



## Outings Policy

Updated: 10-15  
Prepared by: JH/SCC

Next Review: 10-17  
Approved by: TD

**This Policy applies throughout the School from the EYFS to Year 6.**

**At The Cavendish School we encourage staff to plan and organise outings in order to:**

- Extend work started in the classroom
- Motivate children
- Provide hands-on participation
- Give new experiences
- Give a global view of topics
- Experience other environments/ecosystems
- Relate to others besides teachers in a learning situation
- Mix with children from other schools
- Learn to socialise in a situation other than school
- Perform and/or compete

All classes throughout the School go on outings as considered appropriate by the class teacher. As a rough guide, teachers usually aim to arrange one outing per half term for each class.

**Kinds of outings which are encouraged:**

- Museums, art galleries, living exhibitions, ecology centres, famous landmarks
- Theatres, concerts, cinema
- Farms, zoos, parks, gardens
- Libraries, bookshops
- Supermarkets, shops, markets
- Churches, other places of worship
- Sports arenas
- Local amenities
- Parents' businesses/places of employment
- Other schools/learning centres

**Procedures for arranging an outing:**

(These procedures are explained to new staff or those taking their first visit before they do so.)

1. Get brochures/published information if available.
2. Make a preliminary visit to acquaint yourself if you are unfamiliar with the venue.
3. Clear the arrangements you wish to make with the Head. Complete the Outing Request Form. Try to plan outings at least a half term in advance.

4. Phone, write, email or fax to confirm booking. Ask for the risk assessment document from the chosen venue to be forwarded.
5. Make transport arrangement in negotiation with the School Office. NB: free public transport is available if application is made in sufficient time (one month's notice needed).
6. Complete the Outing Information Sheet, the Final Checklist for a School Outing and the School Outing Risk Assessment in the formats attached as pages 8-10 hereto, which can be found in Shared Staff folders, and distribute to affected parties.
7. Do a risk assessment and submit to the School Office.
8. Prepare a letter to parents giving sufficient notice and send a copy to the School Office for uploading to parents' portal. Include an acknowledgement slip for parents to sign (any child who has not produced this form will not be allowed to attend). All letters should be submitted to the Assistant Head or the Head before sending to parents.
9. Write a reminder letter and email to the School Secretary two days before the outing so that she can send it to parents by ParentMail. This should contain reminders about things which need to be brought and of the requirement for full uniform and, if relevant, that clothing should be safe for escalators and tube doors e.g. no long scarves etc.
10. Collect fares/tickets (e.g. from tube) beforehand.
11. Ensure that duties/classes you are unable to take are covered.
12. Consider and make arrangements for any special needs and personal medical equipment (e.g. inhalers, epi-pens). We wish all children to participate and benefit as far as possible from the experience.
13. Carry a School mobile phone, first aid kit, School camera as needed.

### **Trips Abroad**

Passports and EHIC cards are collected by the School Office in advance of the trip and Colour photocopies or scans taken. One copy is retained by the School Office and one copy is carried by staff accompanying the trip. During the trip, original passports and EHIC cards are kept securely by staff.

For all visits it is essential that consideration is given to the following:

- Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corrupt procedures, political stability, local financial information
- Accommodation: check for suitability, security, safety precautions and emergency evacuation. Fire and emergency regulations should always be read aloud to children
- Transport systems have been assessed as safe for use
- Emergency and medical support and facilities

For exchange visits contact Schools Online:

<https://schoolsonline.britishcouncil.org/partner-school/school-exchange>

For certain visits it may be appropriate to contact the Foreign and Commonwealth Office:

<https://www.gov.uk/government/organisations/foreign-commonwealth-office>

For further information on trips abroad, please refer to Department for Education (DfE) guidance *Health and safety: advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies* (2014):

