



# Montessori Córdoba

## International School

### TRIPS AND OUTINGS POLICY

reviewed annually

As our children progress through the School, they will have the opportunity to go on visits or trips to suitable venues for activities which enhance their learning experiences. It is our policy to ensure that children are kept safe on outings; all staff and volunteers are aware of and follow the procedures below.

#### **Procedures:**

A **risk assessment (Appendix A)** is carried out for each venue to be visited. When a visit there takes place regularly, the risk assessment is reviewed regularly.

Parents are always asked to sign **specific consent forms** before major outings.

A specific risk assessment is also carried out before an outing takes place.

For all trips, **the adult to child ratio** will be appropriate for the type of venue as well as how it is to be reached.

**Named children are assigned to individual staff or volunteers** to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.

Please see also, however, our separate Policy on Missing Children.

School trips are **recorded in a file** kept in the School Office. The risk assessment for each trip will state the date and time of the outing, the venue and mode of transport, and the time of return.

**Staff take a mobile phone** on outings, and supplies of **necessary equipment** and a **mini first aid pack**. 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 take a **list of children with them with contact numbers of parents/carers**.

Staff take a **list of children currently taking medicine** or with any long-term conditions requiring specific attention, together with the medication in a secure, labelled container, and any specific risk assessments or contact information.

**Records are kept of the vehicles used to transport children**, with named drivers and appropriate insurance cover.

A **minimum of two staff accompany children** on outings and a **minimum of two remain behind** with any children who are not going on the trip.

Below are the key points that must be considered:

- ✓ Staff must undertake a risk assessment prior to an outing (see Appendix A).
- ✓ Parents must sign a consent form in order for their child to attend a school outing. There are two kinds of consent forms:
  - Blanket consent form for routine outings.
  - Trip-specific consent forms for non-routine outings.
- ✓ The adult to child ratio needed should be considered carefully.
- ✓ During transportation from the school environment to the destination or from transport to the destination, the staff members will position themselves 1 at the front and 1 at the rear of the line of movement.

Should either member of staff be required to leave their position the entire 'snake' will come to a halt and only proceed once positions are resumed.

### Crossing Roads

- ✓ The line first comes to a halt. The adult at the rear of the line walks up the line and supervises the crossing of the road. The lead adult takes the children across the road and stops when all children are across to enable the last adult to join the rear of the line once more.

### Transport

- ✓ When transportation on outings takes place in vehicles, all children must wear seat belts that have been appropriately adjusted.
- ✓ Children must not be carrying anything in their hands that would cause difficulty in balancing themselves whilst getting on and off vehicles.

### Public Transport

- ✓ Tickets should be purchased in advance. Each adult is designated a number of (named) children. All children should be seated. One adult will stand or sit at either end of the line of children. Other adults will be interspersed throughout the line. One adult should stand at the door of the bus/train whilst another adult leads the way onto the vehicle. This adult is to offer a hand to children that require it when getting onto or off the vehicle. When all children are on or off the vehicle, the adult at the door steps onto or off the vehicle.
- ✓ The lead staff member will always ensure that he or she is contactable by mobile phone, when taking children out of school on outings, and that a small emergency first aid kit is also carried, including any particular medications required by specific children (EpiPen, etc).
- ✓ All adults must have designated roles before setting off on a journey.

Signed at board meeting.....

Date.....

Adopted at staff meeting.....

Date.....

Review Date.....

# REPORTING FORM FOR RISK ASSESSMENT

Assessor Name:		Assessor position:			Date:	
Area assessed (Circle)	Garden	Yard	Infant Community	Children's House	Elementary	
	Reception	Kitchen	Bathrooms	Off-site trip	Other:	

	Activity/Process	Hazard	Who might be harmed? How?	Existing control measure	Risk (severity x likelihood) Low/Med/High	Action
1						
2						
3						

Copy given to Head of School? Y / N	<b>If any medium or high risk IMMEDIATELY contact the most senior staff member on site</b>	Reviewed by Board on / /
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