

ST STEPHEN'S INFANT SCHOOL



'SSIS invests love and care in all we do'

School Trips Policy

REQUIRED REVIEW FREQUENCY		ANNUALLY
NEXT REVIEW DATE		JANUARY 2026
VERSION	APPROVED BY	DATE OF APPROVAL
3	Education	15 January 2025
KEY CHANGES:		

Approved by..... **Position:** Chair, Education Committee

Approved by **Position:** Head Teacher

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 that may propose or participate in any school trip.

2 - DEFINITIONS

School Trip - *This is any activity which involves pupils leaving the site.*

3 – TYPE OF SCHOOL TRIPS TO BE UNDERTAKEN & CHARGING POLICY

The School will undertake a range of school trips relating to the curriculum. These will be funded from the school/school fund budget but parents/carers 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 & 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 section 1 of the School Trip Detail Sheet (with transport or local outings) (appendix 1)

This form is designed to provide sufficient information to enable the school trip authorised staff to decide whether it should proceed to the formal planning stage.

STEP 2 - SPECIFIC RISK ASSESSMENT - The School Trip Risk Assessment Proforma Checklist, (appendix 2) is to be completed by the proposer. This will include or have attached all relevant information about the trip and may involve the proposer carrying out a preliminary visit to the venue or providing a route map of the proposed trip.

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

STEP 3 - APPROVAL - The school trip authorised staff, comprising *the* Headteacher, School Trip Co-Ordinator or Health & Safety Coordinators 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 School Trip Detail Sheet with the additional information.

If Approval is given then an individual will be appointed as the school trip organiser (usually teacher) for the trip and the trip given a risk assessment classification by the school trip authorised staff. The risk assessment classification will be High, Medium or Low. This is based on the following:

High Risk - Visits overseas and/or involving adventurous activities.

Medium Risk - Other visits, including residential.

Low Risk - Short duration visits in the local vicinity or regular visits. This would include visits to local shops, park etc

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

Minimum level of supervision is set out below. However, staff must risk assess the activity and needs of the group and adjust the adult/child ratio as necessary:

- ✓ Reception Class – There must be a minimum of 1 competent adult for every 6 children
- ✓ Years 1 & 2 – There must be a minimum of 1 competent adult for every 6 children

STEP 5 - LETTER TO PARENTS/CARERS – Parents/carers will be sent a letter including Consent Form [See Appendix 3] explaining details of the trip including aims relating to curriculum work, venue, costs, whether Free School Meals funding is available, times, appropriate clothing, pocket money and lunch arrangements etc. Parents/carers will also be asked to notify the school of any particular needs of pupils including dietary requirements, medication, plus use of non-prescribed medication.

If parent/carer volunteers are needed on the trip a request will be included in the letter.

Parent/carer volunteers with an enhanced DBS (Barred List) check will need to share their DBS with our office staff before the trip. Parent/carer volunteers with a DBS check will need to wear a blue 'Volunteer' lanyard. Parent/carer volunteers without a DBS check will need to wear a red 'Volunteer' lanyard.

School staff will ensure parent/carer volunteers who do not have a DBS check will not be left unaccompanied with the children whilst on the trip.

STEP 6- KITCHEN INFORMATION/CHECKLIST – Admin Team will complete the kitchen information slip if necessary and follow guidance detailed within the checklist

STEP 7- BRIEFING OF PUPILS and PARENT/CARER VOLUNTEERS - This is essential so that pupils know what to expect and what is expected of them. **Parent/Carer Volunteers given a copy of the following information on the day of the trip: 'Thank you for volunteering to help on today's school trip.**

Parent/carer volunteers with a DBS check will need to wear a blue 'Volunteer' lanyard.

Parent/carer volunteers without a DBS check will need to wear a red 'Volunteer' lanyard.

Staff will ensure parent/carer volunteers who do not have a DBS check will not be left unaccompanied with children whilst on the trip. Please follow the routes/instructions of the members of staff in your group.

Please note that parent/carer volunteers are not permitted to smoke or use mobile phones or digital cameras to take photos whilst on the school trip. This is in line with our Mobile Phone & Camera policy and forms part of our Safeguarding commitment. Teaching staff will take photos and share them on the Class Pages section of the school website/Facebook page.

Many thanks for your cooperation. Tim Ruck, Headteacher.

STEP 8- EMERGENCY - Details relating to Emergency provision will be finalised, including person responsible for contacting emergency services or contact details for parents/carers.

STEP 9- SAFEGUARDING – It is the responsibility of all staff and adults to **safeguard** and promote the welfare of pupils during any school visit and any risks will have been considered during the planning process.

