



REGENT PRIMARY SCHOOL

Trips Policy

Reviewed by CSO: August 2022
Previous Review: August 2020

Approved by the Board:

Vision Statement

The Regent School recognises the importance of educational trips that support the learning in the classrooms. We believe that the children benefit from having experiences presented in various ways, by different people and environments. The children have the opportunity to undergo experiences not available in the classroom: trips help to develop a pupil's investigative skills and also encourage greater independence.

Trips are consistent with the aims of the school and are fully researched, approved and clearly targeted to curriculum objectives. Each trip is carefully planned by the teachers and they take into consideration how it enhances the curriculum. Field Trips take place from the Nursery to Year 6.

This policy reflects the **"Every Child Matters"** agenda which states that all pupils should:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Achieve Economic Well-being
- Make a Positive Contribution

Each trip could have a commonality of hazards affecting groups in similar situations. Therefore, it is important that checks are in place to ensure the safety of all those present on the trip. Each leader should consider the following:

Prior to the excursion:

- Pre-plan trips and place in the calendar with sufficient time to organise properly.
- Obtain permission from the HoD and / or the Headmaster.
- Send a letter to the location you are visiting to let them know the essence of your visit.
- Give the Chief Security Officer two weeks' notice for security check.
- Send a Teacher Representative to visit the venue and prepare a Risk Assessment.
- Inform the HoD or Headmaster and supply them with relevant material.
- Send an initial letter to the parents including:
 1. Educational Value Dates and times
 2. Equipment list (where appropriate) Parental involvement (payment)
- Confirm the arrangements with the teachers and decide appropriate ratio of adults to children.

The Department for Education and Skills (DfES) advises the following supervision ratios:

 - **1 adult for every 4 pupils in Nursery**
 - **1 adult for every 5 pupils in Reception**
 - **1 adult for every 6 pupils in Years 1 to 3**
 - **1 adult for every 10 - 15 pupils in Years 4 to 6**

(All adult helpers, including parent/volunteer helpers must understand their roles and responsibilities at all times.)

- Add this Indemnity clause for Parental consent at the bottom of the Trips Letter.

"I give my permission for _____ to participate in the proposed Year xxxxxx Trip to xxxxxx and assume that The Regent School Staff in charge will act in a responsible manner regarding my child's wellbeing throughout. I do understand that the School cannot be held responsible for accidents or inconveniences not within their direct control."

Parent's signature:

A day to the excursion:

- Book the buses.
- Liaise with the School Nurse to ensure medical needs are met and collect a First Aid Kit on the day.
- Collect the consent forms and confirm arrangements for any child not attending.
- Arrange collection of entrance fees from the Bursar.
- Create appropriate teaching materials if needed.
- Pass lists of the children, medical and or contact details to the Register as she will be the first point of contact if there is an emergency.
- **Fill in Form a**
- **Fill in Form b as appropriate**

On the day of the excursion:

- Take a register of the children.
- Collect a First Aid Kit.
- Leader to provide helpers with their contact number
- Arrange the children in the bus and make sure everyone is using a seat belt.
- Lead teacher should constantly call the CSO for any update about the trip.
- CSO will assign a guard to accompany the trip on the bus.
- Sign out at the gate indicating the number of children and adults going out of the school premises.

During the trip

- Regularly do a headcount of students, particularly when getting on and off transport.
- Always get another member of staff to double check.
- Ensure reasonable supervision at all times. Allocate groups of students to individual staff members; this helps rapid communication of information.
- The lead teacher in charge remains responsible for pupils even when not in direct contact with them. Pupils, particularly in Lower Primary, should be easily identifiable in their school uniform.
- Ensure students understand and apply travel safety requirements, e.g. using seat belts on coaches and minibuses. Children should stay seated whilst travelling on the bus.
- Create positive relationships with adults involved (speakers, guides etc).
- Always keep students informed of reasons for delays or sudden changes of plan. This will keep most pupils quiet for a period of time!
- Be aware of emergency procedures at the venue.
- If you are unsure how to deal with a problem on the trip, consult your team and don't be too proud to contact school for advice.

- Pupils should not wear name badges for security purpose.
- Call the school if you are running late (so that parents are aware of why you are running late)

Pupils with Special Educational and Medical Needs

Every effort should be made to include pupils with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

The teacher in charge should discuss the visit with the SEN department and parents of SEN pupils 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.

Parents should be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.
- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.
- Parental home and daytime phone numbers and address
- Special transport needs for pupils who require help with mobility.

On return to school

- Prepare a feedback report.
- Staff must stay with students until they are collected.
- Return Forms a and b to your HOD

It is the duty of the teachers involved in the Field Trip to take reasonable care of their own and others' safety. In order to do this it is important that the lead teacher is aware of any risks that might occur on the trip and that they take all the precautions necessary to reduce these risks.

