



EDUCATIONAL TRIPS POLICY

Date Ratified by Board of Governors: 11/9/23

Date of Review: 11/9/25

POLICY STATEMENT

This policy is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other school trips.

The Aims of the Policy

The aims of this policy are:

- To define the procedures for planning and preparing for an educational visit or school trip
- To define the procedures for assessing any risks that might be associated with an educational visit or school trip
- To detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and school trips
- To define the roles and responsibilities of group leaders and other supervisors during educational visits and school trips
- To define the financial arrangements in relation to educational visits and school trips.

PROCEDURE

Planning and Preparation

The Principal will authorise all educational visits whatever the duration or purpose.

The governors will be consulted for all school trips and their specific permission sought for any overseas trips.

In preparing for a school trip, the lead organiser will provide the following information to the Principal and the Board of Governors:

- The nature, purpose and length of the proposed visit or journey
- The number and ages of the pupils who will be involved
- The proposed number of supervisors and how this relates to any local authority regulations or guidelines
- The proposed transport arrangements.

Risk Assessment

There will be a thorough risk assessment for every educational visit or school trip. A written statement on the five key areas of risk assessment will be prepared, covering the following.

1. What potential hazards are involved in the visit or activity?
2. Who might be affected by the hazards?
3. What safety measures need to be put in place to reduce any risks to an acceptable level?
4. Is the group leader able to put the safety measures in place without specialist assistance?
5. What arrangements are there for dealing with an emergency?

The risk assessment will consider:

- The type of activity and the level at which it is undertaken
- The age, competence, fitness and temperament of the group members
- Any special educational or medical needs of individuals within the group
- Supervision ratios
- The competence, experience and qualifications of the supervisory team
- The location, routes and modes of transport to it.

Informing and Involving Parents

The school will obtain parental consent for all school trips and will give parents the chance to opt out of specific trips if they have signed a generic consent form.

Parents will be asked to provide information about any medical conditions, allergies and special dietary needs that their child has. Consent to emergency medical treatment will also be obtained, where possible, prior to the activity.

Parents will be given full information concerning the proposed out-of-school activity or visit.

Accompanying Parents or Other Volunteers

All parents or others who volunteer to accompany the party as one of the supervisors will be subjected to an Access NI check. Their participation will need to be approved by the group leader and the Principal.

ROLES AND RESPONSIBILITIES

The Group Leader

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- Supervisory responsibility is allocated to each adult for named pupils
- Each adult knows which pupils they are responsible for
- Each pupil knows which adult is responsible for them
- All adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- All adults and pupils are aware of the expected standards of behaviour.

Supervisors

Individual supervisors will be expected to:

- Have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- Carry a list/register of all group members
- Directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- Regularly check that the entire group is present
- Have a clear plan of the activity to be undertaken and its educational objectives

- Have the means to contact the group leader or other supervisors if needing help
- Anticipate any potential risk by recognising hazards and act promptly where necessary
- Continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- Exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- Have a clear understanding of emergency procedures and be able to carry them out
- Ensure that all pupils are aware of an appropriate rendezvous point
- Ensure that all pupils know what to do if they become separated from the group
- Have appropriate access to first aid.

Financial Arrangements

Charges may be incurred to meet the needs of paying for buses / trips. The school will do its utmost to keep the cost of the trip to a minimum by:

- Assessing the general need for the trip
- Looking at the different options for the trip to find the most cost effective
- Pricing different bus companies to find the most cost effective

Pupils' Pocket Money

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and available at the most reasonable time.

POLICY REVIEW

This policy will be reviewed every two years by the school Principal.