



SILVERHILL SCHOOL

Policy for Outings and Visits

The member of staff organising the proposed visit shall obtain all necessary information with the help of the Secretary. The information shall include:

- ⊕ place
- ⊕ date
- ⊕ time
- ⊕ transport
- ⊕ cost
- ⊕ activities
- ⊕ purpose of visit
- ⊕ number of children
- ⊕ number of staff
- ⊕ additional adults

Whenever possible a preliminary visit should be carried out in order

- ⊕ to assess the suitability of the proposed venue
- ⊕ to become familiar with the area
- ⊕ to assess potential risks
- ⊕ to inspect the quality and suitability of available equipment
- ⊕ to meet the manager and staff

If any risks are found that are deemed to be of an unacceptable level, advice should be sought from the manager of the venue in order to know what safety measures will be put in place which would reduce the risk to an acceptable level.

If assurance cannot be given the visit will not go ahead.

Where a preliminary visit is not possible the adults will need to assess continually the activities and risks throughout the visit.

Once the visit has been assessed, approved and costed, a letter will be sent to the parents of all participating children. This will give details of the visit: the date, the time, the cost, clothing needed, food requirements, names of staff involved.

It will also include a consent form.

The consent form must be signed by parents before the start of the visit.

A list of all pupils and adults will be carried by the member of staff in charge of the outing, together with details of any medication or other special needs.

A first aid box will be taken on the outing and be available at all times.

The staff have authority to change or stop any activity during the outing if it is considered to be dangerous, or if to continue the activity would put a child or adult into a dangerous situation.

Adults will need to monitor continually the activities and risks throughout the visit.

A mobile phone will be carried on the outing to enable two-way contact with the school and other services.

Risk Assessment Form

The teacher organising the trip will prepare a risk assessment and clear it with the Bursar before the trip. It is often supplemented by an assessment already supplied by the place visited.

An outings book will be filled in on the day of the outing, naming:

- ⊕ Place
- ⊕ Date
- ⊕ Time
- ⊕ Transport
- ⊕ Names of children
- ⊕ Names of staff & helpers
- ⊕ Contact number taken

PROPOSAL OF VISIT

Place to be visited _____

Date _____

Times. Departure _____ Return _____

Transport _____

Costings. Entrance _____ Transport _____

Additional staff costs _____

Activities _____

Purpose of visit _____

Number of children _____ Boys _____ Girls _____

Names of accompanying staff _____

Additional adults _____

Names of pupils with special (educational, medical, dietary) needs

Additional notes _____

Signed by Bursar _____ Head _____