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

### **Who accompanies outings?**

- The qualified teacher organising the outing is responsible for all aspects of the arrangements and running the visit
- No minimum children-to-adult ratio is prescribed by law: each trip should be individually risk-assessed. For planned excursions, our usual children to adult ratio, including the qualified teacher in charge, at KS1 is 6:1 and at KS2 8:1. For tube journeys we follow the Transport for London recommendation ratio of 4:1. Different ratios apply for travel abroad
- For EYFS, the specifications of the DfE *Statutory framework for the early years foundation* (March 2017) must be followed  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf)
- Other teachers and or classroom assistants who need to be taken to ensure appropriate teacher: pupil ratios should be invited to accompany
- Parents/carers may accompany outings. They are never to be left unsupervised with pupils.
- It is usually a good idea to make an open offer and choose on a first-come-first-served basis making sure on subsequent outings that different parents are given opportunities to accompany
- Make a record of those parents who offered to help and those who actually attended the trip
- All parents accompanying must sign the parents' guidelines form
- Student teachers
- If a member of staff wishes to vary from these guidelines permission to do so must be sought from the Head before the outing is arranged

### **Transport considerations:**

#### **Coaches**

- Staff are requested not to use coach travel unless it is difficult to travel in any other way
- On coaches, all children must have a seat belt and fasten it. It is the responsibility of the accompanying adults to ensure that each child is safely buckled in before departure
- No children should sit in the front seats. Outing staff should be distributed throughout the coach
- Check that the driver is aware of the route before leaving
- Children must remain seated and talk quietly in order not to distract the driver (group singing should be discouraged). Mobile phones, iPods and other personal technological equipment are not permitted.

## **Tube**

- If your journey includes travel in the tube, the ratio of children to adults should be 4:1
- The route should be worked out in advance. All children should be aware of the final stop and destination
- Tickets should be purchased in advance via the School Office
- The tube station should be notified in order to provide assistance if possible
- Clothing should be safe for escalators and tube doors e.g. no long scarves
- Children stand single-file on escalators to the right. One adult leads and another should be at the rear with other staff distributed throughout the line
- Children make their way along the platform to the front of the train nearest the driver
- If it is possible to be seated, then children must do so, sharing seats if they are able
- At least one adult should be last on/last off the train and check that all children are off the train before disembarking herself or himself.
- On disembarking, children should make their way immediately to the wall of the platform and await further instructions

## **On Foot**

- Leaders should consider whether the use of high visibility outer clothing would be useful and discuss this with the School Office
- One adult leads and another should be at the rear with other staff distributed throughout the line
- All crossing of roads must be done in silence. No child must cross until an adult proceeds into the road having seen the way clear or having stopped traffic
- Once a road is crossed the leading children must stop and wait for the leading adult at a safe distance along the way
- It is sometimes more sensible for the children to line out facing the road in single file with all crossing at the same time once an adult has ensured that it is safe to do so
- Children should walk in pairs except where to do so would impede other pedestrians or be dangerous. Attention must be paid at all times to the courteous treatment of members of the public. Running or shouting/laughing loudly in the street or in venues are included in this

## **Behaviour**

It cannot be emphasised enough that children outside the school act as ambassadors for the School. We have been complimented on the courtesy, intelligent interest and exemplary behaviour of the children on many occasions, and this should be communicated to those about to embark on an outing to reinforce their determination to acquit themselves well in public. Simple directives to follow which help to ensure this:

- Children should always have an adult in close range, preferably in view
- Work should most often be done in small co-operative groups
- Good preparation will focus children's attention on the purpose of the visit
- Rules of the museum/gallery/venue (e.g. do not handle exhibits) should be discussed beforehand and enforced
- Vigilance and discreet reminders are essential

## **Pocket Money**

Is not essential, often unnecessary, and can become the major focus of the outing for some children.

The decision about this is left to the discretion of the teacher. It should not exceed £2.00 in coins only, unless for a very sound reason, and should be for the purpose of purchasing items to support study. Pocket money should be the responsibility of the child except where the teacher prefers to control the money of all children. Parents are informed of this.

## **Preparation and follow-up**

It is expected that children will be fully briefed on the nature and purpose of an outing. Activities should be planned to reinforce the experience where applicable. If at all possible, a brief report should be prepared and read in a Monday or Friday assembly.

