A9_Policy for School Trips and Visits

The Prebendal School

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Introduction
The school recognises the genuine value of out-of-school trips and visits which help to broaden horizons and to enrich the experiences that are available to our pupils. It is the policy of the school to encourage staff to feel confident in organising trips, which are safe and enjoyable and beneficial for pupils. The purpose of this document is to outline practical guidelines for all staff, which should help us to maintain the highest standards of care and safety at all times.

1. All journeys and visits should be of educational, cultural or sporting value.

2. All trips and visits should be discussed with the Head/Deputy Heads or in the case of the Pre-Prep, the Head of Pre-Prep and permission for the trip must be obtained from the Head prior to making definite plans. At this stage, full discussion concerning dates and times is necessary in order to ensure that the trip will fit in with other school activities with the minimum of disruption.

3. All school trips should at least cover their costs including items such as fuel.

4. Staff wishing to organise a trip should prepare a letter to parents, giving exact details concerning date(s), times, cost, mode of travel, destination and purpose of visit.

5. For trips which are non-residential and which cost less than £20, parental consent is sought via a reply to the email communication about the trip. The school holds up-to-date medical information about children and parents are asked to advise the school immediately of any change to a pupil’s medical needs. Consent forms (which would usually be part of the original letter to parents) are issued for all residential trips and trips over £20. These are usually accompanied with a separate form which details again the medical details of the children. The consent forms must be signed by the parent or guardian and received by the school before the date of the visit. The consent forms should be kept together and taken on the trip by the staff member in charge as they will contain medical/dietary information, emergency contact numbers and parental consent for emergency medical or surgical treatment. A sample consent forms for day trips is attached to this policy statement.

6. A list of all participating pupils, with contact telephone numbers should be given to a contact person within the school (e.g. Bursar, Secretary, Head, Deputy Heads, etc.) and kept in a safe place until the trip has taken place. This list should be available at least

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one week before departure. Within the School, a copy of this list will be displayed for information on the Staff Notice Board.

7. Risk Assessment
Generic Risk Assessments for the use of school minibuses have been prepared and are available from the Bursar. Common sense should be applied but if the venue/destination/activity is known to be potentially hazardous then a Specific Risk Assessment must be completed. This assessment must outline the likely hazards, specify the actions which will be taken to minimise the risk and assess any remaining risk. This form should also be handed in to the Head prior to departure and any concerns or doubts must be fully discussed with the Bursar/Head/Deputy Heads before the trip takes place. A copy of the Risk Assessment Form is attached to this policy document.

8. Outdoor Adventurous Education
Guidelines issued to schools (Croner’s School Health & Safety Briefing Issue No. 20) recommend the following in relation to Outdoor Adventurous Education.

- Only use a reputable provider of OAE. Check whether the provider holds a licence from the Adventure Activities Licensing Authority;
- Visit the provider beforehand. Ask questions regarding;
- Insurance cover – employers liability and public liability;
- Medical support and first aid provision;
- Emergency procedures;
- Health & Safety Policy and Risk Assessments;
- Responsibility for overall Health & Safety;
- Group sizes and staff ratios for activity groups;
- Inclement weather plans;
- Attitude to pupils when facing them with things they find challenging;
- Experience and qualifications of activity instructors;
- Who is responsible for the children at any particular time (activities, free time, evenings, bedtime etc.);
- Safety of transport provided by the centre (seatbelts, type of vehicles, driver training etc.);
- Safety of accommodation (fire exits, fire certificate, alarm systems, evacuation procedures, proximity of staff to pupil accommodation).

Discuss with the provider beforehand the details of any pupils with medical or special needs and agree together any special provision that needs to be made (e.g. modification of activities; storage and administration of medication etc.) OAE can be an extremely valuable and enjoyable addition to the normal curriculum.

The member of Staff who is responsible for the trip should ensure that a full risk assessment is carried out. As part of that risk assessment, checks should be made as to the suitability of all the Staff at the centres who will be working with the children and their suitability for working with children. This risk assessment should be submitted to the Bursar at least one week before the trip for monitoring.

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9. Supervision
Members of staff are responsible for the care, welfare and behaviour of the pupils at all times. Adequate supervision is therefore required on all school trips. Please ensure that the ratio of adults to children is appropriate for the age of the children, the type of activity being undertaken and that adequate supervision is available for both boys and girls. If in any doubt, please discuss with the Head and Bursar.

10. Medication
In terms of school trips, all medication must be handed to staff (clearly labelled) prior to the trip. Staff will be responsible for the safe-keeping of medication throughout the trip. Where staff are required to administer or supervise taking of medication a further form must be completed by the parents, signed and returned prior to the trip. It is important that an appropriate First Aid Kit is taken on every trip.