STEP 10- INCLUSION - The principles of inclusion will be promoted and addressed ensuring:

- an entitlement to participate.
- accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- integration through participation with peers.

STEP 11- COMPLETION OF NOTIFICATION FORM

STEP 12 - THE TRIP - The trip takes place.

STEP 13 - DEBRIEF & EVALUATION - Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to 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.



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SCHOOL TRIP PLANNING SHEET - (With transport & local outings)

Section 1

Date of Trip		Year Group attending	
Destination of trip			
Contact person @ destination		Telephone/website of venue	
Entrance fee - children		Workshop cost	
Entrance fee - adults			
Transport Provider		Cost of Transport	
TOTAL COST	£	TOTAL COST/PUPIL	£
Departure time		Estimated return time	
Class 1 no. of pupils		Class 1 no. of adults	
Class 2 no. of pupils		Class 2 no. of adults	
Class 3 no. of pupils		Class 3 no. of adults	
Adult to child ratio* Reception: 1 competent adult for every 4 children Years 1 & 2: 1 competent adult for every 6 children		Risk Assessment Proforma and Section 1 of this form completed	Yes / No
Risk Rating Low Risk - Short duration trips in the local vicinity or regular trips. This would include visits to local shops, park etc			

All paperwork and risk rating has been checked by authorised staff.

Authorised Date.....

(Head Teacher/Trip Co-ordinator/Health & Safety Rep.)

Checklist to be completed by Trip Organiser

Name of Trip Organiser:

Before trip:

- If transport is needed ask Admin Staff to obtain 3 quotes
- If quotation is affordable -> complete School Trip Planning Sheet including Risk Assessment for authorisation by Headteacher/H&S Rep/or Trip Coordinator
- Authorised School Trip Planning Sheet passed onto Admin Staff to book transport
- Draft Trip Letter for Parents/Carers. Include in the letter: date, destination, times of trip, cost, whether there is any Friends funding or Free School Meal support, clothing requirements, whether volunteers are needed, deadline for when Consent Forms and payment should be returned, lunch arrangements etc
- Send Letter out to Parents/Carers with Consent form [Make sure info re: DBS checked volunteers is included in letter* and that parents/carers are told to either order a school packed lunch online or provide their own]
- Admin Staff inform School Kitchen of trip date etc
- Admin Staff confirm booking and transport near date
- Ensure any Medical Needs are considered prior to trip, assign designated Qualified First Aider to take responsibility for First Aid kits, inhalers, sick kit
- If children will be walking near roads as part of the trip ensure Hi-Viz jackets are available [Hi-Viz jackets are not needed if children are travelling by coach to a venue and will be staying within that venue for the day]

On day of trip:

- Admin Staff circulate completed Consent Forms, school label stickers for children and any Packed Lunches to classteachers
- Classteachers leave details of class groupings/staff's contact numbers with School Office
- Classteachers print enough copies of the guidance 'Note for parent/carer trip volunteers' and share [note saved on T-drive -> trip proforma]*
- Gather medical information, inhalers, First Aid kit etc
- Classteachers take Consent Forms, contact numbers of school office and Hi-Viz jackets (if needed) on trip

* Info for Parent/Carer Volunteers

Thank you for volunteering to help on today's school trip. Parent/carer volunteers with a DBS check will need to wear a blue 'Volunteer' lanyard. Parent/carer volunteers without a DBS check will need to wear a red 'Volunteer' lanyard. Staff will ensure parent/carer volunteers who do not have a DBS check will not be left unaccompanied with children whilst on the trip. Please follow the routes/instructions of the members of staff in your group.

Please note that parent/carers volunteers are not permitted to smoke or use mobile phones or digital cameras to take photos whilst on the school trip. This is in line with our Mobile Phone & Camera policy and forms part of our Safeguarding commitment. Teaching staff will take photos and share them on the Class Pages section of the school website/Facebook page. Many thanks for your cooperation.

After trip:

- Admin Staff shred consent forms
- Completed checklist, planning sheet and authorised risk assessment given to Admin Staff to store in School Trip file.

SCHOOL TRIP RISK ASSESSMENT PROFORMA/CHECKLIST

1 - DESCRIPTION OF SCHOOL TRIP
Type of Trip: (Local, residential, foreign, adventurous): Duration of Trip: Pupils to Attend: _____ Boys _____ Girls : Total : _____ Name of Party Leader _____ Name of Deputy/ies _____ Other Competent Adults Attending: _____ _____ Educational Aims of Trip _____ _____ _____

2 - DETAILED ITINERARY
A detailed itinerary needs to be attached to the risk assessment. This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.