## **Illness on trips**

If a child is unwell on a trip their parents/carer should be contacted and asked to collect them from the venue. For safeguarding reasons and to maintain ratios, staff must not leave the venue to take the child back to School.

## **Emergency Procedures**

An essential element of planning for the trip is the procedure for dealing with an emergency with roles for the group leader, staff and pupils, as well as communicating with the School and parents. The group leader needs to ensure that all members of the group, adults and pupils, know the procedure in the event of an emergency. This should be part of the pre-trip preparation for pupils, staff and included in the information for parents.

All staff involved in a visit should be aware of the action to be taken in the event of an emergency. In addition to any school specific procedures, the following documents provide helpful guidance:

DfE guidance *Health and safety: advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies* (2014)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

Health and Safety Executive FAQs relating to school trips:

<http://www.hse.gov.uk/services/education/faqs.htm>

Health and Safety Executive Risk Education: some of the guidance on educational visits:

<http://www.hse.gov.uk/education/visits.htm>

ATL Union publication *Taking Children Offsite*:

<http://www.atl.org.uk/publications-and-resources/legal-employment-advice/taking-students-off-site.asp>

Staff leading school outings should always carry a mobile phone and contact details of members of the school Crisis Management Team. Staff should not hesitate about contacting the team should concern arise. They should also carry the emergency contact details of pupils on the trip with them. It is also good practice for all adults on the outing to carry mobile phones and have a list of numbers for the other accompanying adults. All parents of children at the School have given permission for their children to receive emergency medical treatment should it be impossible to contact them. A separate consent form is requested from parents for overseas trips.

In the event of an emergency the priorities are to assess the situation, safeguard the uninjured, attend to casualties and inform the emergency services and school. The following issues should be included in the procedure for dealing with an emergency:

- Establish the nature and extent of the emergency
- Ensure the group is safe and looked after by sufficient staff
- Establish names of casualties and secure medical attention
- Ensure all group members who need to know about the incident are informed
- Ensure that a teacher accompanies casualties to hospital
- Notify relevant people and services e.g. police, British Embassy/Consulate if abroad, School, parents, insurers, tour operators etc.
- Details passed on to the School should include nature, date and time of incident, location, names of casualties and details of injuries, action taken so far and by whom, action to be taken. Ascertain numbers for further telephone contact
- As soon as possible after, record detail of what happened and witness details, and preserve any evidence. Retain records of all events, times and contact after event
- Complete relevant Health and Safety Executive report forms and where appropriate report under *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*
- No one should speak with the media or discuss legal liability with other parties

## **Media**

In the unfortunate event of an emergency it is important not to speak with the media. However, if approached by the press, find out what the journalist wants to know. This should then be relayed to the Head who will liaise with the Governors and prepare a statement for the media, which is the only one that should be used. Do not provide information to the press in any other way. Ensure that media representatives do not approach children and calmly warn girls not to speak to them.

## **Missing Child**

Detailed procedures to be followed in the event of a child going missing on an outing are covered in the School's Missing Child Policy.

## **After the Emergency Event**

After a serious incident it is not always possible to assess whether a group has been traumatised by an experience. In some circumstances schools will need extra help to provide emotional support, debriefing and counselling.

## **Debriefing and planning with staff**

School staff may feel responsible for supporting the pupil or class during a period of crisis.

However, they also have to deal with their own emotions. It is important that staff members have support networks readily available and feel able to ask for help. Senior staff and Governors need to be aware that these reactions may occur and should seek appropriate guidance from outside agencies.

It is also important to remember that School staff, including teachers and welfare assistants, are not trained counsellors. They are not expected to offer bereavement counselling. Listening and being available for comfort are the main skills required. However, if members of staff feel unable to offer support because of their own reactions, this should be acknowledged and accepted, and other colleagues should be considered for the role.

