

## OFF-SITE VISITS AND OUTINGS

**The Headteacher, Staff and Governors of Greatstone Primary School and Nursery believe that Educational Visits and outings play an important and enriching role in the programme of activities that are provided for children. However, during such events, the safety of children remains paramount.**

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination in order to assess any potential difficulties.

The Class Teacher responsible for the visit will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Class Teacher will write to the venue requesting all relevant information and a risk assessment statement where available.

The School or Nursery will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution. An explanation of any potential safety hazards will be given and Staff will explain to children what to do in an emergency, including designating a suitable meeting point as appropriate.

### Parental Consent

A letter will be sent to parents/carers giving them detailed information about the proposed visit. This will include a full programme of activities, details of any costs, an outline of any journey involved and the mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for all off-site visits and outings. The Nursery Contract contains a section for parents to sign giving permission for outings in the local vicinity. Parent/Carers have the absolute right to withhold consent for a proposed visit or outing.

Any child who does not have a signed consent form will not be allowed to participate.

### During Visits & Outings

- On visits or outings, the staff- child ratio will be appropriate to the age range and type of activity.
- Children will remain under close supervision at all times.
- The Class Teacher or designated Leader will ensure that a full First Aid kit is on hand.
- Two designated members of staff will keep mobile phones with them at all times. These numbers will be left at the School and /or Nursery in case of an emergency.
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left in the school office (if visit takes place during school opening hours).

### Staff Procedures for Local Visits

Children may be taken out on local visits to the Post Office, the local shops, the beach, etc. There is a specific permission slip that parents sign giving permission for the children to leave the premises for such visits incorporated in the Nursery Contract or signed on entry to the School. Outings that would involve transport require specific permission slips.

All members of staff involved in the supervision of such outings are to ensure the following:

- A risk assessment form is completed, signed by the Headteacher and filed in the School or Nursery Office as appropriate
- Children are wearing clothing suitable for the weather
- A First Aid Kit is taken
- Any medication, which may be needed, for particular children is taken
- A mobile phone is taken
- One member of staff is always at the front and that no child is allowed to walk in front of this member of staff
- The children are encouraged to walk in pairs
- Each time a road is crossed, the leader will wait for the staff member at the back to confirm they are ready to cross
- The party leader and all staff will regularly check the number of children to ensure that no child is lost
- The register and list of children will accompany the children at all times
- An approximate time is given for their return.

### **Lost Children**

In the event of a lost child, The Lost Child Policy will come into use along with the following:

- Children will be gathered together and monitored by staff according to the ratio policy, whilst other members of staff search for the child.
- The Headteacher or Nursery Manager will be informed as appropriate. A member of Staff may be designated to join the search
- Depending on the circumstances (distance from School, staff availability etc.) children will be returned to the School site
- The Headteacher will determine the appropriate time to notify parents/carers and/or the Police

## **STAFF PROCEDURES FOR NON-RESIDENTIAL EDUCATIONAL VISITS**

1. Obtain preliminary agreement for visit from Head Teacher.
2. Appoint overall group leader and deputy.
3. Complete visit planning and application form.
4. Complete risk assessment form.
5. Get written visit approval from Head Teacher.
6. Ensure parent permission forms have been completed.
7. Ensure Group Supervisors and Head Teacher has details of :
  - Timetable for the day.
  - Emergency procedures.
  - Any medical needs of children in their group.
8. Before leaving school check that you have all necessary medication, first aid box, phone and contact numbers.
9. After returning from visit complete an evaluation form.

**Appendix EV1**

**EDUCATIONAL VISIT PLANNING AND APPLICATION FORM**

**Group Leader:**

**Purpose of visit:**

**Place(s) to be visited:**

**Date of visit:**

**Time of departure:**

**Time of return:**

**Transport arrangements:**

Proposed cost of the visit:

Transport .....

Admission ....

Other .....

Total:

Proposed cost per child:

**Names of other staff accompanying the party:**

**Names of other adults accompanying the party:**

**Insurance Cover:**

All children, staff and volunteer helpers are insured against Personal Accident and Travel Accident. Details of the relevant policies are available from the School Office.

All staff and volunteer helpers using their own vehicles must be appropriately insured when on authorised School business. Authorisation must be obtained from the Head Teacher.

**Existing knowledge of place(s) to be visited and whether an exploratory visit is intended.**

**Size and Composition of Party:**

Age Group(s) involved \_\_\_\_\_

Number of Children \_\_\_\_\_

Number of boys \_\_\_\_\_

Number of girls \_\_\_\_\_

**ADULT TO CHILDREN RATIO** 1 :

**Emergency Procedures:**

School Phone Number 01797 363916

The Group Leader will carry a phone at all times.

**Group Leader's Number** .....

All adult supervisors to carry a whistle to attract attention or call for assistance. (Most will also carry a phone.)

**Names of Children with Medical or Other Special Needs.**

Name	Requirements

Signed ..... Date .....



**PARENT CONSENT FORM FOR SCHOOL VISIT**

*Details of Visit*

Place(s) of Visit: .....  
Purpose of Visit: .....  
Appropriate Clothing: .....  
Date: ..... Method of transport: .....  
Time of departure: ..... Time of return: .....

*Medical Information*

Please give details of any medication that will need to be taken on the visit and how it should be administered:

Name of Medication: .....  
Dose: ..... Frequency: .....  
Any other information: .....  
.....

*Consent*

I give my permission for ..... to go on the school visit as detailed above.

I also give my consent, in the case of an emergency, for him/her to receive medication and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present.

Signed ..... mother/father/ guardian

Name ..... Date.....

**Appendix EV4**

GREATSTONE PRIMARY SCHOOL

**PARENT TRANSPORT CONSENT FORM**

I give my permission for ..... to be transported to and/or from school for the attached school visit using staff/parents' cars.

I understand that my child will be wearing a seat belt and that all cars will be covered fully comprehensively under the school's insurance policy.

Signed ..... mother/father/guardian

Name ..... Date .....

**Appendix EV5**

GREATSTONE PRIMARY SCHOOL

**TRANSPORT INFORMATION**

To be completed by team leader when staff/parents cars are being used to transport children.

Team Leader:

Visit To:

Date:

Driver	Passengers	Driver's Form Returned

**HEADTEACHER'S CONFIRMATION OF VISIT**

Visit To:

Date:

To

I have studied your application and risk assessment form and am satisfied with all aspects of the proposed visit including, planning, organisation and staffing.

**APPROVAL IS GIVEN**

Please ensure that I have a copy of any further information that you may provide to group supervisors ie timetable or emergency procedures and that an evaluation form is completed within 10 working days of the visit.

Signed: .....  
Headteacher

Date.....

**EDUCATIONAL VISIT EVALUATION FORM**

Place(s) of Visit: .....

Age of Children ..... Number of Children .....

Group Leader ..... Date of Visit: .....

TRANSPORT:

	Suitability	Helpfulness	Other Comments
Journey To Visit			
Journey Home			

AT THE PLACE OF VISIT:

	Out Of 10	Comments
Safety and Security		
Facilities/Amenities		
Activities		
Appropriateness		
Helpfulness of Staff		
Revisit Possibilities		
Other		

Signed ..... Date .....