



BEVENDEAN OUTINGS PROCEDURE

A Danes Hill School Risk Assessment form must be completed before any trip. This must be read and signed by all accompanying adults prior to the trip and must also be passed and signed by the Head of Pre-Prep. A copy must then be submitted to the Head's Secretary before departure. This copy will be kept for 6 months. In addition a Pre-Prep school outing form must be filled in by each class teacher and collated by the Head of Year. These copies must be given to the **Head of Pre-Prep before departure**. A paediatric first aider will accompany all outings

Procedures to be followed when escorting children away from school premises

1. Outings by Coach

- To avoid any confusion, a leader should be nominated, usually the Head of Year.
- The teacher leading the party should check the facilities at the venue prior to the trip, paying particular attention to toilet availability, lunch-time arrangements, set-down and pick-up points.
- The teacher in charge should have completed the Pre-Prep outing form, issuing copies to all accompanying adults and leaving a complete set of these forms in the office.
- The teacher in charge should make arrangements with the Bursar prior to the trip to make payments. It is advisable to carry some cash for unforeseen circumstances.
- The teacher in charge should carry the telephone number of the school and all other group leaders accompanying the trip.
- A letter to the parents of the children concerned should precede the arranged trip by at least a week. All arrangements should be approved by Head of Pre-Prep.
- An adult must stand at the door assisting all children entering and leaving the coach. Children must remain seated, with seat belts on, whilst the coach is moving. The adults must spread themselves throughout the coach with at least one member of staff at the back. Children should not occupy the front seats of coaches nor the seat next to the Emergency Exit.
- Parent helpers often need guidance in controlling groups of children. Each adult should carry a list of names of the children on the trip, to include the groups, so that 'stray' children can be reunited with their group. Parent helpers must attend a Risk Assessment briefing with the trip leader prior to departure.
- Every adult should be made aware of an emergency meeting point, particularly in the case of a museum or theatre visit.

- The ratio of adults to children should not be less than 1:11 but preferably greater than this. In the case of field trips and museums 1:6 is safer and more realistic. The EYFS conform to ratios as dictated by the statutory requirements.
- Children and parent helpers should be made aware that pocket money is not allowed. Parent helpers should be discouraged from buying 'souvenirs' for their group.

2. Outings on Foot

- Inform Head of Pre-Prep that you are escorting a group of children off the premises. Tell her how long you expect to be and where you are going.
- The ratio of children to adults should not be less than 1:11.
- An adult should lead the group, one adult should be at the rear of the group and any other accompanying adults should be placed centrally.
- Children should walk in twos, holding hands and be on their best behaviour whilst en route.
- When crossing roads, children must walk quickly but not run. The leader of the group must lead the children across the road whilst the adult from the rear of the group stands centrally in the road until all the children have crossed.
- Staff are responsible for making children aware of road safety.
- On reaching the venue the children should be given strict parameters and they must return to the adults in charge on the whistle.

Action to be Taken Should a Child Go Missing When Off Site

- In accordance with the Risk Assessment for taking children off site, every adult on the trip has a mobile phone number which is recorded on the outings form.
- All trips are staffed at the optimum child to adult ratio.
- Every adult is assigned a group of children for whom they are responsible. Lists of groups are recorded on the outings form.
- The person in charge of the outing, usually the Head of Year, and the person(s) responsible at the venue (if applicable) should be informed immediately.
- Having reassured themselves that the rest of the children are secure and left with a responsible member of the party, the group leader, from whose group the child went missing, should start an immediate search, retracing their steps.
- If the missing child is not located within 30 minutes, the Police must be called and the Head of Pre-Prep and the parents informed.

R Samson

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