

## **Victorious International British School**

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### **Outings and Educational Visits Policy**

At Victorious School we aim to provide the children in our care with many first hand experiences to support their learning and enjoyment. We will endeavour to invite visitors into the school and take the children out on outings and educational visits to ensure they have a better understanding of the world around us. We will actively use the beach front for educational purposes and where possible we will walk to the places of interest or use public transport. In some cases it may also be necessary for us to use a reputable coach company.

#### **Planning**

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is an outing leader for each excursion who is clear about their responsibility as designated lead. (The designated lead will take the first aid kit, register with emergency contact details and a mobile phone.)
- We ask parents to sign a general consent on registration for their children to be taken out on local short outings as a part of the daily activities of the setting.
- Parental permission will be obtained for all outings requiring transportation and / or parental contribution and / or parental help (signed response form).
- If it is possible to walk to a place of interest, we will ensure that the adult ratio is adequate, depending on the children's age, sensibility and the type of venue.
- To ensure adequate adult child ratio, parental help will be sought where necessary.

#### **Risk Assessment**

- Risk assessments will be made and recorded, minimum risks will be taken.
- The designated lead will sign off every risk assessment.
- Children with allergies or other specific needs may need a separate risk assessment to be completed i.e. child with allergies visiting a supermarket.
- An excursion will not go ahead if concerns are raised about its viability at any point.

#### **Transport**

- As a precaution, we ensure that children do not eat when travelling in vehicles.

- We ensure that contracted drivers are from reputable companies, do not have unsupervised access to the children and are not included in the ratios.

### On the day

- The teachers will talk to the children about keeping safe on an outing prior to leaving the school i.e. road safety, staying together and listening to the adults.
- The Class Teacher must ensure that all medication is taken on any outing for children that require medication and / or that have a medical health care plan. (See administering medicines policy for more details)
- The outing leader will take the first aid kit, the register with parent contact details and a mobile phone with them on these outings.
- Named children are assigned to individual staff members to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Staff frequently count their designated children and ensure hands are held when on the street and crossing the road.
- Parents who accompany us on outings are responsible for their group of children and relevant information about the outing is shared with them prior to leaving.

### After outings

Outings are recorded in an outings record file, stating:

- The date and time of the outing.
- No. and age of children attending.
- No. of adults attending (staff and parents / carers)
- The venue and mode of transport used.
- The time of return
- Copies of risk assessments
- Correspondence with the venue or transport company etc.
- An evaluation of the outing will take place after visit for future planning.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory

Victorious School

1<sup>st</sup> September 2022

1<sup>st</sup> September 2023

E Signature



Victoria Gomez-Middleton

Director