### **Debriefing sessions for pupils**

Evidence suggests that when pupils are directly involved as witnesses to a traumatic incident they benefit from structured debriefing sessions. Debriefing can also benefit pupils on the periphery of an incident. This enables them to express what they saw or heard, how it affected them and how they feel about it in retrospect.

Schools are often able to handle this process. For more demanding and emotive situations, however, specialist support is valuable and can provide this support. Specialist help needs careful planning and is likely to be given between one and four weeks after the incident. It is essential to get parental consent to children's involvement.

### **Linked Policies**

- Safeguarding and Child Protection Policy
- Supervision of Pupils Policy
- Missing Child Policy

## OUTING REQUEST

All outings must be approved in advance, no less than half a term. To arrange an outing and fix it in the diary please complete and once approved, you can go ahead and make the booking.

<b>ARRANGEMENTS</b>	
Venue	
Day of week	
Date	
Departure time	
Time expected at venue	
Time leaving venue	
Time expected back at School	
<b>WHO</b>	
Year Groups	
Teacher organising	
Other staff accompanying	
Parents accompanying	
<b>COST</b>	
Catering – staff/pupils/parents	
Travel – coach/public transport	
Exhibition/workshop etc.	
How is this trip linked to your curriculum?	
Total cost	
<b>MODE OF TRAVEL</b>	
Tube/coach/walking	

**Risk Assessments should be discussed with RP and completed one week before the outing takes place.**

**Approved by:** \_\_\_\_\_ **(JR/RP)**      **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **(Bursar)**      **Date:** \_\_\_\_\_

Copy to: Bursar  School Office



## OUTING INFORMATION SHEET

You can use this as a preliminary sheet when you begin to arrange an outing and wish to fix it in the diary, save and then complete when arrangements are finalised.

**Staff freed up:**

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<b>ARRANGEMENTS</b>		<b>TRANSPORT</b>
Venue		
Day of week		
Date		
Departure time		
Time expected at venue		
Time leaving venue		
Time expected back at school		
<b>WHO</b>		
Year Groups		
Teacher organising		
Other staff attending		
Parents attending		
All parents attending have read and signed the Parents' Guidelines		

**Have you filled in the Final Checklist?**

Yes \_\_\_/No \_\_\_

**Please attach any Risk Assessment forms for the School Office copy**

## FINAL CHECKLIST FOR A SCHOOL OUTING

Please tick to show you have completed the following procedures:

Teacher organising : \_\_\_\_\_ Class(es) participating: \_\_\_\_\_

1. You are familiar with the venue i.e. you have visited it recently (within the last three years)	
2. You have checked with the Head that you can go ahead with the visit	
3. You have given sufficient notice (usually half a term) to the School Office	
4. You have cleared with staff concerned (all those teaching the class on that day). It is vital to check with staff as there may be a compelling reason why a class should not go out on a particular day	
5. You have booking details in writing (including a risk assessment document from the venue)	
6. Transport arrangements have been made	
7. You have completed your own risk assessment for the outing	
8. You have informed the parents (the Head needs to see these letters before they go out) and collected all the permission slips for children attending	
9. You have arranged for others to accompany you (no more than two staff members per class)	
10. Adult/pupil ratios should be: EYFS 1:4, KS1 1:6, KS2 1:8, but for tube journeys 1:4. Make the numbers up with parents, who are usually keen to join in	
11. You have made any arrangements for lunch necessary for the day	
12. You have copied and given outings guidelines to accompanying parents	
13. You have investigated whether any of the pupils has a special or medical need that requires particular provision and arranged for any vital medical equipment (especially epi-pens, inhalers, insulin) to be taken  Name of child: _____ Name of medication: _____  Name of child: _____ Name of medication: _____	
14. You have ensured that classes or duties you will be missing are covered	
15. You have filled in the information sheet on the outing that will be distributed to the School Office and staff concerned	
16. You have you emailed the School Secretary a reminder letter giving details of accompanying staff to ParentMail two days before the trip	
17. Where are lists of names and details of trip kept in School for the day?	
18. You have the emergency contact details for all pupils on the trip, phone numbers for other accompanying adults and the Crisis Management Team	
19. You have briefed accompanying parents about the trip, in person, ideally immediately prior to departure	
20. You have centrally recorded which parents offered to help and which ones are accompanying the trip	



