

HAWKESBURY CE VC PRIMARY SCHOOL



SCHOOL TRIPS POLICY

This policy is supplemental to the Education Service and School H&S Policies.

1 - STATEMENT

The school regards trips as a valuable part of a pupil's education and acknowledges the voluntary contribution that teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site.

Such trips do, however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is accepted, but by following the procedures included within this policy, the degree of risk will be reduced to an acceptable level.

This policy is of direct interest to any and all staff/volunteers who may propose or participate in any school trip.

2 - DEFINITIONS

School Trip - This is any activity, which involves pupils leaving the site.

Outdoor Pursuit Activities - These are the activities either covered by the list of Outdoor Pursuits, contained in the Education Service H&S Manual, or by the Adventurous Activities Licensing requirements.

Residential Visit - This is any trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.

Visits Abroad - For the purposes of these arrangements this is any visit, which involves the group leaving mainland Britain.

3 – TYPE OF SCHOOL TRIPS TO BE UNDERTAKEN & CHARGING POLICY

The School will undertake a wide range of school trips, which may include Outdoor Activities, Residential Trips, and Trips abroad. The school may fund those trips relating to the curriculum and/or parents will be asked for voluntary contributions, but for other trips parents may need to contribute towards the costs

4 – RISK ASSESSMENT PROCESS

For any proposed school trip a risk assessment will be completed. This will involve the following steps.

STEP 1 - INITIAL PROPOSAL & HAZARD RATING - The person proposing a trip or, in the case of inter school activities and regular school trips e.g. swimming, the person appointed by senior management will discuss the trip with the head providing sufficient information to enable the Head Teacher to decide whether it should proceed to the formal planning stage.

STEP 2 - INITIAL APPROVAL – The Headteacher will assess the information provided and decide whether the trip is able to be organised effectively in order to minimise/control the risks associated with it.

The minimum levels of supervision are to be worked out by the following:

- A competent leader must be in charge of the trip
- For Reception pupils the minimum level of supervision is 1 competent adult to 4 pupils
- For years 1 to 3 there must be a minimum of 1 competent adult for every 6 pupils
- For years 4 to 6 there must be a minimum of 1 competent adult for every 15 pupils
- On residential visits, when the group is of mixed sex at least one competent adult of each sex must accompany the group.
- On school trips, if the group is of mixed sex at least one competent adult of each sex, if available, should accompany the group.

A competent leader is someone who has been assessed as having the necessary skills, training and/or experience to lead the trip. A competent adult is either a teacher or someone who the school/group leader feels to be competent to take on the supervisory role. The competent adult is to have authority with the pupils and preferably be known by them.

NB Any parent/volunteer acting as a competent adult must have undergone a DBS check if they would be considered to have unobserved access to pupils. Any parent/volunteer without a DBS check will not be able to be unaccompanied with children and all teaching staff will be made aware of this.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved.

If Approval is given then an individual will be appointed as the SCHOOL TRIP ORGANISER for the trip and the trip given a risk assessment classification by the Headteacher. The risk assessment classification will be High, Medium or Low. This is based on the following:

- High Risk - Trips abroad and/or involving adventurous activities
- Medium Risk - Other residential trips.
- Low Risk - Short duration trips in the local vicinity or regular trips. This would include visits to local shops, park

This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the trip.

STEP 3 - SPECIFIC RISK ASSESSMENT – A School Trip Risk Assessment is to be completed by the School Trip Organiser. This will include, or have attached, all relevant information about the trip and may involve the School Trip Organiser in a preliminary visit to the venue.

This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be.

STEP 4 - FORMAL APPROVAL OF TRIP - Once completed the Risk Assessment will be submitted to the Headteacher, together with any supporting paperwork. The Headteacher will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

STEP 5 - PARENTAL INTEREST - A letter is to be sent to parents/guardians explaining in detail what the trip aims to do and asking them to indicate whether they would be prepared for their child/ward to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the likely cost. Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non-prescribed medication.

STEP 6 - CONFIRMATION OF VENUES ETC. - This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

STEP 7 - BRIEFING OF PUPILS - This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must include where they are to meet, clothing etc. required, what papers they need to bring with them

STEP 8 - EMERGENCY - Details relating to Emergency provision will be finalised

STEP 9 - COMPLETION OF NOTIFICATION FORM - If the trip is to involve a residential stay then the Residential School Trips Notification Form must be sent in to the Health and Safety Unit of the Personnel Section in advance of the trip.

STEP 10 - THE TRIP - The trip takes place.

STEP 11 - DEBRIEF AND EVALUATION - Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to highlight where things worked out positively.

5 - REVIEW - This policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.

Agreed at the Full Governing Body meeting 15th September 2014 Agenda Item 7.

Signed: Chair of Governors

Review Date: Autumn 2017.

Equalities Impact Assessment: Completed