

# The White House Preparatory School and Woodentops Kindergarten Trip Management and Risk Assessment

Outline of Trip - Permission request		
<b>Purpose of visit:</b>		
<b>Places to be visited:</b>		
<b>Activities</b> (nb label each RA if risk assessment required)		
<b>Date and times:</b>	<b>From / Departure:</b>	<b>To / Return:</b>
<b>Proposed numbers:</b>	<b>Total pupils:</b>	<b>Total adults:</b>
<b>Party Leader:</b>		
<b>Transport Required:</b>		
<b>Transport contact details:</b>		
<b>Emergency contact details (school &amp; trip mobile):</b>		
<b>Food &amp; Drink requirements</b> e.g. packed lunches/water		
<b>Supervising Adults</b> (nb identify First Aiders by "FA"):		
<b>Cover Requirements for every member of staff on the trip:</b>		
<b>Party Leader's Signature:</b>		<b>Date:</b>
Trip Approval based on details provided on this form and attached		
<b>Cover Supervisor:</b>		<b>Date:</b>
<b>Headteacher/Principal Approval:</b>		<b>Date:</b>
<b>Comments:</b>		

# The White House Preparatory School and Woodentops Kindergarten Trip Management and Risk Assessment

Risk Assessment			
<b>Assessment Date:</b>		<b>Completed by:</b>	
<b>Date Reviewed:</b>		<b>Reviewed by:</b>	
<b>Pupil/Staff Considerations</b> e.g. medical, dietary, behavioural, educational <b>NB attach medical/dietary list for the participants</b>			
Pupil/Adult	Nature of the issue	Provision e.g Medication	Any further action (nb identify who is responsible for medication/care/supervision)
<b>Journey Risk Assessment</b>  <b>Attach any journey risk assessment and email Office for file copy</b>			
Journey Hazards List significant hazards which may result in serious harm or affect several people	Who may be affected? Staff/Children	Control Measures	Any Further Action List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.
<b>Journey and Venue Risk Assessment</b>  <b>Attach any venue/activity risk assessment and email Office for file copy</b>			
Venue Hazards List significant hazards which may result in serious harm or affect several people	Who may be affected? Staff/Children	Control Measures	Any Further Action List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.

# The White House Preparatory School and Woodentops Kindergarten Trip Management and Risk Assessment

**Attached:**

1. Missing Child Procedures
2. Trip Leader and Office Check list

**To be attached/taken:**

1. Medical/Dietary lists for participants
2. General/all trips RA
3. Risk Assessment specific to the venue
4. Travel Risk Assessments as appropriate
5. Class lists and parent contact details
6. Trip mobile
7. First Aid Kit

Trip review	Notes and commentary e.g. what went well, what to be avoided, is this a suitable trip/venue?

<b>Guidelines for the organisation of a school Trip/Visit</b>	
<b>CHECKLIST</b>	
<b>Trip Leader: Have you?</b>	<input checked="" 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? – Taken class list from register	
Notified Office 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?	
Confirmed with the venue their risk assessment, saved to file and attached to this form for trip leader?	

# The White House Preparatory School and Woodentops Kindergarten Trip Management and Risk Assessment

## Missing Child Procedures

**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.

**Risk Assessment - The White House Preparatory School and Woodentops Kindergarten**

# **The White House Preparatory School and Woodentops Kindergarten Trip Management and Risk Assessment**

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 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.