



Norfolk House School

# School Outings Policy

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## 1. Introduction

- 1.1. This is the School Outings Policy of Norfolk House School (**School**).
- 1.2. School outings form an important part of the school curriculum and are designed to stimulate the intellectual, moral, spiritual and physical development of the pupils. They may include short visits to premises close to the school, visits further afield to outdoor centres or other schools, evening trips and charitable events.
- 1.3. Pupils derive a great deal of educational benefit from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a pupil's investigative skills and longer activities/visits in particular encourage greater independence.
- 1.4. The benefits include but are not limited to:
  - 1.4.1. improvements in their ability to cope with change;
  - 1.4.2. increased critical curiosity and resilience;
  - 1.4.3. opportunities for meaning making, creativity, developing learning relationships, and practising strategic awareness;
  - 1.4.4. increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other);
  - 1.4.5. approved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish;
  - 1.4.6. enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence;
  - 1.4.7. increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk adverse;
  - 1.4.8. greater sense of personal responsibility;
  - 1.4.9. possibilities for genuine team working including enhanced communication skills;
  - 1.4.10. improved environmental appreciation, knowledge, awareness and understanding of a variety of environments;

1.4.11.improved awareness and knowledge of the importance and practices of sustainability;

1.4.12.physical skill acquisition and the development of a fit and healthy lifestyle.

1.5. All school employees have a responsibility to:

1.5.1. take reasonable care of their own and others' health and safety;

1.5.2. co-operate with their employer;

1.5.3. carry out activities in accordance with training and instruction;

1.5.4. inform the employer of any serious risk;

## **2. Aims**

2.1. The aims of this policy are:

2.1.1. to help staff ensure that pupils stay safe and health on all off-site activities;

2.1.2. To offer staff advice and support in the planning and execution of off-site activities.

## **3. Scope and application**

3.1. This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

3.2. Any activity which entails leaving the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

3.3. In addition to this School Outings Policy, Norfolk House School adopts National Guidance from [www.oeapng.info](http://www.oeapng.info).

## **4. Regulatory framework**

4.1. This policy has been prepared to meet the School's responsibilities under:

4.1.1. Education (Independent School Standards) Regulations 2014;

4.1.2. *Statutory framework for the Early Years Foundation Stage* (DfE, March 2017);

4.1.3. Education and Skills Act 2008;

4.1.4. Children Act 1989;

4.1.5. Childcare Act 2006;

4.1.6. Data Protection Act 2018 and General Data Protection Regulation (GDPR);  
and

4.1.7. Equality Act 2010.

4.2. The following School policies, procedures and resource materials are relevant to this policy:

4.2.1. Safeguarding and Child Protection Policy;

4.2.2. Supervision of Pupils Policy

4.2.3. Missing

4.2.4. First Aid Policy;

4.2.5. Minibus Policy;

4.2.6. Health and Safety Policy and Practice;

4.2.7. Foreseeable Crisis Policy;

4.2.8. Equal Opportunities Policy;

4.2.9. Special Educational Needs Policy;

4.2.10. Anti Bullying Policy;

4.2.11. Behaviour and Discipline Policy;

4.2.12. Accessibility Plan;

4.2.13. Risk Assessment Policy for Pupil Welfare;

4.2.14. Staff Code of Conduct

## **5. Publication and availability**

5.1. This policy is published on the School website and in the Virtual Staffroom.

5.2. This policy is available in hard copy on request.

## **6. Definitions**

6.1. Where the following words or phrases are used in this policy:

6.1.1. references to the **Proprietor** are references to the Board of Directors of Norfolk House School Limited;

## 7. Responsibility statement and allocation of tasks

- 7.1. The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 7.2. To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Educational Visits Coordinator	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	“ “ “	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	“ “ “	As required, and at least annually
Formal annual review	Proprietor, Headmistress, Educational Visits Coordinator	Annually

## 8. Planning outings

- 8.1. Visit Leaders are responsible for the planning of their visits; they will liaise with members of the Senior Leadership Team (SLT) in the organisation of off-site visits.
- 8.2. They should obtain outline permission for a visit from the Headmistress prior to planning, and before making any commitments. Visit Leaders have the responsibility of ensuring all information regarding their visit is submitted to the Educational Visits Coordinator (**EVC**) (Neil Champs) in accordance with the procedure set out below.

