



## **PARK HILL SCHOOL**

### **OUTINGS SAFETY POLICY**

**THIS POLICY IS TO BE FOLLOWED BY ALL STAFF AND NON EMPLOYED ADULTS (e.g. PARENTS/CARERS ETC) ACCOMPANYING CHILDREN ON ANY SCHOOL OUTING.**

#### **GENERAL**

- It must be clear which adult is in charge
- A Risk Assessment will be in place prior to the outing
- Wherever practical, the staff concerned will carry out a preparation/inspection visit prior to the date of the outing
- A First Aid kit must be taken. Asthma Inhalers and diabetic medicine are to be included in addition to any other emergency medicines held by the school
- Adults must wear light coloured clothing, if possible, for traffic visibility
- The teacher in charge must know the exact number of all children and adults in the party and have a register of their names
- The school must be aware of the exact destination and all travel arrangements
- The lead teacher is to have the address and phone number of, and a contact name at the destination. The Principal and/or Headmistress are to be aware of the destination and travel times
- The lead teacher will carry the school mobile phone (07534 4153208) together with a list of numbers for other adults with the party. The school secretary must also be made aware of the mobile telephone numbers of all the adults on the outing
- Any child who cannot co-operate with this policy will be excluded from the outing (individual teachers to discuss this with the Headmistress and remaining staff on a basis)
- All adults must be clear as to which staff/adults are responsible for which children and a list of this information is to be held by each adult
- There will be a briefing session including expected behaviour, for children, with accompanying adults present, for every trip
- Children are to be reminded not put any object in their mouths
- Boots: Outdoor footwear must not be worn indoors
- Frequent head counts are to be taken
- Children are to wear school uniform unless advised otherwise
- Each teacher will carry a whistle. One long blast is the signal to children to 'freeze' on the spot and listen in silence (as is the norm throughout the school)
- There will be a contingency plan for a delayed return

### **WALKING ALONG SUBURBAN FOOT PATHS**

- Children are to walk in pairs; Year One and Early Years children should hold hands
- Children must walk in an orderly manner, away from the kerb, near the houses etc.
- Children may talk but not shout
- The teachers at each end of the crocodile are to be in communication with each other and keep the crocodile compact
- Children should not pick up any object from the pavement/ground

### **CROSSING THE ROAD**

- A safe place must be chosen - one where cars are forced to slow down and/or approaching cars can be seen in the distance
- An adult must stand in each lane of traffic between any possible approaching vehicle and the children. Usually an adult not in charge of a class will be chosen, leaving one or more adults with each class
- Only the teacher in front is to give the order to cross; when s/he assesses it is safe and all children and staff are standing silently and ready to cross.
- It is preferable to cross when a vehicle has come to a halt - this blocks the road to subsequent cars/traffic etc.
- Children are expected to walk quickly and silently across roads

### **IN THE PARK**

- Children must remain within earshot of adults at all times - whatever the activity
- No-one should walk on cycle tracks
- If a sub-group with an adult wishes to leave the main group for a separate activity, the teacher in charge must be told exact numbers and details of that activity
- Children should not pat dogs and be told of any possible risks
- Children are to not play hide and seek
- If a stranger should approach any of the children, at any time, an adult must immediately deal with the situation

### **ON A PRIVATE COACH**

- The teacher in charge must make sure the driver does not start before all children have their seat belts properly fastened (teachers are to inform the school secretary if individual seat belts are not available)
- Pupils do not go in coaches without seat belts
- The teacher in charge should ensure that the driver parks in a place safe for children to get on and off the coach. If s/he has any doubts then s/he should refuse to let the children get on/off

### **IN A PRIVATE VEHICLE (e.g. PARENT/CARER OR STAFF)**

- Permission is to be obtained from the parents of children who are to travel in the vehicle.
- Ensure that the vehicle is roadworthy plus MOT and insurance must be valid.
- The driver's licence must be current and checked for points – does he/she appear as a safe driver to take children?
- The school holds an Occasional Business Use insurance policy to cover private vehicles

### **PUBLIC TRANSPORT**

When pupils travel by public transport the special circumstances will be covered by a Risk Assessment

### **EDUCATIONAL VALUE**

Every proposed outing is to have a stated educational objective related to planned schemes of work. Pupils will benefit by being involved in planning the activity to meet objectives.

