

# The White House Preparatory School and Woodentops Kindergarten Risk Assessment

Outline of Trip – To be given to the School Office		
<b>Purpose of visit:</b>		
<b>Places to be visited:</b>		
<b>Date and times:</b>	<b>From / Departure:</b>	<b>To / Return:</b>
<b>Proposed numbers:</b>	<b>Total :</b>	
<b>Party Leader:</b>		
<b>Transport Required:</b>		
<b>Transport contact details:</b>		
<b>Emergency contact details (school):</b>		
<b>Supervising Adults</b> (nb identify First Aiders by “FA”):		
<b>I request your approval to proceed with the proposed visit outline and have provided the preliminary information agreed.</b>		
<b>Party Leader’s Signature:</b>		<b>Date:</b>
<b>Headteacher/Principal Approval:</b>		<b>Date:</b>
Guidelines for the organisation of a school Trip/Visit		
CHECKLIST		
Have you?	<input type="checkbox"/>	/ <input type="checkbox"/>
Identified which students, which staff and dates?		
Checked with the school calendar for potential clashes, staff, fixtures?		
Sought advice and consulted on costs?		
Checked the health and safety implications?		
Liaised with the emergency school/home contact? – Take class list from register		
Notified Jane of the number of students off-site and requiring packed lunch?		
Ensured appropriate cover work has been set by all participating staff?		
<b>For The Office</b>		
Fully costed the visit, including travel?		
(If approved) made the provisional booking?		
Ensure a letter is drafted to parents, including a Consent Form?		
Received confirmation of the booking and an invoice?		
Jane to confirm with venue risk assessment to be sent for file?		

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Risk Assessment			
Where a venue produces it's own Risk Assessment or General Assessment on file please just attach.			
<b>Establishment:</b>	The White House School	<b>Assessment Date:</b>	
<b>Activity:</b>		<b>Completed by:</b>	
<b>Date Reviewed:</b>		<b>Reviewed by:</b>	
<b>No. of Pupils:</b>		<b>Person in charge:</b>	
<b>No. of Staff:</b>			
Pupil/Staff Considerations			
e.g. medical, dietary, behavioural, educational			
Pupil/Adult	Nature of the issue	Provision	Any further action
See attached for medical & dietary	.		
Hazards	Who may be affected?	Control Measures	Any Further Action
List significant hazards which may result in serious harm or affect several people	Staff/Children	List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.
What is the review procedure?			

**Attached:**

1. Missing Child Procedures
2. General/all trips RA

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## What to do if you suspect a child has gone missing:

### Trip leader:

- Organise an immediate head count to ensure that all the other children are present
- Arrange for available adult(s) to search the immediate vicinity
- Contact the venue manager and arrange a search
- Inform the most senior member of staff available by mobile i.e. Headteacher/DSL, Deputy Head, Assistant Head or/and EYS Lead/DDSL.
- The most senior member of staff available to agree who would take the following actions:
  - If the Headteacher/DSL is not on site to inform them immediately.
  - The Headteacher/DSL or senior member of staff to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school (as agreed/directed) at once
  - ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school or venue at once
  - notify the Police
  - If appropriate, arrange for the remaining children to be taken back to school
  - if the child's home is within walking distance of the venue, organise a member of staff to set out on foot to follow the route
  - inform the Principal/Vice Principals.
  - inform the Lambeth LADO and Lambeth LSCB
  - inform OFSTED

### Action to be followed by staff when the child has been found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headteacher will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Headteacher will promise a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Headteacher (after discussion with the LADO if appropriate)

### Follow up actions and investigations

A report to be completed by the agreed member of staff (e.g. trip leader, activity leader, class teacher) and to cover all details up to the stage at which the child was found. This must include:

- time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how s/he appeared to have gone missing, as well as recommended lessons for the future.

The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority and if appropriate the school's insurers would be informed and, should a child be seriously

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injured as a consequence of the incident, a report would be made under RIDDOR to the Health & Safety Executive (HSE)

During the course of an investigation into a missing child, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

The school will review its procedures and, if appropriate, these would be adjusted.