- 8.3. Visit Leaders also have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.
- 8.4. The EVC will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans.
- 8.5. The Headmistress has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the Board of Directors for approval.
- 8.6. The Chair of Directors is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

## **9. Staff competence**

- 9.1. We recognise that staff competence is the single most important factor in the safe management of visits. In deciding whether a member of staff is competent to be a Visit Leader, the Headmistress will take into account the following factors:

Relevant experience

Previous relevant training

The prospective leaders ability to make dynamic risk management judgments, and take charge in the event of an emergency

Knowledge of the pupils, the venue, and the activities to be undertaken.

## **10. Proposed outings: approval procedure and deadlines**

- 10.1. All proposed outings must be approved by the EVC, following prior approval from the Headmistress.
- 10.2. Visits must be booked well in advance.
- 10.3. Proposals for all outings involving non-routine activities of less than a day should be submitted to the Headmistress at least 2 weeks prior to the outing. .
- 10.4. Proposals for visits involving residence, adventure activities, or visits abroad must be submitted to the Headmistress at least 4 weeks prior to the date of departure. For any residential activities involving a parental contribution, the pre-visit application must be submitted to the EVC and Headmistress at least 6 months prior to the proposed visit date.
- 10.5. If the Headmistress grants permission in principle, she will pass the proposal to the EVC for his consideration.

10.6. The Headmistress will request approval from the Board of Directors for all visits abroad, those involving residency or those involving adventurous activities.

## **11. Risk assessment**

11.1. Risk assessment arrangements vary, depending on whether the outing is to a familiar venue during the school day, or to an unfamiliar venue outside the school day.

11.2. Particular circumstances may require departure from the following procedures, such as where an outing to a familiar venue during the school day entails an additional level of risk. In which event, a suitable and sufficient risk assessment should be carried out.

11.3. Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

11.4. The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.

## **12. Operating procedure for outings which form part of the normal school day**

12.1. The following procedure applies to outings which form part of the normal school day (ie depart and return within school hours, form part of the normal curriculum and do not involve an extra charge to parents).

12.2. These outings:

12.2.1. do not require specific parental consent - however at the beginning of each year we gain a 'blanket consent' for such activities

12.2.2. require a written risk assessment which should be approved by the Headmistress initially and at least once per year thereafter, and reviewed by the Visit Leader before every outing.

12.3. The following are potentially significant issues/hazards associated with these outings:

12.3.1. Road traffic.

12.3.2. Other people/members of the public/animals.

12.3.3. Losing a pupil.

12.3.4. Uneven surfaces and slips, trips, and falls.

12.3.5. Weather conditions.

12.3.6. Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

12.4. These risks are managed by a combination of the following:

12.4.1. The Headmistress or EVC must give approval before a group leaves.

12.4.2. Only staff judged competent to supervise groups in this environment are approved.

12.4.3. There will always be the appropriate staff: pupil ratio. (See 'managing the activity')

12.4.4. Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.

12.4.5. Where appropriate, pupils are fully briefed on what to do if they become separated from the group.

12.4.6. All remotely supervised work on the School Premises is done in 'buddy' pairs as a minimum.

12.4.7. Pupils' clothing and footwear is checked for appropriateness prior to leaving school.

12.4.8. Staff are aware of any relevant pupil medical information and ensure that any required medication is available.

12.4.9. Staff will deposit in the Reception area a list of all pupils and staff, a proposed route, and an estimated time of return.

