

# **School Trips/Visits Policy**

**The Davenport School**



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# **The Davenport School Policy**

## **School Trips and Off-Site Visits**

### **1. Aims**

The Davenport School believes that the children's' education is enriched significantly by the opportunities trips and visits offer. To ensure this, children Carers/Parents and staff are fully informed about the arrangements for off-site activities. Termly trips put are planned that are related to the term's topic. These trips and off-site visits support and further develop the educational experience for the children. Children also go off site regularly for swimming and PE at the sports centre. Every effort is made to ensure the safety of all personnel on such trips is adhered to by adopting the procedures below, the responsibility for overseeing the organisation of all trips and visits is delegated to the Teacher in Charge who keep records of all off-site activities and who ensure that appropriate Risk Assessments forms are completed before a trip can take place.

### **2. Leadership**

For all school visits there is an identified Trip Leader and a Designated Safeguarding Leader (DSL) on call and available should this be necessary.

#### **Ratio of Staff To Children:**

Key Stage 3 - There is a minimum of 4 staff to 10 children.

Key Stage 1 and 2 – There is a minimum of 5 staff to 10 children.

#### **Driving the School Minibus:**

Only staff who have D1 category on their driving licence and have provided their licence details to ECS Head Office, are therefore, on the company insurance are test are permitted to drive the larger company minibus. Staff are able to drive company nine seats and below vehicles, provided that they have submitted their licence details to Head Office and are on the Company insurance.

### **3. Planning Trips off Site**

- All off-site activities require permission from the Teacher in Charge.
- Every trip has a nominated Trip Leader who takes responsibility for ensuring the trip is organised in line with this Policy, who recruits and leads a team of staff (and sometimes Carers/Parents), in liaison with the Teacher in Charge. Before and whilst on the trip, the Trip Leader takes full responsibility for Health and Safety and for decision making in case of an emergency.
- Trips are carefully planned with due regard to safety.
- Carers/Parents are always informed in writing of the arrangements for any trip taking place, (except for Key Stage 3 PE).
- The Trip Leader is responsible for checking the medical details on SIMS of all pupils travelling on the trip.

- Some children may require individual Risk Assessments which are produced by the Trip Leader and shared with the Teacher in Charge and Head of Health and Safety prior to the trip being undertaken.
- A First Aid kit is always carried on every trip, one of the accompanying staff is a qualified First Aider.
- Staffing ratios are laid down by the school and it is the Trip Leader's responsibility, in conjunction with the Teacher in Charge to ensure that these are adhered to.
- The Trip Leader always has an emergency contact phone number available back at school for use if required during the trip, this will normally be left with the Teacher in Charge.
- The Trip Leader is responsible for preparing a risk assessment for the trip, this should be discussed with all staff travelling with the party and should be shared with any Carers/Parents accompanying the trip on the day of the trip. Training is also provided for staff who are leading trips in the school for the first time.
- The Trip Leader is responsible for ensuring high standards of pupil behaviour, pupils are briefed before a trip and on frequent occasions during a trip. If a child has previously misbehaved on a school trip, they may be prevented from going on the trip or additional support identified when planning the trip.

#### **4. Additional Trips and Visits Information**

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##### **Food and Drink:**

Under normal circumstances if the trip is over lunch time a packed lunch will be provided for the staff and children.

##### **Money:**

The Trip Leader will communicate to Parents/Carers if there is an opportunity for the children to purchase items or spend money, this will be stated within the trip planning. Amounts of money are nominal and limited to £2.00 per child.