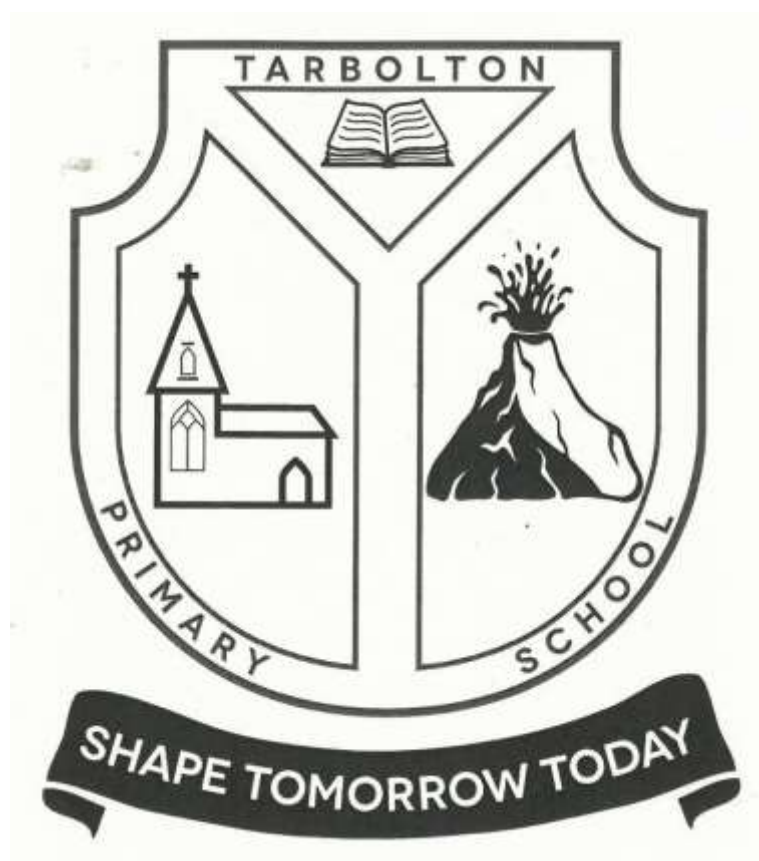


# **SCHOOL OUTINGS POLICY (Routine & Planned)**



October 2020

***Rationale: taking pupils off-site either into our local community or further afield can add depth and understanding to their learning.***

## **AIMS OF THIS POLICY**

- to outline responsibilities for all
- to ensure planned outings run smoothly
- to assist those involved in the process of organising an off-site visit.

## **RESPONSIBILITIES**

### **Senior Management Team**

- Approve off-site visits
- Sign off necessary risk assessments
- Support those making arrangements
- Ensure someone is allocated as 1<sup>st</sup> point of contact for the group leader who is on the excursion
- Ensure that the 1<sup>st</sup> point of contact has emergency contact details and a copy of signed consent forms for all pupils on the excursion

### **Class Teacher/EYC**

- Agree with SMT where excursions will take place and agree suitable date
- Once agreement has been received regarding date for excursion more information has been received regarding date for excursion more information can be sought i.e. price transport etc
- Share necessary information with SMT and outing leader
- Agree with SMT who will be leading outing
- ensure prior to boarding any transport all children are well, have necessary medication, have necessary snack/lunch
- ensure parents are aware on expected return time

### **Outing Leader**

- Ensure risk assessment is completed and signed off by the SMT
- Ensure you know who 1<sup>st</sup> point of contact is in the event of an emergency during outing
- Introduce yourself to the bus driver
- Complete final headcount
- Where appropriate share contact number with other adults
- Contact 1<sup>st</sup> point of contact if any emergencies or challenging situations arise
- Notify 1<sup>st</sup> point of contact when final head count is complete and the return journey has commenced

### **Clerical Staff**

- Ensure contact details for all pupils are up to date on Seemis and in SMT contact folders
- Ensure all pupils have consent to leave the premises on educational outings within one week of their start date
- Where requested collate quotes for buses and where necessary liaise with visit location to agree a suitable timetable of events
- Share necessary information with SMT and outing leader
- Prepare a first aid bag for the outing leader
- Prepare a bag with wipes, paper towels, sick bags and rubbish bags for all buses

