

NORFOLK HOUSE SCHOOL
HEALTH AND SAFETY POLICY - EDUCATIONAL VISITS AND OUTSIDE ACTIVITIES
(INCLUDING EYFS, AFTER AND BEFORE SCHOOL CARE)

Statement of Intent:

The staff and Directors at Norfolk House School believe we should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child. The school recognises the importance of working within the framework of Every Child Matters: Change for Children and the five outcomes outlined within it:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

All outside visits must be organised with the following health and safety guidelines in mind:

- (1) Full risk assessments for the activities should be written and kept in school. Pre-visits to sites are essential to determine any health and safety issues related to the visit. First aid kits will be carried with the party and all staff have a Paediatric First Aid qualification.
- (2) All outside visits must have a relevant letter/ parental permission slip as approved by the Headmistress.
- (3) A list of all pupils taking part in the visit should be given to the Headmistress prior to the visit.
- (4) It is the responsibility of participating staff to ensure they take with them a complete list of emergency contact numbers for all the children/adults involved in the visit as well as written permission from the parents to enable emergency medical treatment if necessary. They must also take at least one working mobile phone belonging to the school. Personal mobile telephones must not be used for school business.
- (5) All pupils should be given sufficient, firm instructions on behaviour, procedures etc. for the journey and while on site, to ensure that the trip/outing is conducted in a quiet, disciplined and safe manner. **It is the responsibility of all accompanying members of staff to ensure that this point is adhered to throughout the outing.**
- (6) All accompanying adults should be in possession of a current enhanced CRB check that has been checked by the Headmistress prior to the outing commencing.
- (7) Pupils will be properly prepared for the outing/activity and all medical needs will be catered for. Inhalers and other medication will be carried at all times.

For further information please refer to the '**Health and Safety of Pupils on Educational Visits**' (pub. DCSF) a copy of which is kept in Headmistress' office.

To be reviewed in December 2011