

OUTINGS POLICY and PROCEDURES

Activities and travel to Mortlake Green and Playground

The following procedures are now well-established and based on best practice and regularly reviewed risk assessments:

Learning on road safety

Teachers speak to the children about the risks along the route and understand about safety when crossing roads;

Talks from external Road Safety and Rail Safety visitors support the school's efforts.

Planning of activities

*Staff will plan carefully what they want the children to do at the park and in the playground and which equipment to bring with them according to the skills or learning they wish the children to develop;

*There will be a risk assessment carried out prior to the initial visit to the site and reviewed as appropriate (at the beginning of each term);

*Children will be toileted before leaving and staff will carry First Aid and wet wipes;

*Activities might include but not be limited to: Playground time, nature walks, PE lessons, story time and circle times, group games, unstructured play time;

*There should be opportunities for self-initiated activities under adult supervision and opportunities to explore the environment in small groups with an adult.

Arrangements for accompanying adults

*The ratio is 1 adult to every 8 children of 3-5/5-10 years old and 1 adult to every 3 children of 2 year old and may be more if the school feels it to be necessary. At least 50% of these adults must be employed by the school. The rest can be volunteers;

*At least one of the members of staff should be trained in paediatric first aid and should ensure that the group has a first aid kit including individual children's medications;

* Staff must carry First Aid kit;

* Staff must carry emergency medical and contact information for all children and adults;

* Staff might carry extra towels in wet conditions/weather to wipe slides

*Staff will carry mobile phones (and ensure reception can be received) and must call the Head Teacher or a senior leader if any serious injury occurs or the children are put at risk in any way.

Arrangements for travel

- *Children should be registered before leaving the site;
- *Children should wear high visibility jackets to ensure they are clearly seen by motorists. Suitable clothing must be worn for the weather conditions or potential changes in the weather;
- *Children should walk in pairs and attached to a special rope in an orderly manner with staff spread out along the line;
- *Reception age children can pull along trolleys/baskets which can be used to transport equipment;
- *Children and staff should show consideration towards other users of the pavements and at all times show respect and good manners, upholding the reputation of the school;
- *When coming from the Vernon Road site, children will walk down Howgate Road and along South Worple Way to Sheen Lane. They will wait until the railway barriers come down and then be escorted across the road in pairs. They will go up, over and down the footbridge in single file (with teachers help and then cross the small zebra crossing leading directly into the green. Children will never be taken across the railway line and will always wait until the barriers are down.

Arrangements for the Playground on Mortlake Green

- *At Mortlake Green, staff will use their judgement to select the most suitable area to play, away from other park users if possible. Staff will check the ground and remove any potential risks or dangers before allowing the children to play. If there is dog 'mess', a red cone should be placed over it so children can avoid it;
- *Staff will zone off an area using yellow cones within which the children can play and be strategically positioned to ensure children do not wander outside of the area;
- *All members of staff are responsible for the children and will be vigilant of their safety at all times and carrying out regular head-counts;
- *All children must be accounted for before returning to the school and upon their return.

On the Playground:

- *On arrival, 1 member of staff checks the side and back gates for safety and makes sure that they are shut;
- *1 member of staff always stands by the front/main gate to the playground to secure the potential escape route and observe Azbuka Nursery/school children on the playground;
- *Staff assess all the potential risks on the day and on arrival to make sure the children play and learn in safe environment;
- * Teachers are delegated to deal and look after specific parts of the playground when helping and assist the children in playing and learning;
- * When leaving 1 member of staff checks the playground for Azbuka stuff, count the children and leaves last

This arrangement is reviewed regularly using Risk Assessments.

Parents will be made aware of these arrangements through discussions at induction/parents events and meetings. This document will be made available to parents in the Parents Info corner.