3 - PERSONS AFFECTED BY THE TRIP
The persons affected by the activities will be the staff, pupils and volunteers participating in the trip.

4 - HAZARDS
The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

5 - CONTROL MEASURES
The control measures provided must be identified. The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed

5.1 - Accommodation.
a) Give details of venue(s): Include name, address and type of venue(s)
<h2>Sections 5.1 & 5.2 Not Applicable</h2>
<i>It is generally recommended that a pre visit inspection take place or that you make contact with someone who has stayed at the facility recently. A plan of the sleeping accommodation and emergency exits is useful, as is a brochure, so that parents and pupils get an appreciation of the type of facilities available.</i>
b) Does the venue provide separate accommodation for:
<ul style="list-style-type: none"> • Staff and Pupils? YES/NO • Boys & Girls? YES/NO • School Party and other users? YES/NO
NB: If the answer to any of these questions is no, very careful consideration will need to be given as to whether to proceed or consider other accommodation. Some exceptions exist, e.g. it may be acceptable for staff to share a single sex bunk-room with pupils, whilst a camp site could require that the party share facilities with other users.

5.1 - Accommodation (cont.).	
c) Does the venue have the following Security arrangements	
• CCTV?	YES/NO
• Secured access operated by employees of venue?	YES/NO
• Securable rooms, e.g. door and window locks?	YES/NO
• Secured accommodation for valuables and personal possessions?	YES/NO
• Are shower/toilet facilities for single use?	YES/NO
• Are shower/toilet facilities for communal use?	YES/NO
d) Is there a history of security problems, e.g. theft, assault, at venue or in neighbourhood?	YES/NO
e) Are evacuation arrangements in place for:	
• fire?	YES/NO
• bomb alerts?	YES/NO
f) Are there arrangements in place for first aid?	YES/NO

5.2 - Activities
Details are required on any activity which may be undertaken and full information needs to be provided to parents. Activities usually fall under two broad headings, formal and informal.
Formal – These activities usually involve visits to museums or activities classed as outdoor activities. There is usually very specific information available on the type of precautions required, e.g. see outdoor pursuits checklist.
Informal – These tend to be the social events associated with trips, they can involve simply walking along a beach, to shopping, to possibly swimming. If there is a possibility of these events taking place, then clear procedures need to be drawn up for them.

5.2.1 - Activities - Formal (Canoeing, Skiing etc.)	
a) (UK) Is the centre registered with the Adventure Activities Licensing Authority? If Yes give reference number and what licensed for : _____	YES/NO
b) For any adventurous activity, whether in the UK or abroad, has the advice in the Education Service H&S Manual and 'Safe Practice in PE', produced by BAALPE, been followed?	YES/NO
c) Has the qualifications checklist, a copy of which is contained in the Education Service Manual, been completed?	YES/NO
d) If no specific detail is contained in H&S Manual/Safe Practice in PE, has it been confirmed that the activity is to be organised/run in line with the practice approved by the governing body for the Activity?	YES/NO
e) If there is no governing body for the activity, have full details on the activity been provided? (This must include details of what the activity will involve, where it is to be undertaken, qualifications of leaders and levels of supervision and what personal protective equipment is to be used. An example of an activity which has no governing body is raft building)	YES/NO

5.2.2 - Activities - Informal (Shopping, Sightseeing etc.)	
a) Have you identified the location where these activities will take place?	YES/NO
b) Have you identified if the area is known to have a problem with crime?	YES/NO
c) Have you identified whether there are any special weather conditions required for the activity?	YES/NO
d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?	YES/NO
e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with	
• Emergency contact details?	YES/NO
• Location of member of staff?	YES/NO
• Information on how to contact emergency services?	YES/NO
f) If pupils are abroad have they been briefed on local customs?	YES/NO

5.3 - Disability	
a) Has the venue been confirmed as able to provide activities for disabled.	YES/NO
b) Has the accommodation been confirmed as being accessible. Specifically does it have	
• suitable disabled toilet and washing facilities?	YES/NO
• access to rooms via ramps, lift or stair lift?	YES/NO
• accessible dining facilities?	YES/NO
c) Are the emergency evacuation arrangements at the venue suitable to deal with the persons disability?	YES/NO

5.4 - Insurance	
a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming? (If Yes the same insurance arrangements will apply as for a normal school day.)	YES/NO
b) Does the trip involve an overnight stay? (If Yes, then School Journey type insurance is strongly recommended.)	YES/NO
c) Does the trip involve travel abroad? (If Yes, then School Journey type insurance is strongly recommended.)	YES/NO

