



# School Outing Policy 2025-2026

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## **Guidance**

Learning outside the classroom environment is an essential part of the Montessori educational programme and is known to improve children's personal, social and emotional development, as well as equip them with the necessary skills to manage their independence in the wider community (Ayllón et al., 2019, Ferreira et al., 2024). Outings usually last no more than half a day and may include visits to libraries, supermarkets, 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 go on outings / to make visits off site, and also give permission for children to to take transportation if necessary and/or make unaccompanied excursions (at the Adolescent level).

Throughout the duration of the outing, the adult to child ratio will be determined by the group involved, the competency of the staff member and the risk assessment. The school has a ratio of 1:10 in mind other than when a teacher with QTS is present, then it can be 1:13.

- Ages 3-7: 1 adult for every 6 children
- Ages 8-11: 1 adult for every 15 children
- Ages 11 - 16: 1 adult 15 to 20 children
- Overseas Visits: a minimum ratio of 1:10 is often required for trips to other countries.
- There are no legally mandated staff-to-pupil ratios for school trips in the UK, but a risk assessment is conducted on every occasion to determine the appropriate supervision levels based on the activity, children's age and maturity, and the environment. The above ratios are those suggested by the DfE but these should be adjusted for higher risk activities.

## **Definition of Outings and Visits**

### Children's House

Children may from time to time be taken on a group outing. All responsibility for planning, safety, risk assessments etc. lie with the teachers responsible for the trip.

### Lower Elementary & Upper Elementary

Children in these age-groups carefully plan their own outings and an adult will accompany them to ensure their safety. A risk assessment is done prior to every outing, and possible



hazards are addressed. The ratio of adults to children are outlined above and take into consideration the maturity of each child as well as the competence of the adult.

### Adolescent Class

Adolescent children continue to build their independence on outings and visits. When the Head of School considers that they have gained enough experience on accompanied outings, they are able to leave the school by themselves. All parents of adolescent children have signed contracts that their children are free to leave the school unaccompanied by an adult for the purposes of routine grocery shopping and relaxing after lunch in the park. Children may visit local sources for research such as the library. When attending sports centres etc. the students will generally be accompanied. A risk assessment is undertaken for all visits and students will take with them a basic first aid kit along any medication that is required and the school mobile, which is previously checked to have enough charge, prior to leaving. The children are shown basic first aid skills in their Relationship Education classes and are given preparation for how to deal with harassment or public order events whilst on outings or lunch breaks at Hampstead Heath. Adolescents are regularly monitored by the Head of School and the teachers to ensure they are all continuing to follow safety procedures.

### **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. Each adult is required to think of possible hazards and risks in each situation and plan on mitigating these wherever possible, also being mindful of our more vulnerable children and taking into consideration how situations may affect them.

#### **Objectives:**

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

### **Outings / visits planning**

The Lead Teacher is responsible for ensuring that a risk assessment for each outing is undertaken (journey and visit), and that the following steps have been included:

- All staff must read and understand the policy for outings and have participated in writing the risk assessment for any outings. When appropriate children will also be involved in this process.



- In the case of a repeated visit previous risk assessments should be reviewed and amended if necessary.
- 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 DSL at least one day in advance.
  - Communicate this to all adults accompanying children.
  - Review the R1 on the day of the visit in case 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/carers.
- 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. These Health Forms and any Action Plans go with the adult.
- 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 in the area of the outing / visit.

#### **Non-routine outings: such as Camping, Odyssey Trips, Trips Abroad etc**

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

- Fix visit dates in advance as staff from other parts of the school may be required, parents may need to provide additional resources, and specific transport may need to be arranged.



- Parents should be notified in advance of a child attending a day out on a non-routine outing, including details of visit, duration, and transportation and any extra charge (if applicable).
- Budgeting in collaboration with the Bursar (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 under 12 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.
- Report to the DSL with the appropriate details at reception if at Lyndhurst Gardens and by telephone if at one of the other sites. The DSL will record in the outings book



who is going, date, time of departure and expected return as well as destination. On returning, report again to the office/DSL to let them know that you are back.

#### **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

#### **Elementary and Adolescent Programmes: 'Going Out'**

The children at Elementary and Adolescent level are encouraged to 'go out' to places that will support their learning. This could be to the shops for ingredients, the library for information, places of historical interest or museums and galleries for knowledge and they will also access parks and other recreational spaces.

Children at Elementary level will undertake the research for such trips independently and will invite an adult to accompany them.

At the Adolescent level, children will engage in a risk assessment with the adult prior to their 'going out' and will be deemed to have had sufficient practice at the Elementary level to be responsible for their own safety. Adults will not always accompany the children.

Adolescent Students are able to have recreational time off the premises, with parental permission, with agreed routes and boundaries and may be accompanied from time to time by an adult.

#### **References**

Ayllón, E., Moyano, N., Lozano, A., & Cava, M.-J. (2019). Parents' Willingness and Perception of Children's Autonomy as Predictors of Greater Independent Mobility to School.

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Ferreira, I. A., Fornara, F., Pinna, V., Manca, A., & Guicciardi, M. (2024). Autonomy as key to

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independent mobility, cognitive and socio-emotional development. *Journal of*

*Transport & Health*, 38, 101837. <https://doi.org/10.1016/j.jth.2024.101837>



## **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 and Public Liability Insurance.

## **During an Outing**

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 (children under 12) 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.
- Ensure 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 usually walk in pairs (depending on the age-group and width of the pavement). 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

#### Children's House and Elementary

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.

#### Adolescent

Children are expected to take all precautions when crossing the road and to do so where it is safe.

### 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 Transport for London (TfL). Application for transportation for a group 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 on MMC 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.