



The Maria Montessori Training Organisation
trading as
The Maria Montessori Institute

School Outing Policy

Scope

This policy is applicable to all those involved in the organisation of school outings for children. All points have been conceived to plan accordingly and protect children from unnecessary harm during a school outing.

Objectives:

- To ensure that outings are well planned and significant risks are identified and managed;
- That there are contingency plans in place for changes in circumstances during an outing that are reasonably foreseeable;
- That those in charge of outings have the necessary competence to manage situations appropriately.

Guidance

Learning outside the classroom environment is an essential part of our educational programme. Outings usually last no more than half a day and may include visits to libraries, wildlife & nature activities, museums, external carol services and theatres. Children of Upper Elementary age and above (9+) and Adolescent students participate in overnight trips and/or foreign visits.

During the admission process parents are requested to give individual written consent for children to be taken on outings / visits off site, also giving permission to take transportation if necessary.

Throughout the duration of the school outing, the adult to children ratio will be 1 adult to 13 children or:

- Children's House: 1 adult to 2 children if using public transport. Each adult is designated 2 children.
- Elementary: 1 adult to 4 children if using public transport. Each adult is designated 4 children.

Outings / visits planning

The Lead Teacher is in charge to plan each outing (journey and visit), including:

- All staff must read and understand the policy on school outings
- Review of reports of previous visit before a repeat visit is made.
- Consider any special and medical needs of children when planning the outing, including medicine in case of emergency.
- Undertake a risk assessment of the whole outing (journey and visit):
 - Complete the R1 form considering all risks and hazards for the outing activity from the moment children leave the school to the return to school premises.
 - Share the R1 with the school office three days in advance.



- Communicate the to all adults accompanying children.
- Review the R1 the day prior to the visit if conditions have changed (e.g. works on the road, transport lines unavailable, etc).
- Double check that children attending the outing have a permission for school outing signed by their parents/carer.
- Review the content of the first aid kit for outings and order stock if necessary.
- Ensure that regular volunteers have DBS checks. Occasional volunteers should not be alone with children.
- Prepare the list of children, including medical conditions, allergies, illness action plan for emergencies, etc.
- Prepare the lists for emergency:
 - Families contact details: contact details of parents and emergency contact (only first name of the child + parents and emergency contact telephone numbers). The list should be locked at the end of the day following data protection procedures.
 - School telephone numbers: School office and the Head of School.
 - Local Hospital details: address and telephone number of local hospital on the area of the outing / visit.

Non-routine outings:

In addition to all the previous points while planning an outing, for non-routine outings, the Lead teachers should:

- Fix visit dates four weeks in advance where parent volunteers, staff from other parts of the school may be required, involves additional cost for parents, needs specific transport to be arranged.
- Parents should be notified in advance of a child attending a day out on a non-regular outing, including details of visit, duration, and transportation and any extra charge (if applicable).
- Budgeting (if applicable).
- A Teacher in charge should be appointed and all adults must have designated roles before setting off on a journey.
- Prepare the information pack for the accompanying staff, and other relevant parties, which will consist of: the itinerary of journey and all addresses of locations during the outing / visit, school mobile phone number, school office telephone number, the Teacher in charge and list of staff and volunteers taking part in the outing / visit, meeting point.
- Prepare wristbands for children with the name of the School and the telephone number of the School office in case of separation from the group (for non-routine outings)
- Meet with other staff & volunteers taking part in the outing to discuss responsibilities, risk assessment and emergency arrangements.

The day prior to departure / day of departure

The Teacher in charge of the outing should:

- Remind the children of the purpose of the trip and expected standards of behaviour and safety practices. Communicate the meeting point.
- Ensure school mobile phone is charged and working properly.
- Prepare the wrist bands with the name of the school and telephone of the office are printed on



- Take the first aid kit for outings. At least one member of staff will be first aid trained.
- Take copies of incident / accident report form (A1 form) to complete in case of incident / accident.
- Take any particular medication required by specific children (prescribed medicine, medicine for emergency: Inhaler, EpiPen, etc) together with their copy of the consent for medicine administration and administration of medicine log, as well as illness action plan for emergency for children with health concerns. At least one member of staff taking part in the outing / visit should have voluntarily agreed to administer medicine.
- Take a bottle of water for emergency.