5.5 - Parents/Guardians	
Have parents/guardians been informed of the	
a) educational aims of visit?	YES/NO
b) itinerary and both organised and ad hoc activities?	YES/NO
c) clothing etc. is required?	YES/NO
d) need to inform staff of any medical/dietary needs of their child?	YES/NO
e) insurance arrangements in place for the trip?	YES/NO

5.6 - Personal Needs	
Have pupils been notified	
a) what clothing they will need?	YES/NO
b) what footwear is required?	YES/NO
c) if a packed lunch is required?	YES/NO
d) if they will need money?	YES/NO
e) the itinerary?	YES/NO

5.7 - Security	
There are many aspects of security and these will vary depending on the type and duration of trip. The following need to be considered	
a) Have pupils been advised of what they can expect and how to summon assistance?	YES/NO
b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?	YES/NO
c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?	YES/NO

5.8 - Staffing & Supervision	
(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)	
a) What is the level of competent adults to pupils? _____ Adults _____ Pupils = Ratio ____ : ____	
b) Does the trip comprise a mixed sex group?	YES/NO
c) If yes to b), are there competent adults of each sex present?	YES/NO
d) Are there any pupils with special or medical needs?	YES/NO
e) If yes have all staff been informed of relevant details?	YES/NO
f) Have all staff/volunteers going on trip had Police clearance?	YES/NO

5.9 - Transport	
There are many possible means of transport to a venue. The following is a guide to some of the different types.	
5.9.1 - Transport - Hired (This will usually be some form of motor vehicle)	
a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance? YES/NO	
b) Is the vehicle fitted with seatbelts?	YES/NO
c) Is there one seat for each of the party? (NB the three for two rule is no longer in operation.)	YES/NO

5.9.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)	
a) Have the tickets been booked in advance?	YES/NO
b) Is the party to be sat together?	YES/NO
c) Does the party have all the necessary paperwork for travel abroad:	
• Passports & Visa's if necessary	YES/NO
• European Health Insurance Card (EHIC). This is available from post offices and provides an entitlement, in reciprocating countries, to free or reduced cost medical assistance.	YES/NO

5.9.3 - Transport - School Minibus NOT APPLICABLE	
a) Is the service/log book of the vehicle up to date?	YES/NO
b) Does the driver of the vehicle hold the South Gloucestershire 'Certificate of Competence' to drive a minibus?	YES/NO
c) Is the use and operation of the minibus in line with the Council Policy?	YES/NO

5.10 - Emergency Arrangements	
a) First Aid - Is there	
• a qualified first aider in the party?	YES/NO
• an appointed person in the party?	YES/NO
NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.	
b) Medical Needs - have staff been	
• made aware of those in the party with medical needs?	YES/NO
• provided, where appropriate, with a copy of the health care plan?	YES/NO
• informed where the medication is kept?	YES/NO
• trained, where appropriate, to administer the medication?	YES/NO
• advised, whether non prescription medication can be provided to individual pupils?	YES/NO
c) Notification to Parents - In the event of an accident or incident have arrangements been made for	
• Someone in the party to contact the parent(s)?	YES/NO
• Someone in the party to contact a designated person who will then contact parents?	YES/NO
d) Arrangements for sending someone home - In the event of misbehaviour or injury have arrangements been established for sending someone home?	YES/NO
e) Emergency Plan - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for	
• Staff?	YES/NO
• Pupils?	YES/NO
• Parents?	YES/NO
f) Interpretation Service - For trips abroad has the school obtained details of the Councils current interpretation service provider and briefed staff and pupils on how to access the service?	YES/NO

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I give permission for _____ (Child's name)

Class: ____ to travel to _____ and I enclose a voluntary contribution of £__ payment.

In the event of an emergency please supply the following contact details:

Contact name: _____

Relationship to child: _____

Contact telephone number: _____

Please note that in the event of an emergency, where staff are unable to contact you, they will give permission for any emergency dental, medical or surgical treatment to take place. Staff will give permission for treatment as advised by the medical authorities present.
[Signing this form gives your consent for any emergency treatment needed.]

Please inform your child's class teacher if your child has a medical condition that may require treatment on the day or that the school is unaware of.
We will be taking asthma inhalers for those children who have them in school

Please give contact details of your child's GP

Name: _____

Address: _____

Telephone number: _____

Please tick if you are able to help on the trip

Please tick if you have an enhanced DBS (Barred list) check
[There are a limited number of adult spaces still available on this trip and we will let you know if you are needed. If you have an enhanced DBS check and you are asked to come on the trip you will need to present your DBS at the office before the trip.]

Signed _____ Parent/Carer

Name in block capitals: _____

