



## **Olveston CEVC Primary School** **Policy on School Trips**

This policy is supplemental to the Departmental and School H & S Policies.

### **1. STATEMENT**

The school regards trips as a valuable part of a pupil's education and acknowledges the voluntary contribution that teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site.

Such trips do, however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is accepted, but by following the procedures included within this policy, the degree of risk will be reduced to an acceptable level.

This policy is of direct interest to any and all staff/volunteers who may propose or participate in a school trip.

### **2. DEFINITIONS**

**School Trip** – This is an activity which involves pupils leaving the site. The only exception would be where pupils need to move between parts of a school site.

**Outdoor Pursuit Activities** – These are the activities either covered by the list of Outdoor Pursuits, contained in the H & S Manual for the School, or by the Adventurous Activities Licensing requirements.

**Residential Visit** – this is a trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.

**Visits Abroad** – For the purposes of these arrangements this is any visit which involves the group leaving mainland Britain.

### **3. TYPE OF SCHOOL TRIPS TO BE UNDERTAKEN AND CHARGING POLICY**

The school will undertake a range of school trips relating to the curriculum. These will be funded from the school budget but parents will be asked for voluntary contributions.

#### 4. RISK ASSESSMENT PROCESS

For any proposed school trip a risk assessment will be completed. This will involve the following steps.

**STEP 1 – INITIAL PROPOSAL AND HAZARD RATING** – The person proposing a trip or, in the case of inter school activities and regular school trips e.g. swimming, the person appointed by senior management (THE PROPOSER) will complete THE INITIAL SCHOOL TRIP PROPOSAL FORM). (see appendix 2)

This form is designed to provide sufficient information to enable the SCHOOL TRIP APPROVAL GROUP to decide whether it should proceed to the formal planning stage.

**STEP 2 – INITIAL APPROVAL** – The SCHOOL TRIPS APPROVALS GROUP, comprising *the Headteacher, Governor(s), teacher* will assess the information provided and decide whether the trip:

- a) conforms to the type of school trip the school will undertake (see 3 above) and
- b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved. If additional information is requested, then the PROPOSER will need to resubmit the INITIAL SCHOOL TRIP PROPOSAL FORM with the additional information.

If approval is given then an individual will be appointed as the SCHOOL TRIP ORGANISER for the trip and the trip given a risk assessment classification by the SCHOOL TRIP APPROVALS GROUP. The risk assessment classification will be High, Medium or Low. This is based on the following:

**High Risk** – Trips abroad and/or involving adventurous activities.

**Medium Risk** – Other residential trips.

**Low Risk** – Short duration trips in the local vicinity or regular trips. This would include visits to local shops, park.

This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the trip.

**STEP 3 – SPECIFIC RISK ASSESSMENT** – The SCHOOL TRIP RISK ASSESSMENT PROFORMA CHECKLIST, (see appendix 3) is to be completed by the SCHOOL TRIP ORGANISER. This will include, or have attached, all relevant information about the trip and may involve the SCHOOL TRIP ORGANISER in a preliminary visit to the venue.

This is a key element to the process and it is important that all relevant aspects are considered depending on the trip but the higher the risk rating the more complex the arrangements are likely to be.

**STEP 4 – FORMAL APPROVAL OF THE TRIP** – Once completed the Risk Assessment Form will be submitted to the SCHOOL TRIP APPROVALS GROUP, together with any supporting paperwork. The SCHOOL TRIP APPROVALS GROUP will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

**STEP 5 – PARENTAL INTEREST** – A letter is to be sent to parents/guardians explaining in detail what the trip aims to do and asking them to indicate whether they would be prepared for their child/ward to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the likely cost.

Provided sufficient interest is indicated then the process will move to the next step.

**STEP 6 – CONFIRMATION OF VENUES ETC.** – This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both numbers of pupils to attend and adult supervisors confirmed.

**STEP 7 – LETTER TO PARENTS** – Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non prescribed medication (See appendix 4).

**STEP 8 – BRIEFING PUPILS** – This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen each day, which must include where they are to meet, clothing etc. required, what papers they need to bring with them.

**STEP 9 – EMERGENCY** –Details relating to Emergency provision will be finalised.

**STEP 10 – COMPLETION OF NOTIFICATION FORM** – If the trip is to involve a residential stay then the RESIDENTIAL SCHOOL TRIPS NOTIFICATION FORM must be sent in to the Health and Safety Unit of the Personnel Section in advance of the trip.

**STEP 11 – THE TRIP** – The trip takes place.

**STEP 12 – DEBRIEF AND EVALUATION** – Staff and pupils involved will be asked to comment on the trip and identify any concerns and also highlight where things worked out positively.

**5. REVIEW**

This policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.

Signed.....  
Chair of Governors

Signed.....  
Headteacher

Date.....

Date.....