### **RISK**

- The Principal or Headmistress is to ensure the group leader is competent to monitor the risks throughout the outing
- Before the outing the Principal/Headmistress must ensure a written risk assessment is completed, appropriate safety measures are in place and any training needs are met
- The Principal/Headmistress should be satisfied that the lead teacher is suitably competent for the nature of the outing, that the destination (organization or event) has a risk assessment, and have documentary evidence of this
- Regular outings (such as weekly swimming and sports) have initial risk assessments which are to be renewed at least annually or more frequently if circumstances change

### **CONSENT**

- Signed parental consent is required for all outings with the exception of routine curriculum events (i.e. walks to the park, sports and swimming). Sufficient information, including cost, will be provided to parents to permit informed consent.
- Children on outings involving an overnight stay must have emergency medical consent forms signed by parents.

### **THE LEAD TEACHER**

- Is responsible for the planning of the trip
- Is responsible for briefing all adults and children going on the trip

- Is responsible for the risk assessment
- Must be satisfied that all children are able to co-operate with instructions and not put themselves and/or others at risk
- Must ensure that adequate first aid provision is available
- Must be fully aware of child protection issues
- Will have full details of children's medical and learning needs
- Is responsible for seeing that the Health & Safety of everyone in the group is maintained
- Is responsible for checking the school mobile phone is functioning (battery and credit) and that the number, 07534 4153208, is shared by all adults involved

#### **ADULT VOLUNTEERS**

- Must follow instructions of the group leader
- Ensure that any concerns about health, safety and/or welfare of the children are immediately passed to the lead teacher
- Should never be left alone with children if they have not undergone a CRB check
- Would be carefully chosen and known personally to the lead teacher and familiar to the children e.g. parents/carers

#### **RECOMMENDED STAFFING LEVELS**

In general, the minimum would be: Early Years 1:4  
Year 1 and Year 2 1:6

In addition, one specified adult to deal with any emergency/unforeseen circumstances.

#### **PREPARING PUPILS**

The lead teacher will meet with pupils and discuss the following:

- The expected standard of behaviour
- What to do if separated from the group and/or approached by a stranger
- What the group leader should do if feeling unwell
- How a pre-existing medical condition or medication will be coped with

#### **USE OF TRANSPORT**

- Buses/coaches will always be hired from a professional operator
- Seat belts must always be worn in private cars
- Cars must be road worthy and have appropriate licence and insurance cover

#### **Travel on the underground:**

When travelling on the underground or other Metro system, the following rules will be observed:

- There will always be 2 or more members of staff travelling with the party
- All pupils will stay in a group and move around in that group to avoid being separated

- Staff will take head counts regularly

### **Emergency action**

In the event of a pupil becoming separated from the group and left behind on the platform when the train moves off, the following action will be taken:

- The pupil will remain on the platform until one of the members of staff returns to collect that pupil
- The pupil will not catch the next train under any circumstances as all staff and pupils will be acting under the above arrangements
- A rendezvous point will be established so that all staff and pupils know where to meet in particular, identified circumstances
- Staff in the school office will be the contact point, should arrangements be disrupted. They will co-ordinate arrangements for safe return of pupils.
- The fully charged school mobile phone must be carried, with sufficient credit checked by the leader. The number is 07534 4153208, which is to be given to all adults on the trip.

### **EMERGENCY PROCEDURES**

- The lead teacher will usually take charge
- The emergency services should immediately be accessed if necessary and the Principal and/or Headmistress notified as soon as possible. The Principal and/or Headmistress will liaise with parents
- The media are not be spoken to

### **Missing Children**

- Any adult who notices a child is missing must immediately inform the lead teacher
- The lead teacher informs the local organisation (e.g. Zoo administration) and Police about missing child and liaises re: search
- The lead teacher will telephone the school with all details. The Principal or Headmistress will then make the decision about informing parents
- Not one of the party is to leave the outing destination without the lead teacher's authorisation (e.g. if 2 coaches are being used, it may be decided that one should return to school)
- On police advice, the lead teacher will liaise with the Principal and/or Headmistress as to whether or not to return with or without child or to assist in search and/or liaison