

**Trip policy. Sept 2021**

Pupils can derive considerable educational benefit from taking part in trips. They have the opportunity to undergo experiences not available in the classroom; visits help to develop a pupil’s investigative skills and also encourage greater independence. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development.

Planning Visits It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. Before booking a visit the group leader should obtain a written or documentary assurance that the tour operator has assessed the risks and have appropriate safety measures in place. RISK ASSESSMENTS will be done prior to the visit and agreed with SLT.

The group leader/trip organiser should take the following factors into consideration:

• The type of visit/activity and the level at which it is being undertaken.

• The location, routes and modes of transport.

• The competence, experience and qualifications of supervisory staff.

• The ratios of teachers to pupils.

• The group members’ fitness, competence and temperament and the suitability of the activity.

• The special educational or medical needs of pupils.

• The quality and suitability of available equipment.

• Seasonal conditions.

• Emergency procedures.

• How to cope when a pupil becomes unable or unwilling to continue.

Other considerations which should form part of the planning stage include:

• Communication arrangements.

• Supervision ratios.

• Contingency measures for enforced change of plan or late return.

• Information to parents.

• Preparing pupils.

• Emergency arrangements.

• Arrangements for sending pupils home early.

**Financial Planning**

The group leader should ensure that parents have early written information about the cost of the trip. Parents should be given enough time to prepare financially for the trip.

**First Aid**

On any trip the group leader should have a good working knowledge of first aid and ensure that an adequate first aid box is taken. It is sensible for at least one of the group’s teachers to be a fully-trained first-aider.

**Adult, child ratio**:

* One teacher/adult for every six pupils in years 1 to 3 (under 5’s reception/nursery classes should have a higher ratio).
* One teacher/adult for every 10-12 pupils in years 4 upwards.
* For the protection of both teachers and adults, all teachers should ensure that they are not alone with a pupil wherever possible.
* All adult helpers, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. Supervisors should be aware of any pupils who may require closer supervision. Teachers retain responsibility for the group at all times.

**Pupil**s:

Pupils should clearly understand what is expected of them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

Pupils should understand:

• The aims and objectives of the visit/activity.

• Background information about the place to be visited.

• How to avoid specific dangers and why they should follow rules Why safety precautions are in place.

• What standard of behaviour is expected from pupils. • Appropriate and inappropriate personal and social conduct.

• Who is responsible for the group.

• What to do if approached by anyone from outside the group.

• Rendezvous procedures.

• What to do if separated from the group.

Emergency procedures. For all residential visits all group members should carry the address and telephone number of the accommodation in case an individual becomes separated

**Individual Risk Assessments need to be completed before the trip and agreed by management.**

**SEN**D: The teacher in charge should discuss the visit with the parents of pupils with SEN to ensure that suitable arrangements have been put in place to ensure their safety.

**Pupils with Medical Needs**: All teachers supervising visits should be aware of a pupil’s medical needs and any medical emergency procedures. If the pupil’s safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular child.

**Terrorist/Lock down or immediate danger**: Follow the government guidelines or the venue’s protocol and procedures.

<https://www.gov.uk/government/publications/crowded-places-guidance/evacuation-invacuation-lockdown-protected-spaces>