



## KEREM HOUSE Off-site Visits Policy Updated August 2006

Off-site visits are considered to be a vital educational opportunity for the children at Kerem House. In order to assess the educational value and undertake a full and comprehensive assessment of risks a pre-visit will usually be undertaken, using the attached forms. An assessment of the suitable teacher: pupil ratio will be taken following the above information

Upon entry parents will be asked to sign a general consent form to include all small outings, such as visits to Lyttleton Playing Fields and the local shops. For such outings, a member of staff will take a mobile telephone with them.

When outings require transport written permission will be requested for the specific outing. Parents will be required to pay for the cost of the outing. Coaches and private vehicles will only be used with seat belts.

The class teacher is responsible for taking a first aid kit and any medication required for specific children. In the event that the class teacher is not able to administer medicines as per a child's Individual Health Plan either an additional teacher will attend the trip or the parent of the relevant child will be asked to attend.

The class teacher will have a list of all children present and their home telephone numbers. A mobile telephone will be taken on each coach

Each child will have a label with the school name and telephone number when going on a half/full day outing.

Children will be counted before leaving any building or part of a building (including toileting), and as they get on and off transport.

Staff and volunteers will be allocated named children in their care and given written guidance notes . (eg attached)

## Guidance Notes for Off-site visits

1. Make sure you know exactly who is in your group.
2. Ensure that they hold hands particularly when on the road side. Each child should be wearing a sticker with '*Kerem House 020 8455 7524*' throughout the day.
2. On boarding the coach with your group,
  - i. inform the teacher if any seatbelt is not working.
  - ii. Adjust belts to fit the children and ensure that they are sitting with their backs against the seat back, looking forwards.
  - iii Check regularly that the children keep their seatbelts fastened throughout the journey.
3. When you are out of the coach, please stay with your group at all times, including on tractor rides.
4. Children should not be allowed to run ahead of you. Do not be afraid to be firm if behaviour is not acceptable.
5. Please ensure that all the children's litter is cleared away
6. If your group is moving away from the others, eg to go to the toilet, please inform the teacher.
7. Please be in correct areas at the allocated times. At the end of the visit please do not keep the coach waiting.
8. Please **only** allow the children to eat and drink in designated areas and ensure their **hands are washed** beforehand.

**Outing Risk Assessment**

Number of pupils\_\_\_\_\_ Number Special needs pupils\_\_\_\_\_

Travel arrangements\_\_\_\_\_

Hazards of environment to be visited

Size of site\_\_\_\_\_

Parking (convenience)\_\_\_\_\_

Position of toilets \_\_\_\_\_

Nature of site (farm, museum)\_\_\_\_\_

Nature of activity (sedentary, walking, rides)\_\_\_\_\_

Group size (whole year, class, divided into small groups)\_\_\_\_\_

Risk Reduction

Number of staff\_\_\_\_\_

Number of Volunteers\_\_\_\_\_

Special precautions to be taken\_\_\_\_\_

---

---

---

---

---

---

---