



SHANKLEA

Outings and Visits Policy and Procedures

Policy Control Details

Date policy approved:	September 2016		
Prepared by:	Senior Leadership Team	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	2 years		
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Responsibility for review:	Performance Improvement Committee		

Supervision of Children on Outings and Visits Policy and Procedures

Policy Statement

Children benefit from being taken out of school to go on visits, sporting activities, trips including residential, and venues for activities which enhance their learning experiences. Staff ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- All visits will be planned using the Evolve system
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are added to Evolve.
- Suitable ratios as suggested by NCC are used for visits.
- There will be at least one member of staff with current First Aid qualifications.
- One-to-one 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.
- The main school office will have been informed in advance of an outing so that the following details can be recorded on EVOLVE
 - The leader or person in charge
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Estimated arrival time and actual arrival time.
 - Estimated return time and actual return time.
- Staff will take a mobile phone on outings as well as a 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 will take a list of children with them.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Children going on an outing will have been spoken to and made aware of the importance of staying with an adult looking after them on the outing. They will be informed of any potential risks before and during the outing.
- A minimum of two staff should accompany children on outings
- Any accidents or incidents will be reported to the main school on return. Where the accident is of a more serious nature and a child or adult needs to be taken to the hospital then the parents/carers or next of kin will be informed. If the venue for the outing has person/s responsible for first aid then their assistance will be sought. A member of staff will accompany the child to hospital. A serious incident sheet is available with each Evolve form.

