

## 1. Introduction

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

## 2. Procedures

- Whenever teachers plan an outing, they complete a risk-assessment which is then communicated to the HT for authorisation no less than 48h before the day of the outing.
- All venue risk assessments are available for parents to see.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.

NB: Our adult to child ratio is:

- aged 3 to 5 – 1adult: 5 children
- aged 5 upwards – 1adult: 8 children.

However the risk of the venue and method of transport are risk assessed and the adults' ratio may be increased accordingly.

- Before the outing, parents are handed a permission slip giving all the details of the outing (date, timings, means of transportation...).
- Parents have to clearly fill in, sign and send back the permission slip and payment to the teacher in charge at least 24h before the outing take place.
- Pupils for whom the school has not been handed back parents' permission slip and/or the payment will not be able to take part in the outing and will spend the day with the most relevant year group staying at school.
- The HT reserves the right to cancel the outing without notice in case of exceptional circumstances (TfL issue/strike, bad weather conditions, too few adults volunteer...).

- Staff take a mobile phone on outings and supply of tissues, wipes, pants etc as well as a mini First Aid Kit, high visibility jackets 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 in case of emergency.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

- If parent helpers accompany the outing, the school's expectations are communicated to them and they must accept that the lead teacher is in charge of all adults and children.

Charlotte BEYAZIAN 10/11/2019 (Review date: 11/2020)