

# The Pier Head Preparatory Montessori School

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## Safe Guarding Health and Safety for Activities Outside School

### Aims and Objectives

This document has been drawn up in accordance with the DFE 'Health and Safety of Pupils on Educational Visits' document, which is downloadable from the DFE website. All staff of The Pier Head Preparatory Montessori School taking or assisting on school trips will be aware of the policy and of all specific local requirements.

### Procedure Approval for visits

The Pier Head Preparatory Montessori School has a formal procedure for the approval of all trips and visits. All visits are given approval based on a variety of factors, including the risk assessment undertaken for the trip. The Head teacher, Miss Emma Kohl gives formal approval for a visit if:

- Adequate child protection procedures are in place
- All necessary documentation, actions and training have been completed before the visit begins
- A comprehensive risk assessment has been undertaken and completed
- The appropriate teacher-pupil ratio is met.
- The Pier Head Preparatory Montessori School medical/consent/contact details form has been filled in for each pupil

### Risk Assessments

The teacher in charge of the proposed activity will complete a risk assessment form. This form covers all aspects of trips and activities out of school. The risk assessment will be approved by the Head Teacher Miss Emma Kohl. Where possible, and if appropriate, a pre-trip visit will be undertaken by the trip coordinator, to investigate and identify any potential hazards.

### Supervision of Pupils on Trips

We will ensure a 1:4 (Adult: Child) ratio which will be increased to no more than 1:6 depending on the outing and the mode of transport being used. This ratio can also be decreased depending on the number of helpers/ volunteers present. There will always be an accompanying teacher. Parents may be used as a supplement to staff.

### Pre-trip Information and Planning

Once a trip has been authorised, parents will be informed in writing about the trip or visit. This will happen well in advance of the trip date. There will usually be a meeting for parents and pupils, so that trip details can be discussed and understood. Pupils may also have further meetings to discuss aspects of the trip, such as behavioural expectations, and safety precautions. Accompanying teachers and supervisors will also be

briefed by the group leader. Such briefings will include information about the specific medical or special needs of any pupil on the trip.

## **Consent Forms**

For day trips, the trip co-ordinator will include a list of pupils and any related medical conditions in the risk assessment. These details are available to Staff on a 'need to know' basis.

## **Transport and Insurance**

If the trip involves the use of a coach, then all pupils will be briefed on the correct procedure for travel by coach, including the wearing of seatbelts, the emergency exits, and any further fire or first-aid procedures that are relevant.

Comprehensive insurance cover is arranged by the School for all trips and outings. Full details are available from the trip organiser.

### **Hazardous or Unusual Activities and Insurance Cover**

Such activities might include adventurous training, coastal visits, induction visits. Where unusual or hazardous activities are involved, teachers, supervisors, or the centre responsible for organising the activity must be appropriately qualified and competent. Evidence of formal qualifications will be sought before approval is given for the trip or visit.

All equipment used must be both properly maintained and meet appropriate safety standards. Parents will be informed in writing of any hazardous activities involved in the trip or visit. Staff must discuss insurance cover with the Head Teacher Miss Emma Kohl as early as possible to ensure that any hazardous activities are covered by the School's insurance policy

## **Emergency Contact**

All risk assessments are kept by the Deputy Head Miss Charlotte Day, once they have been approved by the Head Teacher Miss Emma Kohl. This includes pupil details, and group leader contact details. The Deputy Head will act as the contact point.

## **First Aid and Medical Equipment**

All trips will be provided with a first aid kit from the Medical Room. Pupils with specific medical needs such as epipens will be required to bring these on the trip (if the trip is a day trip or visit). Pupils will be expected to carry epipens at all times, whether the trip is overnight or not.

## **Procedure for Away Sports Fixtures and Music and Drama Visits**

A generic risk assessment form is available for all away sports fixtures. This contains the date, time and place of the fixture, the method of transport, and the details of those travelling and any associated medical conditions. It also contains contact details for the teacher in charge of the activity. For pupils involved in matches and out-of-school concerts and performances, parental consent will be sought at the start of the year, so as to avoid the need for repeated consent to be given.

Policy Date: \_\_\_\_\_ Review Date: \_\_\_\_\_