



Health and Safety of Pupils on Activities Outside School

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Outside School

Outline

For all school journeys we ensure that all reasonable steps have been taken to establish safe conditions for the teachers, pupils and any volunteers concerned and that levels of risk are both manageable and acceptable. Visits are only approved when the risks have been fully assessed, bearing in mind the age and experience of the pupils. Our school nurse assesses any special medical or welfare needs of participants during the planning process. This policy has been drafted with reference to the Department for Education's advice on legal duties and powers for local authorities, head teachers, staff and governing bodies and "Health and safety: responsibilities and duties for schools – April 2022".

Planning activities

Activities are planned, as far as possible, by staff who are familiar with the venue and the nature of the conditions likely to be encountered. They ensure that safety standards are met at the venue and on transport to and from the site are adequate and compliant. We take advantage of the TfL scheme offering free transport for school visits in London but we always select the mode of transport with the safety of the pupils as the paramount concern. We ensure that any third party staff have DBS clearance where required by regulations.

Visit leaders ensure that any accompanying staff know the route and understand their responsibilities. They complete specific and detailed risk assessments for all visits out of school. All accompanying staff are briefed by the school nurse on any special medical requirements of any of the pupils going on the school visit. The school nurse manages the issuing and maintenance of First Aid Kits.

Supervision

We calculate the ratio of staff to pupils on a case by case basis bearing in mind the age of the pupils, the mode of transport and the nature and location of the activities. The normal ratio adopted by the school is 1 member of staff to every 10 pupils. We remind pupils that normal school rules apply and that any pupil disobeying may be sent back.

Safeguarding measures

All staff will of course have an enhanced DBS check. Where we use volunteers or others not employed by the school in this capacity (such as parents) for visits, they need not have a DBS check because they would never be left in sole charge of pupils.

Means of contact

All staff will take with them a list of pupils' names and emergency contact numbers. The same list and information will be left at the school. In the event of a need, the Headmaster will be the first one to be contacted.

Written Permission

We obtain written permission in advance from all parents of our pupils to cover the school visits we may organise for their child. Prior to a visit, we inform the parents where and when we will be taking their child on a school visit.

Review of procedures

The staff member leading the visit will ensure the following prior to the commencement of the visit: -

- A risk written assessment of the visit will be prepared and signed (if the visit is not a routine visit to the Heath or sports hall where a risk assessment has been prepared and reviewed by staff).
- A check will be made of individual requirements of each of the children regarding medicines to be taken on the visit e.g. inhalers, epi pens etc. A list of these is kept in the office.
- All staff will have mobile phones with them and the numbers will be held by the Office.
- The route will be explained to the children.
- Safety rules will be explained to the children (if the visit is not a routine visit to the Heath or Sports Hall where the children have been periodically been reminded of these rules).
- The children will be reminded of behaviour, attitude and manners towards each other and the public.
- A list of children will be ticked off and retained by the teachers and in the school office.
- The children will be put in twos
- Each teacher will undertake a count of the number of children and check the total with their colleague.
- On arrival at the destination, the names of the children will be called out and ticked off against the list of names on departure
- Each teacher will undertake a count of the number of children and check the total with their colleague.

The whole procedure is repeated on departure back to school.

The procedures to be followed are set out in the attached list which has been provided to all of our teachers.

Review of visit

After a visit has been completed, the Headmaster or other senior leader will liaise with the member of staff responsible for the visit to ascertain whether there were any issues of concern arising during the visit, particularly in regard to safeguarding matters or behaviour of the pupils on the visit. Any serious issues of concern would be recorded and appropriate action taken.

Availability of Policy to parents.

A copy of this policy is kept in the school office and parents are informed it is available for inspection. It is also available on the school's website.

Reviewed and updated by Andrew Sandars

August 2025

TO ALL TEACHERS

When a group of children are taken off the school premises, the teachers in charge of the children should undertake the following procedures: -

- A written risk assessment of the visit will be prepared and signed (if the visit is not a routine visit to the Heath or sports hall where risk assessments have already been prepared and reviewed by staff).
- A check will be made of individual requirements of each of the children regarding medicines to be taken on the visit e.g. inhalers, epi pens etc. A list of these is kept in the office.
- All staff will have mobile phones with them and the numbers will be held by the school office.
- The route will be explained to the children.
- Safety rules will be explained to the children (if the visit is not a routine visit to the Heath or Sports Hall where the children have been periodically been reminded of these rules).
- The children will be reminded of behaviour, attitude and manners towards each other and the public.
- A list of names should be ticked off and retained by the teacher and the school office.
- The children should be put into twos.
- Each teacher should undertake a count of the number of children and check the total with their colleague.
- On arrival at the destination, the names of the children should be called out and ticked off against the list of names on departure.
- Each teacher should undertake a count of the number of children and check the total with their colleague.

This whole procedure should be repeated on departure back to school.