



SEVENOAKS
PREPARATORY SCHOOL

VISITS AND OUTINGS POLICY

SCHOOL JOURNEYS

Policy reviewed and amended: 14.3.22

Next review date: 14.3.24

Governor Lead: Tim Dickinson and Marius Carboni

Policy Holder: Helen Cook

Helen.cook@theprep.org.uk

Louisa Rowland

Louisa.rowland@theprep.org.uk

01732 762336

Status and Review Cycle: Bi-annual

Sevenoaks Preparatory School believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Head of the Pre-Prep School will ensure that a thorough risk assessment has been carried out prior to the proposed visit or outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, Head of the Pre-Prep School, or other delegated member of staff, will write to the venue requesting all relevant information and a risk assessment statement where available.

It is the Head of the Pre-Prep School's responsibility to give permission for the outing to take place, having first checked all arrangements and completed a formal risk assessment.

The school will make every effort to involve children in the planning of a visit or outing. Staff will explain to children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Staff will be sensitive to children's religion/beliefs in selecting places to visit.

Children will be talked through any potential safety hazards and told to always remain with staff. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parental Consent

No less than one week before a proposed visit or outing, the school will send a letter to parents/carers giving them detailed information about the proposed event. This will include information on activities, any costs involved, an outline of any journey involved, and the mode of transport being used as well as approximate arrival and departure times.

Parental consent is needed for all off-site visits and outings. A member of staff will take a copy of the Trip Risk Assessment and there will also be copies held at the school office, the Head of the Pre-Prep and saved on the staff drive in the Health and Safety Risk Assessment file.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

During visits and outings

On visits or outings, the staff to child ratio will be a minimum of 1:4 or 1:8 depending on the age group going on the outing. In most cases we will augment numbers with additional helpers.

- Children will always remain under close supervision.
- When children are on outings, there will always be at least one member of staff who has a current paediatric first aid certificate.

- The teacher leading the trip, Head of the Pre-Prep School, or School Secretary, will ensure that a full First Aid kit is on hand.
- The leader of the trip will always keep a mobile phone with them. The Head of the Pre-Prep will then contact staff on the trip if needed and be the point of contact for parents.
- Each child will wear a hi-vis jacket
- A register will be taken at the beginning, middle and end of the visit or outing. Additionally, regular head counts will be taken by staff.
- A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers will be incorporated in the Trip Risk Assessment.
- If the transport being used breaks down the Head of the Pre-Prep School needs to be notified immediately. The children's safety and security are always the prime considerations.
- If a coach or minibus is used it must have appropriate seatbelts/harnesses. Any Staff or private cars used must be insured for that purpose.
- Drivers using their own transport will have adequate insurance cover.

Missing child – outings

- Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately
- All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout
- If appropriate, on-site security will also be informed and a description of the child/children given
- In the event of a child not being found within five minutes, the designated person in charge will immediately inform the police
- The designated person in charge will then inform the school who will contact the child's parents/carers giving details of what has happened
- Staff from the school will be sent to assist the safe return of the other children
- At least one member of staff will remain at the scene whilst others return to the school with the children. This member of staff will continue searching for the child/children
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point
- The registered person will inform ISI of any serious incidents.

Transport

Where possible, the school will use a minibus when escorting children longer distances. When escorting children by minibus or other private vehicle, staff will ensure that the following rules are always adhered to:

- In addition to the driver, there will always be always at least one adult supervising. All adults, who are involved in the transportation of children will have appropriate and up-to-date enhanced DBS checks.
- Children should not sit at the front of a minibus.
- There will be at least one qualified First Aider present in each vehicle.