12.4.10. A Visit Leader's mobile is taken with each group and the Reception area have a note of the number.

12.4.11. Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

### **13. Operating procedure for outings which do not form part of the normal school day**

13.1. Outings which fall outside the normal school day (i.e. depart or return outside normal school hours, are not part of the normal curriculum, are to a new environment or place, or entail an additional charge to parents), a risk assessment for each individual trip will be completed by the Visit Leader, and submitted to the Headmistress and EVC for approval.

13.2. Visits that are residential, overseas or involve an adventurous activity are not covered by the 'School Premises' operating procedure and an extensive risk assessment and management plan of all activities must be completed for every individual trip.

#### **14. Managing the activity**

14.1. The EVC will assess the competence of the adults accompanying the activity.

14.2. The appointed Visit Leader is responsible for managing the whole activity.

14.3. Parents and carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off site activity. The Visit Leader must therefore ensure that parents and carers receive all necessary information – see Communications with parents/carers below.

14.4. Supervising adults must be aware of the "duty of care" which is placed upon them. The overall responsibility rests with the Headmistress as overall manager of the school. The school's Supervision of Pupils Policy and Safeguarding and Child Protection Policy will be implemented during all off site activities.

14.5. Visit Leaders must assess the risks and consider an appropriate safe supervision level for their particular group.

14.6. A list of all pupils taking participating in the outing must be provided to the Headmistress and Office Manager prior to departure;

14.7. The following minimum staff: children ratios must always be observed, save where the risk assessment identifies the need for more staff to attend:

Transition and Reception: 1:4

Years 1 to 3: 1:6

Years 4 to 6: 1:10 or 1:15, depending upon the nature of the activity to be undertaken

14.8. Each off-site activity should be risk assessed to ascertain the level of adult supervision required. It is desirable that an adult of each gender should accompany mixed groups of pupils if possible.

14.9. Residential activities for mixed groups require that adults of each gender accompany the group.

14.10. If the activity requires remote supervision, parents/carers must be informed in advance of the trip.

14.11. All pupils must be given sufficient, firm instruction on behaviour, procedures etc. for the journey and while on site to ensure that the 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.

- 14.12. Pupils must be properly prepared for the outing and all medical needs catered for. Inhalers and other medication must be carried at all times.
- 14.13. All participating adults who are to have sole supervision of pupils should be in possession of a current DBS check, which has been approved by the Headmistress prior to the outing.
- 14.14. All participating adults who are not members of school staff must recognise and accept that they owe a duty of care towards the pupils and agree to be bound by the terms of this policy.
- 14.15. Appropriate first aid equipment must be carried by the party and relevant staff must have a Paediatric First Aid qualification.
- 14.16. It is the responsibility of participating staff to ensure that they take at least one working mobile telephone with them and, unless the visit takes place entirely within normal school hours, a complete list of emergency contact numbers for all the children and adults involved in the visit.
- 14.17. All participating adults must provide adequate supervision and take all reasonable steps to safeguard the health and welfare of the pupils having regard to:
  - The age, sex and ability of the pupils
  - The number of pupils involved
  - Pupils with medical needs
  - Pupils with special dietary needs
  - Pupils' previous experiences of being away from school/home and of the activities involved
  - The degree of responsibility and discipline shown by the group
  - The type of visit and the nature of the activities involved
  - The amount of risk
  - The location and travel arrangements
  - The time of year
  - The experience and quality of the supervisory staff available
  - The requirements of the organisation or location to be visited

## First aid cover

14.18. Supervision is “full time”. There is no reduction in levels of supervision on routine or non-routine activities. Responsibility for pupils lies with the group leader and staff at all times.

14.19. All “free time” must be planned for and supervised.

## **15. Communication with parents / carers**

15.1. Parents and carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off site activity. The school may, on occasion, take children on short, local trips as part of the school day without writing to parents. Permission for these short trips will be sought at the beginning of each school year.

15.2. Consent is necessary for non-routine activities such as class visits to places of interest, sports competitions and musical performances. Consent must be gained by letter. The letter, where possible, must be sent home at least two weeks before the proposed non-routine activity. It must provide information regarding itinerary, schedules and expectations of the pupils on the activity. Signed consent must be received, where possible, at the school at least two days before the activity. The letter must be approved by the EVC and Headmistress before circulation.