- Notify SMT 1 week prior to visit any funds unpaid

### **School Assistants**

- Support class teachers as requested

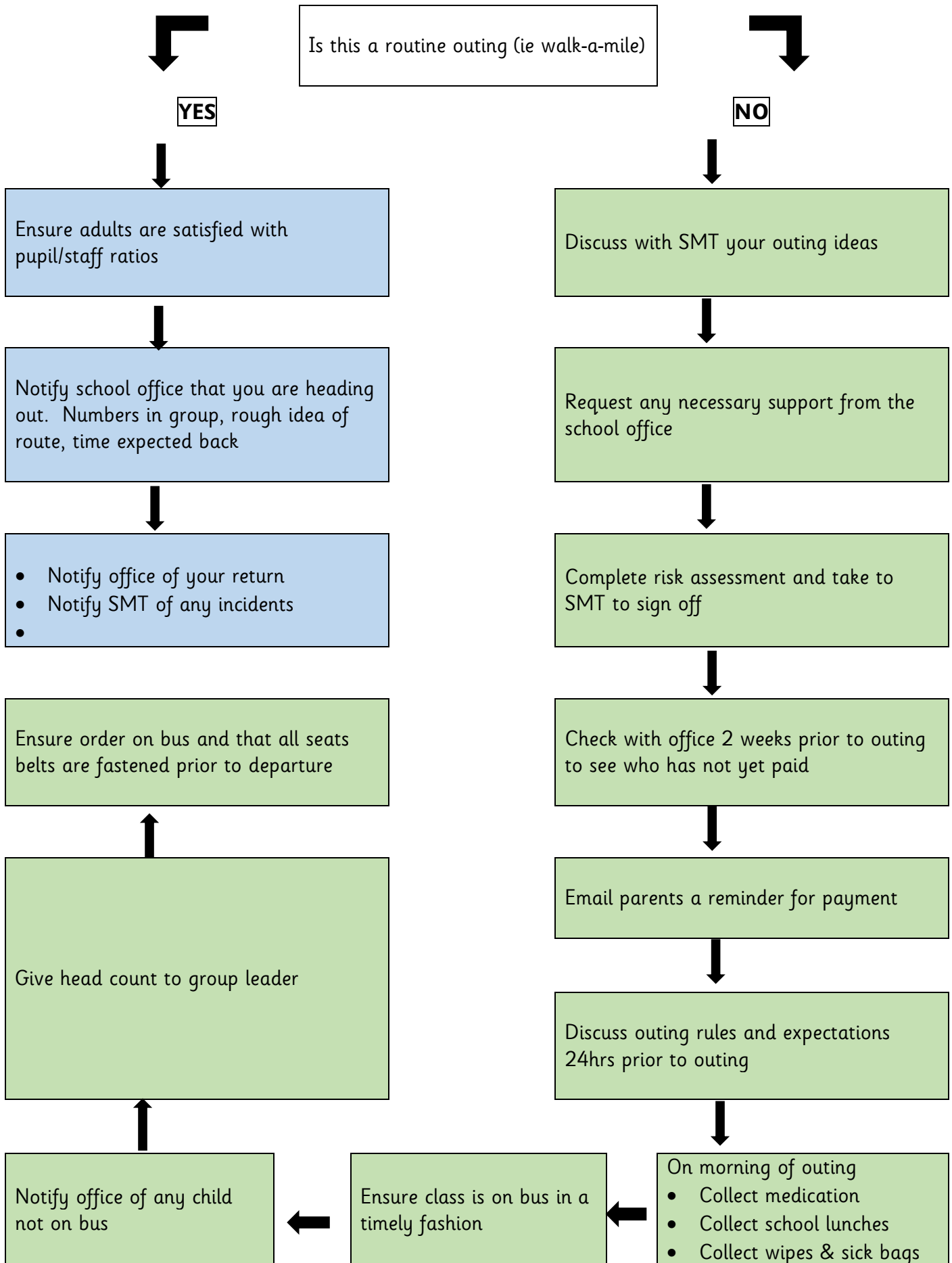
### **Pupils**

- Represent our school in a polite and friendly manner
- Follow all instructions given by adults accompanying the group
- Take responsibility for own possessions

### **Parents**

- Support your child to ensure they have all they need to attend an outing i.e. snacks, waterproofs etc.
- Ensure payment of outings is done in a timely fashion

## CLASS TEACHER/EYP OUTINGS FLOW CHART



**PLEASE NOTE:**

- All outings arranged should follow this policy which should be used in conjunction with “Educational Services Management Guidelines for Educational Off-Site visits”. This document is available on rewire or from your head teacher
- With a parents permission mobile devices are permitted on school outings provided parents are aware that the school is not liable for loss or damage
- Pupils can use their mobile devices to play games or listen to music however prior to the outing they must be made aware that they must use headphones and the noise level must not affect others
- Prior to disembarking the bus at the end of the outing pupils must lift all rubbish
- One member of staff should sweep the bus for left items prior to the bus leaving

Review Date: October 2023