Non-routine outings:

- Give information packs out to all staff and volunteers taking part in the outing.
- Ensure that children wear the wristbands with the name of the School and the telephone number of the School office

Personal Liability and Insurance

Personal Liability

- Staff in charge of children act "in loco parentis". This means that they "have a duty under common law to take care of children in the same way that a prudent parent would do."
- The school as employer of the staff will support them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed school guidelines.

Insurance

- The school has Employers Liability Insurance of £10m and Public Liability Insurance of £10m.

During the visit

Primary responsibility lies with the Teacher in charge, who can amend arrangements or cancel the visit if appropriate. They should discuss with the accompanying staff and adults the expected behaviour and hazards to and from the venue and may delegate tasks as necessary, including:

- To undertake regular head count, including children and adults accompanying the group. Head count when leaving the School, getting on/off transport, entering or leaving a location, etc.
- Ensure that the wrist bands are securely worn on the wrists of the children.
- Ensure adequate adult/child ratio.
- Check that children wear seat belts if special road transport is used.
- Enforce expected standards of behaviour.
- Keep account of expenditure.
- Record accidents and near misses.

Walking on the street

While walking on the street to the destination of the outing, the staff members will position themselves 1 at the front and 1 at the rear of the line of movement, and children will always



walk in pairs holding hands. 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 (van, bus), all children must wear seat belts which 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

The School is enrolled in the School Travel Party Scheme of TfL. Application for transportation for the outing should be done 14 days in advance.

During transportation ideally 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/tube 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.

Illness or incidents / accidents

If a child has a minor incident, first aid should be provided by the teacher with first aid training.

If a child becomes ill, or if a child has a mild injury that doesn't allow them to continue taking part in the outing, the Teacher in charge or another member of staff taking part in the outing, will use the school mobile phone to call the parent's phone number or the emergency contact phone number (if none of the parents can be contacted) and arrange for the child to be collected as soon as possible and seek medical advice if necessary. If contact cannot be made, the child will be taken to the local hospital. A member of staff will remain with the child until a parent, or carer, or emergency contact arrives.

After any incident / accident happened a report should be made completing the incident / accident report form (A1 form) and it should be signed by the parent when collecting the child either from the outing / visit location or from School at the end of the day. After the outing / visit the form should be loaded into Sharepoint and share it with the School office.



Returning to School

If the return from an outing is delayed, the Teacher in charge will phone the School office, who will contact all the parents on their phone numbers to alert them to the delay and the revised time of arrival or collection. If contact with the School office cannot be made, the Teacher in charge, or another member of the staff taking part in the outing, will use the school mobile phone to contact the parents.

On return, the Teacher in charge will provide the Head of School with a report on the visit and return all school property [together with a report of any lost or damaged property).

Emergency procedures

In the event of a serious accident resulting in the injury or death of one or more children, staff, or adults, the Teacher in charge's first priority is to call the emergency services (999) and to arrange for medical attention for the injured party. The Lead Teacher should accompany the injured child (children) to hospital and remain until a parent, carer, or emergency contact arrives. Another member of staff taking part in the outing, will use the school mobile phone to call the parent's phone number or the emergency contact phone number (if none of the parents can be contacted) and give them details of the hospital where the child has been taken to for them to get there as soon as possible. If necessary, a member of staff from Head Office will be sent to support the group.

In the event that a child goes missing during the outing the School follows the Lost child off premises Policy.

After ensuring that the rest of the group are safe and looked after, the Teacher in charge will:

- inform the Head School of what had happened.
- where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head of School are maintained.
- arrange for the school's insurers to be contacted as quickly as possible.
- a full record should be kept of the incident, the injuries and of the actions taken.

Where possible, communication with the media should be left to the Head of School and Public Liaison Officer. The Teacher in charge will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge.