



TRIPS OUT OF SCHOOL PROCEDURE

April 2009

Field Trips are an essential part of the school curriculum. As well as enhancing the formal work done in class they can also be fun!

At Kelly College Preparatory School all trips are carefully planned in accordance with official LEA Guidelines, and following guidance from the Department for Children, Schools and Families, and the Department for Education and Skills.

Staff planning field activities should read the DfES' good practice guide titled "Health and Safety of Pupils on Educational Visits".

<http://publications.teachernet.gov.uk/eOrderingDownload/HSPV2.pdf>, and discuss their plans with the Headmaster. Copies of this publication are available from the Health and Safety Officer. It will be important to convince the Headmaster of:-

- a) The purpose of the trip
- b) The number and age of pupils going
- c) The staffing required
- d) Transport requirements
- e) Food/refreshment requirements
- f) Costs
- g) Safety measures
- h) Medical requirements

Once the Headmaster has given his initial approval the teacher in charge should ensure that:-

- a) Parents are notified by letter and consent forms completed.
- b) A "pre-check" visit is made to the site.
- c) Appropriate Risk Assessments are completed and given to the Headmaster and the Health and Safety Officer for authorisation.

Kelly College Preparatory School

In planning a trip it should be noted that:-

- a) The Staff Pupil ratio should be 1:2 (pupils aged 3-4) 1:6 (for pupils aged 5-7) 1:8 (for pupils aged 7-11). Where it is felt appropriate parental assistance may be used with consent of the Headmaster.
- b) Only staff who have passed the Devon County Council Minibus Drivers Course may drive the minibus. Their details of their license, including any endorsements, should be logged with the Transport Manager in charge of minibuses. For trips away from Tavistock there should be two staff in each bus.
- c) Mobile phones must be carried by at least one Staff helper, with appropriate contact details in the phone.
- d) The Risk Assessment should detail vital information, such as your mobile number, any numbers of staff accompanying you, and a complete pupil list of those away from the school.

For EYFS one person with a current paediatric First Aid certificate must be on the premises at all times. This is also the case on EYFS school outings.

During the course of a trip the Staff Leader should ensure that regular roll calls and headcounts are taken and that appropriate measures are taken to ensure the safety of pupils at **all** times.

If at any time the staff member feels that the trip should not continue for any reason, then they should be allowed to cancel, postpone, or terminate the trip early, with no repercussions.

This procedure will be reviewed at any point that an incident occurs, other policies change, legislation dictates, or annually.

Signed _____ HSO Date _____

Signed _____ Headmaster Date _____