



Nancy Reuben Primary School

# **Educational Outings and Visits Policy**

## **September 2017**

## **Policy statement**

Children benefit from being taken out of school to go on visits or trips to a variety of different suitable venues for activities which enhance their learning experiences. All teachers are made aware that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

## **Events Co-ordinator**

The School Events and Trips Co-ordinator is Mrs Emma Murray – PA to the Head Teacher and all planned events must go through her with the appropriate authorisation from the Head Teacher.

## **Procedures**

- For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance of our school. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.
- A risk assessment is carried out before an outing takes place.
- On a visit involving transport the following should be easily accessible:
- Staff take mobile phones on outings, plastic gloves, a supplies of tissues, wipes as well as a mini first aid pack, snacks and water. 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.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover and the number of booster seats required. Booster seats are required for children from the Foundation Stage and Key Stage 1.
- Our adult to child ratio is high, depending on their age, sensibility and type of venue. Named children are assigned to individual staff / Parent Helpers to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.
- Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

- All coaches hired by the school will have seat belts fitted; adults should ensure that they are used.
- Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.
- Children should not sit in the front seats of the coach nor in the centre back seat.
- Children should not be seated by an emergency exit.
- Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.
- NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

**DATE CREATED: MAY 2013**

**REVISED: SEPTEMBER 2017**

**DATE OF NEXT REVIEW: SEPTEMBER 2019**