



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Nursery**

SCHOOL TRIPS POLICY and PROCEDURES

1. Context and Purpose

Parents send their children to The White House Preparatory School and Woodentops Nursery expecting a secure environment where pupils flourish. Learning beyond the classroom provides vital, practical contexts for children to apply knowledge, build resilience, and develop citizenship skills. Where well-planned, off-site experiences deliver measurable personal, social, and academic benefits.

Outings enable children to:

- Apply academic concepts in real-world environments.
- Develop leadership, communication, and collaborative problem-solving skills.
- Build environmental awareness and sustainability habits through fieldwork.
- Cultivate risk awareness and self-management.
- Experience healthy physical challenge and build personal confidence.

2. Aims and Core Objectives

- **Skill Development:** Practicing independence, team reliance, and active communication.
- **Motivation & Wellbeing:** Boosting self-esteem, personal responsibility, and practical engagement.
- **Social Education:** Fostering mutual respect, tolerance, and adherence to shared conduct standards.
- **Health & Sustainability:** Developing healthy lifestyle habits and appreciation for natural ecosystems.

3. Understanding and Managing Risk

Serious incidents on educational visits are rare due to structured risk planning. The School adopts a proportionate, balanced approach in line with Department for Education (DfE) guidance and Outdoor Education Advisory Panel (OEAP) National Guidance.

The School ensures:



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- Children learn practical risk-awareness and personal boundary management.
- Parents are informed of visit parameters and risk mitigation strategies.
- Proactive control measures are documented and maintained without removing necessary developmental challenge.

Explanation and parental consent do not relieve the School, Principal, or Headteacher of statutory duty of care under UK health and safety legislation.

4. Inclusion and Equal Opportunities

In accordance with the Equality Act 2010, every effort is made to ensure educational visits are accessible to all pupils regardless of protected characteristics, special educational needs (SEN), or medical conditions. Reasonable adjustments are integrated into visit planning, provided safety, operational integrity, and group welfare are fully maintained.

5. Educational Value and Expectations

All off-site activities must possess clear educational objectives aligned with the curriculum or EYFS framework. The School Code of Conduct, Behaviour Policy, and Staff Code of Conduct apply continuously throughout all trips.

6. Key Roles and Responsibilities

Headteacher, Nursery Manager, and Educational Visits Co-ordinator (EVC)

- The designated EVC (typically the Headteacher or a trained senior staff member) oversees compliance, approval, and alignment with OEAP guidelines.
- Ensures staff leaders are appropriately trained, competent, and clear on delegated roles.

Trip / Group Leader

- Holds operational responsibility for trip preparation, dynamic risk assessment, supervision, and itinerary execution.
- Conducts annual reviews of location suitability and completes the required Risk Assessment (RA) form prior to EVC submission.

Accompanying Staff and Helpers

- Support the Trip Leader in pastoral supervision, medical checks, and group management.
- Maintain continuous vigilance and clear lines of communication.



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Pupil Responsibilities

- Children are briefed on expectations, safety boundaries, emergency routines, and standard behaviors.
- Individual behavior agreements may be required prior to departure. Pupils whose behavior poses an unmanageable safety risk may be excluded, with alternative school-based learning provided.

7. Approval and Provider Checks

All trips require formal sign-off from the EVC/Headteacher. External activity providers and centers are vetted annually for proper licensing, staff qualifications, and safety procedures before contracts are confirmed. Trip Leaders must hold familiarity with routes and venues via preliminary visits or recent staff debriefs.

8. Insurance Cover

- General trips are covered under the School's central insurance policy.
- Residential or overseas ventures require verified third-party provider cover and secondary travel insurance validation prior to departure.

9. Risk Assessment Framework

Risk assessments are dynamic processes conducted before, during, and after visits. Trip Leaders identify potential hazards, evaluate severity, and implement targeted control measures to eliminate or manage risk.

10. Supervision and Ratios

Pupils remain supervised at all times. For Early Years Foundation Stage (EYFS) pupils at Woodentops Nursery and Reception, at least one qualified Paediatric First Aider (PFA) must accompany the group on all off-site visits.

Tier 1: Local / Frequent Outings (*e.g., local parks, Balham Library, local sports pitches, swimming*)

- **Key Stage 2 (Years 3–6):** 1:12
- **Key Stage 1 (Years 1–2):** 1:8
- **Reception:** 1:6 (with mandatory PFA)



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Tier 2: Day Trips & Further Destinations (*third-party venues, public transport, or hired coaches*)

- **Key Stage 2 (Years 3–6):** 1:10
- **Key Stage 1 & Reception:** 1:6
- **Nursery (3–4 years):** 1:4
- **Nursery (2–3 years):** 1:3
- **Under 2s:** 1:3
- **Sports Fixtures:** Minimum of 2 staff members present regardless of squad size.

11. Parental Communication and Consent

- **Routine Visits (Tier 1):** Covered under the central parental consent signed upon entry, supported by advance notice.
- **Non-Routine / Higher Risk / Residential Visits (Tier 2):** Require specific written or digital parental consent following full dissemination of trip details.

12. Safeguarding and Child Protection

Safeguarding procedures align fully with *Keeping Children Safe in Education (KCSIE)* and the School Safeguarding Policy. Clear communication paths are established for reporting concerns, and staff remain vigilant to child welfare at all times.

13. First Aid Provision

- First aid kits tailored to group needs and specific venue hazards accompany all trips.
- Qualified first aiders are designated for every visit. EYFS groups must be accompanied by a certified Paediatric First Aider.

14. Incident Recording and RIDDOR Reporting

All injuries or near-misses are recorded in accordance with the First Aid Policy. Serious incidents must be escalated immediately to the Headteacher/Principal and reported under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* where applicable, alongside required ISI/Ofsted notifications for EYFS settings.

15. Transport Procedures

- **Public Transport / Walking:** Used routinely for London-based outings for older year groups under strict staff line-of-sight supervision.
- **School Minibus / Hired Coaches:** Driven only by approved, insured drivers holding requisite credentials.



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- **Private Cars:** Strictly prohibited for transporting pupils except under direct written authorization from the Headteacher in exceptional emergencies.

16. Missing Child Protocol

In the event a child is separated from the group, staff implement the designated *Lost Child Procedure* immediately, triggering location containment, venue alert, and escalation to the Headteacher and local police services.

Policy will be reviewed every 2 years			
Policy reviewed:	Sept 26	By:	Headteacher + EVC
To be reviewed:	Sept 28	By:	Headteacher + EVC



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