

St Gabriel's Church of England Primary

School Trips and Visits Policy

Outings are an important part of curriculum support and the pupils at St Gabriel's are fortunate, as there is a great commitment by the staff to enhance the children's experience in this way. By following a few simple guidelines, outings can run smoothly and safely.

1 Book the visit well in advance, at least 3 weeks. [Please check the school diary with Rebecca Anson to see if the date is suitable]. Make sure that your class is not due to go to mass, swimming, library etc. Please inform Angela Raby who will record the visit in the 'visits book' in the office and inform catering staff.

2 Make a preliminary visit. This helps you to find your way around and also helps you identify areas for crossing roads, location of toilets, areas to eat lunch etc.

Activities - The risk assessment should cover the main activities. If you get to a location and find that for whatever reason that the main activities are cancelled e.g. a sporting activity because of bad weather, museum unexpectedly has not been able to open when you arrive **then you cannot decide to go somewhere different.** e.g. play in the local park. This is because you will not have informed parents and a suitable risk assessment will not have been carried out.

Supervision Arrangements – Children must be supervised at all times. Planning supervision should be based on a risk assessment taking account of factors such as the age and maturity of the class and the characteristics of the venue.

Staffing - The risk assessment should identify the staffing required to run a visit safely. Staffing should never be decided solely by a simple numerical calculation of the ratio of children to adults. The risk assessment may need to consider the possible conflicts of interest if leaders/helpers bring additional children; i.e. own children, younger siblings, children in pushchairs.

Your responsibility as a teacher leading a trip/visit is that you:

- have a common law duty to act as a "reasonable parent";
- must ensure the meticulous planning and preparation of the school trip including a risk assessment of all activities;
- are responsible for all pupils in your care throughout the entire trip;
- must safeguard the health and safety of pupils both on the school premises and in authorised activities elsewhere;
- must maintain good order and discipline at all times.

The purpose of school trips is to:

- stimulate the mental, spiritual and physical development of the child;
- enable the child to spend time intelligently and happily, sharing experiences with others;
- enable the child to acquire resourcefulness, initiative and self-reliance;
- enable the child to cultivate good fellowship and unselfishness;
- fulfil requirements of the National (and other) Curriculum orders.

Staff: Pupil Ratios

Many questions are asked about staff: pupil ratios for school trips and there is no definitive answer to be given. The ratio will depend on a number of factors:

- the age, sex and ability of the pupils;
- the number of pupils involved;
- pupils with special educational or medical needs;
- their previous experiences of being away from school/home and of the activities involved;
- the degree of responsibility and discipline shown by the group;
- the type of visit and the nature of the activities involved;
- the amount of risk;
- the location and travel arrangements;
- the time of year;
- the experience and quality of the supervisory staff available;
- requirements of the organisation or location to be visited;
- first aid cover.

1. Equipment – What equipment will you be taking or using? How safe is it? Don't forget your first aid kit, asthma inhalers, luminous safety jackets

2. Emergencies - Risk assessments should consider how the party might respond to a serious incident, including identifying any procedures for contacting sources of help. Are the adults clear what to do in an emergency? Please make sure you have a mobile phone on you. **We advise that there are always 2 members of staff on each trip.**

3. Participants - Parents should be provided with sufficient information on hazards and risks to allow them to make informed decisions about their child's participation. You must ensure that 'trip letters' are sent out in good time and that permission slips are returned. Children who have not returned a permission slip must not attend a trip. A phone call is not enough, there must be a signed permission slip. You are required to make alternative arrangements for this child/ren who do not attend trips. **If any parent raises a concern, this must be added to your risk assessment.**

4. Plan the route carefully.

5. Work out the cost of the trip.

6. Which adults are going to accompany the class? Will they have to change duties? Will you need to swap helper time times with another teacher?

7. Send a letter home to parents, describing the purpose of the trip, mode of transport, requesting volunteers, departure and arrival time back at school, request voluntary donations.

8 **Collect all permission slips at least 7 days before the trip.** Fill in the Risk Assessment Form and hand to the Headteacher at least 7 days before the trip. All children are to go on trips even if they have not paid. However we do need the permission slip.

9 Swap playground duties if you need to.

10. Please inform voluntary reading helpers, music teacher, primary helpers and support teachers.

11. Ensure you have told the kitchen 2 weeks before the trip

On the day make sure: On the day of your trip please make sure you have:

- taken the register
- checked if the all the children have a packed lunch (if required)
- made an up to date list of children who are going on the trip and have given a copy to staff in the office when you leave
- a mobile phone
- a first aid kit.
- Check that any children with special medical requirements (e.g. asthma) are catered for and that the First Aid kit has fresh supplies. Take some water, a damp towel and a few bags in case anyone is sick. There is a 'visits box' in the basement. θ
- briefed staff and volunteers/parents
- given all adults on trip a handout which lists where you are going, how you are getting there, what to do if you get lost, school number etc, given a copy of the sheet to the office
- You have a list of the children's home phone numbers and other emergency contact numbers – this should be shredded on your return
- You have briefed any helpers or parents with exactly what you require them to do and how they make the trip a success. Please explain that they should not touch a child. If a child is causing difficulty they are to inform the teacher and the teacher deals with it.
- Remember that the class teacher is responsible for the children at all times, not the support staff or parent helpers. Although a parent may be in charge of a group it is important wherever possible to keep the class together as a whole. If it is necessary to split into two groups the Class Teacher should be in charge of one group and a Teaching Assistant in charge of the other group. When children go to the toilet it should be a teacher or a Teaching Assistant who accompanies the children.
- It is the policy of the school that children should not bring spending money.
- Check that you have extra money in case of emergency.
- Check that you have a mobile phone and that it is charged.
- Check that children know what is required of them, how they should behave and why they are going on the trip. (walking in pairs on the building side of the pavement, always looking ahead when walking, walking across roads not running etc)
- Make sure that the register is correctly marked and left in the office.
- Ensure a reasonable prior knowledge of the pupils going on the visit, including any special educational needs involving behavioural problems, medical needs or disabilities; ensure that any potential problems are made known to other accompanying adults.
- If for any reason a child cannot go on the trip please make arrangements with a colleague for provision for that child. Please inform the office of these arrangements.
- There will always be someone at school to welcome you back so please report back to the office

A few reminders you might find useful:

1 Children in pairs shorten a line.

2 One adult at the front and back of the line prevents the children straggling or rushing on.

3 ALWAYS make sure the group is together before crossing the road.

4 Give the front pair of children a point at which to wait so that the rest catch up.

5 Do not allow gaps to appear in the line and make sure children stay together.

6 Make regular checks to ensure that the entire group is present on the way to and from the visit and at the place being visited.

When crossing roads ALWAYS have an adult at each end of the line. As the children cross the middle person walks up to meet the front person about half way up the line, and then takes up position at the middle once the children have crossed.

On buses adults SHOULD sit either end of the bus and ENSURE children remain sitting and do not distract the driver.

On the tube it is easier to line the children up on the platform with their backs against the platform wall until the train stops. You can then direct them into the carriage with one teacher on the train and the other bringing up the rear. The same applies when they get off – Ask them to go straight to the wall. This helps them to keep out of the way.

On escalators children go in single file and hold onto the handrail. Teachers should help them get on and off, as they are often unfamiliar with escalators.

If you are going to be late back, even if it is only a few minutes, please telephone the school. These guidelines may be unnecessary but will help keep the children safe. One accident would be a catastrophe to us all.

The Policies Committee approved this policy on: 18th October 2011

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