

# Herne Hill School

for love, care and an excellent education

Independent Co ed Pre Prep & Nursery,  
Founded 1978, Member ISA

[www.hernehill-school.co.uk](http://www.hernehill-school.co.uk)



## POLICY FOR HEALTH & SAFETY ON SCHOOL OUTINGS AND VISITS

At Herne Hill School, we highly encourage school outings and visits of an educational nature. They offer pupils unique opportunities to undergo experiences not available in the classroom, they frequently develop their investigative skills and create positive excitement in the young lives of our children.

While most outings take place without incident, they inherently carry risks which must be carefully assessed and managed. And while no amount of planning can guarantee that a visit will be totally incident free, good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen nonetheless.

Rather than try to cover every eventuality, the policy on school outings and visits aims to set out principles, leaving it to the teachers' professional and local judgment how to apply those principles. Ultimately, planning for and carrying out an outing is all about common sense, foresight and vigilance.

To ensure that outings are successful and as safe as possible, the following requirements must be met:

- Members of staff in charge of and assisting with school visits are conversant with the policy on school outings and visits and all local requirements.
- Sufficient time is allocated to the preparation and planning of an outing.
- For each outing, one teacher (the outing leader) has overall responsibility for the supervision and conduct of the outing and has regard to the health and safety of the group.
- The planning and approval procedures laid out in the policy are adhered to. In particular, the Headteacher must approve all proposed outings or visits after having reviewed planning forms, risk assessment, communication documentation, etc.
- Staffing for Foundation Stage children on trips must always meet or exceed the requirements of the EYFS statutory framework. In Years 1 and 2 the minimum ratio is 1 adult to 8 children.
- Parents/volunteers may be used to supplement the supervision ratio as long as the policy guidelines are adhered to.
- Ideally, there should be a qualified first aider in every KS1 group involving travel, but if this is not possible, an appropriate first aid kit should be readily available for use at all times.

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The outing leader should preferably have basic first aid knowledge. Foundation Stage children must always have an adult with a paediatric first aid qualification accompanying them.

- Every outing requires a written risk assessment for all aspects of the trip from the time the party leaves Herne Hill School to when the children return or are collected. The outing leader should obtain a written or documentary assurance that the site/centre to be visited has carried out its own risk assessments and confirm that they are up to date for all the activities in which Herne Hill School pupils might engage. Depending on the circumstances, it may be advisable (or indeed required by the Head) that the outing leader conduct an exploratory visit to the site/centre in question.
- Parents should be informed in writing of any offsite activity or outing unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter. For such routine outings, seeking annual consent may be appropriate. For all non-routine outings, a parental consent form must be completed and signed by the parent/guardian for each pupil in the group and returned to the school. It is designed to not only seek parents' consent but also to ensure that relevant and up-to-date medical and emergency contact information is provided where appropriate.
- Pupils and accompanying adults need to be briefed so they understand their roles and responsibilities at all times.
- After an outing the leader must make a thorough review and evaluation. This will determine if any actions or procedures need to be modified on similar trips in the future to reduce risks.