a higher adult: child ratio may be required.
- When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the schools will make sure that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004

### **Staffing ratios:**

- The level of supervision must realistically reflect the purpose and nature of the trip and the age and maturity of the pupils with sufficient adult help to allow for emergencies and the possibility that an adult may need to be detached from the main party.
- It is recommended that a ratio of at least 1:10 for Years 4–6 and 1:6 for the younger children in Years 1–3 is used as a guide.
- Foundation Stage should have a higher ratio than Years 1–3, the school usually uses the ratio of 2 children per adult.
- Provision in school will be made for any child whose parents refuse to allow him or her to take part in an offsite visit.
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Each supervisor should be given a full class list with the group for which he/she is responsible for clearly marked. They will also carry emergency contacts and medical information for the children they are supervising. The party leader must explain clearly to all adult supervisors what their responsibilities are.
- Parents who accompany us on outings are responsible for their own child only. Where parents have undergone vetting with us as volunteers, they may be included in the adult to child ratio and have children allocated to them.
- Unsupervised access to children by parents or volunteers who do not have an enhanced DBS check is not permitted.
- The head teacher must be satisfied that any accompanying adults who are not teachers are sufficiently experienced to undertake supervisory duties.
- Regular head counts should take place, including before departure from the venue.

**First Aid and medical needs:**

The leader must ensure that all accompanying adults are aware of emergency procedures. The leader is responsible for taking the First Aid kit from the office and checking that the contents are complete. A list of contents will be found inside the box, and if any of the equipment is used, the teacher is responsible for its replacement on return to school. Leaders should also be sure that inhalers are taken for any asthmatic members of the party, and any other medication required, especially medication for those children at risk of anaphylactic reaction. Parents are requested when completing medical forms to give permission for emergency medical treatment if the parents cannot be contacted. Care should be taken to ensure that any medical protocol extends to the differing circumstances of the activity or visit.

First Aid should form part of a risk assessment. For visits involving children in the EYFS, there must be at least one person who has a current paediatric first aid certificate.

**Record of the trip**

- Outings are recorded in an outings record book kept at school, stating:
- The date and time of the outing.
- The venue and mode of transport used.
- The names of the staff members assigned to each of the children.
- The time of return.

**Expectations and behaviour of children**

- The party leader must explain to the children which adult is in charge of their group.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.
- Pupils should be fully informed about all aspects of the activity or visit and should be aware of what is expected of them and how they should behave.
- The children will be made aware of specific 'meeting points' for lunch etc. and where to go if they get lost or lose their group.
- Children will be expected to behave in the same manner as they do in school, similar sanctions will be applied for bad behaviour.

**Child safety**

A letter will be provided to parents prior to the trip detailing the items their child will need in order to be safe on the trip. This may include:

- Warm, appropriate clothing and footwear.
- A sun hat if needed.
- Sun cream applied prior to the trip and packed in the child's bag.

- Water and a packed lunch if necessary.
- Money

School uniform should be worn for visits in order to quickly identify the children. Hi-vis vests may be worn depending on the type of activity.

We provide children with badges to wear that contain the name and school telephone number – **but not the name of the child.**

### **Missing Child**

If a child goes missing, a whistle is blown by the group leader to signal an emergency and gather the groups together. Children stand with their designated person and a register/head count is taken. One member of staff searches the immediate vicinity and notifies the venue's security team so that a full search of the venue can be carried out. The lead member of staff phones the school and the police. The School will contact the child's parents. The head teacher or Secretary will go to the venue and be the point of contact for the police and the venue.

Staff will take the rest of the children back to school. The head teacher will inform the Chair of Governors. The incident is reported under RIDDOR arrangements and is recorded on an Incident Reporting Form. Our insurance company is informed.

A full investigation will be carried out and an incident report written, detailing:

- the date and time of the incident
- the staff and children on the trip
- when the child was last seen
- what has taken place since then
- the time it is estimated that the child went missing

For more information please see the *Missing Child Policy*.

### **Emergency Arrangements**

In the event of an accident, the school must be informed as soon as possible, so that any necessary arrangements can be made and parents informed. The school should have the address and phone number of the venue and have a contact name. Group leaders and supervisors should have a copy of agreed emergency procedures, 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.

**Contingency plan for delays** are as follows:

- Breakdown: phone office with details, office will telephone parents, buy hot drinks/food for children and adults if appropriate.
- Crash: phone office with details, head teacher to go to site of accident if feasible, otherwise to hospital if appropriate, office to phone parents to make arrangements for collection of children.
- Delay: phone office with details, office to phone parents.

•Injury/Accident: phone office with details, head teacher to phone parents with details, call ambulance if necessary, member of staff to escort child to hospital.

•Incident: phone office with details, office team to phone parents with details, school to contact appropriate counselling services if needed In the event of an incident attracting the attention of the media, any release of information will be undertaken by the head teacher. The head teacher will advise on protecting staff and participants from the attention of the media. Under no circumstances are statements purporting to represent the official view of the school to be entered into with the media, the police or any other enforcing authority. Staff, if questioned, should be polite but firm and state "sorry, no comment" and refer any enquiries to the head teacher.

A whistle should be included in the pack for each group leader, and in the event of any emergency, this will be blown for immediate attention from all members of the party. If appropriate, an assistant will be sent to collect other groups so that the whole party is assembled together and a register is taken.

### **Essential Equipment**

Trip leaders will ensure that the following equipment is taken on all visits:

- First aid kit and whistles (bucket for travel sickness).
- Lists of children, with emergency contacts and medical requirements.
- Any medication required
- Emergency cash for telephone and taxi
- Mobile telephone
- School details and contact information for all children to wear on a badge.
- Accident book and copy of *Missing Child Policy*
- Spare water in case of emergency
- Spare pants/nappies depending on the age range of the children

The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.

### **Transport checklist**

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We ensure that seat belts are worn whilst travelling in vehicles and that booster seats and child safety seats are used as appropriate to the age of the child and vehicle.
- As a precaution, we ensure that children do not eat when travelling in vehicles.
- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.
- Parents will always be informed when it is intended to use private transport to convey their children.

- Obtain consent for the transporting of pupils in the private vehicle of an adult.
- Ensure that the vehicle is road worthy and has full insurance to carry passengers of this nature.

**Review:**

This policy will be reviewed by the head teacher and the governors every two years or earlier if needed.

This policy was adopted by Watchorn Christian School.

On\_\_\_\_\_

Date to be reviewed\_\_\_\_\_

Signed on behalf of the provider\_\_\_\_\_

Name of signatory\_\_\_\_\_

Role of signatory (e.g. chair, director or owner)\_\_\_\_\_