



School Trips Policy

Introduction

Legal Responsibility for Pupils

The legal liability of an individual teacher or head teacher for an injury sustained by a pupil on a school journey will depend on whether or not the injury is a direct result of some negligence or failure on the part of the teacher or head teacher to fulfil their duty of care to the pupil. There is no legal liability for any injury sustained by pupils unless there is proven negligence by the teacher.

The standard of care required of a teacher is that which from an objective point of view can reasonably be expected from teachers generally applying skill and awareness of children's problems, needs and susceptibilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child would do, bearing in mind that being responsible for up to twenty pupils can be very different from looking after a family. The legal duty of care expected of an individual teacher is, therefore, that which a caring teaching profession would in any case expect of itself.

This means in practice that a teacher must:

- ensure supervision of the pupils throughout the journey or visit according to professional standards and common sense; and
- take reasonable steps to avoid exposing pupils to dangers which are foreseeable and beyond those with which the particular pupils can reasonably be expected to cope.

This does not imply constant twenty-four hour direct supervision. The need for direct supervision has to be judged by reference to the risks involved in the activity being undertaken.

Instructions given to pupils cannot be regarded always as enough. The possibility that there may be challenging behaviour has to be taken into account, together with the risk the pupils may encounter if they disobey instructions, but equally pupils must be given a latitude consistent with their ages and levels of personal responsibility.

Employers have "vicarious liability" for the negligence of their employees at work. This means broadly that the employer takes responsibility if employees do not fulfil their safety obligations at work properly. Where a legal claim is made following an accident, and there is a suggestion of negligence on the part of the teacher, any claim will be likely to be directed against the teacher's employer rather than against the individual teacher.

School Policy for Educational Visits – including participation in musical and sporting events.

The staff of The Mount School believes that school visits are an essential resource for the teaching of the school's curriculum. We aim to provide a broad and balanced curriculum and school visits are one aspect of this.

When organising a visit, teachers should;

- ❖ Ensure that the safety of the children is the first priority
- ❖ Ensure that all adults in their charge expect children not to take any risks, to behave appropriately and follow instructions at all times.
- ❖ Visit the proposed venue if at all possible, which will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
- ❖ Ensure that they have completed a risk assessment.
- ❖ Provide a full costing for the educational visit.
- ❖ Seek permission from the head teacher for the education visit, as she has ultimate and final responsibility for the children within the school (whether she is present on the educational visit or not).

Once agreement for the trip has been given;

- ❖ Organise for a coach or other transport to be booked, via the office, well in advance. It is the teacher's responsibility to ensure the coach or other transport has been booked. It is the office's job to book the coach or other transport.
- ❖ As soon as possible before the educational visit a letter should be sent to parents, including all relevant details, venue, subject, justification, times, clothing and money for children to bring. Please give a copy of this letter to all staff – including the Head Teacher and the School Secretary.
- ❖ Always seek parental permission in the form of written permission and obtain current medical details and contact numbers.
- ❖ Parents should be given full written details regarding the organisation of the visit, even those involving only short trips during the day, including the purpose, destination and location of the visit; the programme; the dates and times of the visit; travel details; standards of behaviour expected of children; packed lunch requirements, details of special clothing required (children should always wear school uniform) and the maximum amount of money to bring for souvenirs.
- ❖ For curriculum visits try to follow the DfE guidance recommending pupil/teacher ratios of one adult for every ten-fifteen children for Key Stage 2, one adult for every six children in key Stage 1, and one adult for every four children in the EYFS. **The level of supervision must always be agreed with the head teacher**
- ❖ There must be a clearly designated leader and for larger groups a deputy leader.

A week before the trip make sure,

- ❖ The head teacher is provided with the programme for the trip, contact telephone numbers while on the journey and a full list of all participants. A chain of contact should be arranged in advance for swift communication in case of emergency.
This is especially important if trip extends beyond the school day.
- ❖ Check parent volunteers (if any) know what doing, have a full understanding of their role and responsibilities, and ensure that they are assigned to a group of children which do not contain any relatives, e.g. son, daughter, cousin.
- ❖ Ensure children not going on visits are set appropriate work to do and prior arrangements made.
- ❖ Prepare pupils for the educational visit by explaining the expected standards of behaviour and the importance of following any rules
- ❖ The Head teacher will ensure that cover is provided for any classes which require cover but you must ensure that adequate work is set for the children left in school and leave a copy of the work set in the classroom where the form is to be taught and another with the Head teacher.
- ❖ If your visit occurs on your duty day you must ensure a swap well in advance of your visit.

On the day of the trip;

- ❖ Take a complete class list with children's medical requirements and if the visit extends beyond the school day, emergency contact numbers. **You must plan who you will contact if an emergency arises and how you will contact parents.**
- ❖ Ensure a first aid box plus 'sick bags' are taken.
- ❖ Ensure pupils/staff have their medication with them.

After the visit

- ❖ After the visit is over, there should be a review to feed back any problems and consider any matters arising out of the visit that may be relevant on future visits.