



# AZBUKA Russian-English Bilingual school OUTINGS POLICY and PROCEDURES

## Activities and travel to Ravenscourt Park and playground (updated in line with Covid-19 Risk Assessment and guidelines, Sept 2021)

PERSON RESPONSIBLE: Head Teacher  
Approved by: Governors of AZBUKA Foundation  
Approved: September 2021  
DATE OF NEXT REVIEW: July 2022

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 should carry extra sanitisation gel/wipes

\*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 (Nursery) 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 Studland Hall (school site), children will turn left, walk down Studland Road to Studland Street, along the path across Dalling Road open space, cross over the road (zebra crossing) to Flora Garden Children Centre and proceed to Ravenscourt Park Station along Dalling Road. They will cross over the road (Ravenscourt Park Place or Ravenscourt Park Road) using a Lollypop crossing and enter the Park (path to the Park).  
The Nursery children might also use a different entrance to the Park. They will walk along Ravenscourt Park road, cross over the road using Lollypop crossing and enter the playground via Ravenscourt Park Pre-school public path and gate.  
Children must wash their hands on return to the school.

### **Arrangements for the Ravenscourt Park and Playground**

Covid Arrangements until further notice:

The playground must not be used.

Children will be separated into two bubbles: Moon (Years 3, 4, 5), and Sun (Years 1, 2)

Following the ratio below, there will be at least 2 staff with each bubble.

- \*In Ravenscourt Park, 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 and all children are supervised at all times;
- \* One member of staff will guard the gates and overlook group of children from the distance. (Nursery)
- \*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.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

#### **On the Playground (EYFS (Reception and Nursery children):**

- \*On arrival, 1 member of staff checks the side and back gates for safety and makes sure that they are shut;
- \*3 members of staff always stand by the front/middle/back gates 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.