

Visits and Outings Policy & Procedures

2020-2022



School: Prudhoe Castle First School

Head Teacher: Katie Jacobs

| Named personnel with designated responsibility: | | | |
|---|--------------|--------------------------|----------------------------|
| Academic Year | Lead | Nominated Local Governor | Chair of board of trustees |
| 2021-2022 | Katie Jacobs | Judith Meek | Rob Moore |
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| Policy review dates | | | |
|---------------------|--------------|---------|-------------|
| Review Date | Changes made | By whom | Date shared |
| September 2023 | | | |
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VISITS AND OUTINGS POLICY
PRUDHOE CASTLE FIRST SCHOOL

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 Head Teacher will have been informed in advance of an outing and member of staff will ensure 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.