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1. **Introduction.** Taking children on supervised visits and expeditions provides them with ‘valuable opportunities to widen experience and develop a sense of adventure’. The Royal Society for the Prevention of Accidents (RoSPA) warns ‘taking groups of pupils out of school is one of the most potentially hazardous things that any teacher may be called upon to do’. Our policy aims to reduce the risks to sensible levels while allowing exciting trips.
2. **Procedure**
 - a. Before detailed planning of any trip is carried out, the trip should be discussed with the Principal outlining:
 - Where the trip is going
 - Who is the target audience
 - Roughly when the trip should take place
 - The purpose of the trip
 - The rough financial implications (staffing, travel, cost of entry etc)
 - b. Once the Principal has given approval (normally via email) detailed planning of the trip should commence. During the detailed planning phase, staff should make the necessary arrangements for the trip, including:
 - Compiling a nominal roll of individuals attending (staff and students)
 - Costing and provisionally booking transport
 - Producing an itinerary for the trip
 - Obtaining permission from parents.
 - Producing a detailed risk assessment for all activities undertaken by the trip.
 - c. Once all trip planning is complete, all documentation should be submitted to the Principal who will give final consent for the trip to go ahead.
3. **Risk Assessment.** This will form a vital part of the planning process and during the course of the excursion. By examining the hazards beforehand, we can minimise the risks to ourselves and our children. For every off-site visit we need to ask ourselves these questions:
 - What are the risks?
 - Who is likely to be affected by the risks?
 - What safety measures are needed to reduce these risks to an acceptable level?
 - Can the group leader guarantee that these measures will be provided?
 - What steps will be taken in the event of an emergency?
 - a. Risk assessments should be carried out using the following guidelines and Staff/Student Ratios. When deciding on staff /student ratio a number of factors need to be considered: sex, age and language ability of the group; students with special educational or medical needs (NB in some cases, one-to-one supervision may be required); nature of the activity; experience and competence of the adults in the party; requirements of the organisation/location to be visited; competence and behaviour of the students; First Aid cover.
 - b. Government guidelines suggest that a minimum ratio of 1 adult to every 15-20 children is adequate to cover most situations governing pupils of senior school age. However, the trip organiser should be mindful of the above factors and may feel that 1 to 12 is a more suitable ratio. In line with current Safeguarding legislation, a risk assessment is in place for all transport movements, a member of staff wearing a suitable high visibility

jacket is deployed to assist in loading/unloading school transport services wherever there is likely to be moving traffic.

4. Specifics

- a. **Taxis:** It is a requirement of the school's commitment to Safeguarding that school staff undertake checks to ensure transport staff have been DBS checked and if contracted by Gloucestershire County Council are wearing their GCC Transport ID badges. Only transport from school or Gloucestershire County Council approved providers may be used to transport pupils.
- b. **Personal Transport:** Staff/volunteers using their own cars to transport children have insurance that covers Business use and relevant checks are carried out to ensure the vehicles have current MOTs and the drivers have driving licenses and consider appropriate use of booster/car seats to meet UK legislation.
- c. **Incident Reporting:** All incidents involving school transport must be recorded using the Form on the school policies site.
- d. **Shopping trips:** In general, trips off-site should not simply have "shopping" as a purpose. It may be appropriate to have a shopping trip at the start of a school year, when students need to get supplies but, at other times, shopping should only be an "addon" activity at the end of a more educationally focused visit to, for example, a museum or other attraction.
- e. **Airport Transfers:** Particularly during holiday periods staff may accompany students in a coach or minibus to or from the airports. Where a child has been given permission to be taken off by a group leader or by someone at your destination, you will be given written information of this prior to departure from school.
- f. **General:**
 - Take a mobile phone
 - Meet at the bus at least 10 minutes before the advertised meeting time
 - Ensure that students do not get onto the bus until the Trip Leader with the trip register is present
 - Check the students onto the coach, making an accurate list as you go
 - Take a headcount to make sure it corresponds with the name list
 - Leave an accurate list of the students in the School Office.
 - On the return journey, repeat the initial steps
 - Return any mobile phone, money and, or, receipts to the Trip Leader or to the School Office at the earliest opportunity
 - Ensure that the vehicle carries a First Aid box
 - Ensure that children are wearing a seatbelt.
 - Unless you are the only staff member, make sure that staff are spread around the coach – (it isn't popular but it is necessary) with one on the back seat.
- g. At the destination reinforce these points:
 - no alcohol
 - no drugs
 - procedure if lost
 - Timekeeping

5. Guidelines for staff:

- a. Students 13 (Key Stage 3/Pre GCSE) and under should have the highest level of supervision
- b. Students 14 - 16 (Key Stage 4 / GCSE) the next highest
- c. BUT staff should feel empowered to modify this if, for example:
 - students' language levels and general confidence is not high
 - students have a record of not behaving well and have not earned trust
 - students need one to one or similar levels of supervision.
 - Older students may NOT be given responsibility for supervising younger students.
- d. Staff must assess the risks and plan accordingly.
- e. Remember that their parents have paid for an educational experience, not a shopping expedition. Courting popularity by giving them an undue amount of 'free time' is not to be encouraged.
- f. Staff will start and finish journeys from the school unless they have had prior permission from the Principal.
- g. Unless there is prior agreement with the coach driver, there should be no consumption of food or soft drinks on board.
- h. If there is more than one coach, students should return on the same coach that they made their outward journey on.
- i. If problems or delays arise during an excursion report them immediately to the Trip Leader, and to the Duty Teacher at school in case catering arrangements need to be altered.

- j. Make a note of any misbehaviour, if possible, in the presence of the child. Report this to the Principal back at school. In most cases the matter will be dealt with the following day.
 - k. At the conclusion of the excursion teaching staff may choose to conduct a bag search for alcohol as students leave the coach if they feel it to be necessary. Check the interior of the coach for rubbish and damage.
6. **Emergency Procedures:** Staff member in charge of children during a visit have a duty of care to make sure that the children are safe and healthy. Staff should not hesitate to act in an emergency and to take lifesaving action if necessary.
- a. If a child fails to appear for a meeting at a prearranged time then the following should happen:
 - All students in the group should have a contact telephone number for the Trip Leader as well as the school number and Emergency Number on their ID cards.
 - Ask the other students to contact or contact the absent student directly by mobile phone if they/you have the number.
 - Wait 10 minutes, then phone the Duty Teacher/Emergency number at school in case the student has followed instructions and made contact there.
 - Check with the Trip Leader that the student has not rejoined the group
 - Wait a further 20 minutes before contacting line manager who may ask you to contact the police
 - The Trip Leader should be available either to remain at the meeting point to await the police or to take over the group and allow the other staff member to stay at the meeting point.
 - b. If an accident happens, the priorities are to:
 - assess the situation
 - safeguard the uninjured members of the party
 - attend to the casualty
 - inform the emergency services and everyone who needs to know of the incident
 - contact the school at the earliest convenient point so that parents may be informed

Revision Control Table	
Drawn up by	Nick Shaw
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