15.3. A meeting is held for parents and carers for all off-site activities involving residency. This meeting is held well in advance of the departure date and includes all relevant details pertaining to the activity.

15.4. Emergency telephone contacts must be obtained for all pupils participating in residential activities along with parental consent form.

## **16. Insurance**

16.1. No activity can commence unless there is adequate insurance cover in place.

16.2. The Visit Leader is responsible for ensuring that suitable and sufficient insurance cover is in place for the outing. An enquiry must be made of the school's insurance broker, Gallagher Insurance (Custom House, The Waterfront, Level Street, Brierley Hill, West Midlands, DYS 1XH, tel: 01384 862638), to ascertain whether the trip is covered by the school's Public Liability insurance policy.

16.3. For travel overseas within the EU, all participants on school visits must hold a valid EHIC (European Health Insurance Card)

16.4. The Visit Leader must ensure that parents/carers are informed of all insurance arrangements.

16.5. If arrangements have been made for staff to use their own personal vehicle, suitable motor insurance will be taken out to cover use of a vehicle in relation to business use.

## **17. Codes of conduct**

17.1. The school's codes of conduct for pupils and staff remain in place during school visits and both are expected to abide by them.

17.2. For visits involving residence, adventure activities, or visits abroad, a code of conduct targeted for the trip must be drawn up for pupils and adults, with discussion and involvement of the pupils. Subjects for inclusion will vary per activity but could include behaviour, dress, boundaries, sanctions, etc.

## **18. Safety and emergency procedures**

18.1. Parents and children need to have clear expectations about the role of staff on an outing. The Visit Leader will brief the class and all staff just before the class departs. During this briefing, they must make it clear that children assigned to groups must stay with the adult in charge of that group, children must obey the instructions of any adult helper and that the adults have a collective responsibility towards all of the children.

18.2. The following must also be adhered to in order to minimize risk:

18.2.1. The Visit Leader must refer to the emergency procedures for each visit.

18.2.2. When walking along a pavement, children must be in a line in pairs, though in a busy place a single line may be necessary. The visit leader should be at the rear of a "crocodile"; another adult who knows the route should be at the front. Other staff should walk alongside the crocodile; ensuring children keep up and do not go too close to the road.

18.2.3. Always have a Plan 'B' in case of bad weather, accidents, etc.

18.2.4. A list of all participants – children and adults – is held at the school and by each adult taking part in the activity.

18.2.5. Regular head counts must be taken.

18.2.6. "Lost child" procedures must be established and understood by all adults involved in the activity. Reference should be made to the School's Missing Child Policy for further details.

18.3. The school's emergency response to an incident is based on the following key factors:

18.3.1. There is always a nominated emergency base contact for any visit (during school hours this is the School office).

18.3.2. This nominated base contact either will always be able to contact immediately a member of the senior leadership team.

18.3.3. For activities that take place during the normal school day, the visit leadership team will be aware of any relevant medical information for all participants, including staff.

18.3.4. For activities that take place outside the normal school day, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.

## **19. Training**

19.1. The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

19.2. The level and frequency of training depends on role of the individual member of staff.

19.3. The School maintains written records of all staff training.

19.4. Staff will be trained to understand the types of disabilities and how to deal with pupils who are disabled. Staff will not be expected, unless medically qualified or trained, to administer medication.

## **20. Risk assessment**

20.1. Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

20.2. The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused. Please see clause 7 for details of the individuals with responsibility for carrying out, monitoring,

implementing and reviewing the effectiveness of risk assessments under this policy.

## **21. Record keeping**

21.1. All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

21.2. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

## **22. Version control**

Date of adoption of this policy	21.6.21
Date of last review of this policy	21.6.21
Date for next review of this policy	21.6.22
Policy owner (SLT)	Headmistress
Policy owner (Proprietor)	Chair of Directors