

Outings

As part of our educational programme, children are taken on school outings. Written parental permission is required before any child can be accepted on the outing, whether this is our annual blanket permission form on Family or a specific permission slip. The majority of outings for Children's House and Infant Community will be arranged within easy walking distance from the school, such as the library or the park. Children may use public transport, hired coaches, or the school minibus to facilitate outings.

Where possible, an inspection of the facilities and equipment will be carried out by staff to assess safety risks before children take part in the activities. Alternatively, risk assessments provided by the destination will be utilised.

'Going Out' is an integral part of the Elementary curriculum and children are assisted to plan their own outings. This may include choosing the location, arranging travel, enquiring about tours or opening times, requesting chaperones, and determining the learning outcomes. Elementary children are required to wear school uniform on all outings.

During outings for Children's House and Infant Community, children are required to wear an identification tag (provided by the teachers) giving the name and telephone number of the school to help locate the child in the unlikely event that they become lost. These children should also wear school uniform for outings where possible in order to aid in their identification and to promote a sense of group identity.

The register, mobile telephone, emergency contact numbers, First Aid kit and any necessary medicines/medical records, as well as spare clothes, will be taken on any outings.

If a child becomes lost during an outing, all staff, parents, and children will be asked to maintain their position where all children can be contained (e.g. a gated playground or a secure room in a building). Any adults in excess of adult-child ratios (1 adult to 2 children for Infants, 1 adult to 4 children for Children's House and 1 adult to 10 children for Elementary) will then be free to search for the child. Staff at the location will also be recruited to help in the search, for example through PA announcements, securing entry systems, etc. Should the child not be found within 10 minutes, parents will be contacted; should the child still not be found after 30 minutes, the local police will be contacted, and a wider search instigated.