## SCHOOL OUTING RISK ASSESSMENT

<b>Risk area:</b>	<b>Trip to Museum/Theatre/Historical Building</b>			
Assessment performed by:				
Place being visited:				
Date of trip:				
Form:				
Accompanying staff:				
Accompanying parents:				
Mode of transport				
Fluorescent jackets needed for pupils/staff	Always for both			
Venue has its own Risk Assessment policy:				
Risk Area	Estimated level of risk			Action to be taken (if any)
	High	Med.	Low	
1. Too few teachers and parent helpers				
2. Pupils unaware of the rules for the visit				
3. Inadequate security measures for pupils				
4. Lack of first-aid kits				
5. No qualified first-aiders				
6. Lack of medications, inhalers, etc.				
7. No emergency contact list drawn up				
8. No mobile phone for emergencies				
9. Minor accidents				
10. Risks relating to transport				
11. Risks relating to a major incident				Run, hide, tell Get the children away from the site and on to smaller/quieter roads

				<p>Contact emergency services  Phone School  If appropriate, start to walk the children back to School – always bring a printed map or print-off from Google Maps for this purpose where it is feasible.  Staff members to share mobile numbers prior to trip</p>
12. Other				
<p>If one of these hazards is identified, please tick ✓ the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table above.</p>				

**PARENT VOLUNTEER RECORD**

<b>Date</b>	<b>Class</b>	<b>Trip</b>	<b>Parents offering help</b>	<b>Parents who accompanied</b>

## **SCHOOL OUTINGS POLICY: PARENTS' GUIDELINES**

In accordance with DfE advice and using guidelines issued by the NAHT the School makes this statement about the use of volunteer helpers on the premises and for off-site activities.

The School values the many and varied contributions of time made by parents in assisting the supervision of children on School outings, at special events and in voluntary help which assists the delivery of the curriculum within the School.

All staff are police-checked as a matter of routine on appointment and parents who have regular, prolonged unsupervised contact with children, such as library monitors, agree to the same. It is not practical to require all parents who volunteer their services as supervisors for the occasional activities to submit to the same vetting procedures. This does mean, however, that a person who has not been police-checked should not have unsupervised access to any of the children.

The following guidelines should be adhered to:

- Volunteers should be prepared to follow the instructions of the group leader
- You will normally be allocated responsibility for a small number of pupils
- It is assumed that the volunteer supports the School's expectations of considerate, self-disciplined, vigilant behaviour that does credit to the ethos of the School
- The volunteer should support members of staff crossing roads safely and in silence, and following rules for safe use of transport
- Children needing the use of toilet facilities should be accompanied by a member of the School staff
- Volunteer helpers should not provide food or favours to children (including their own) without the prior agreement of the teacher
- As far as possible it should be a member of the School staff who attends a child who needs to be kept apart due to a medical or personal emergency. If there is a medical/emergency centre at the venue, it is acceptable for a volunteer helper to remain with the child
- You must appreciate the need to be discreet; please do not speak about the behaviour of individual or groups of children with others
- There should be no reason to have any physical contact with the children; please speak to a member of staff about what you should do if this seems problematic
- If a child sustains an injury during the outing, please let a member of staff know as soon as possible. Please do not try and attend to the injury yourself
- If a child appears unduly upset, please let a member of staff know; please do not try and deal with the upset yourself
- If a child discloses something to you which is troubling, please discreetly speak to a member of staff as soon as you are able
- If you notice that a child has/had an injury (such as bruising other than to the knees) which you are not aware that the School knows about, please mention this discreetly to a member of staff.
- If you need to use your mobile phone at any point during the outing, please do so out of sight and hearing of the pupils
- Please do not photograph/film pupils on any device other than a School camera

I have read and agreed to the policy outlined above.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_