



St Anne's School and Sixth Form College

Excursions and Trips

This policy was adopted in the Spring term 2012 and updated Autumn 2018

1. INTRODUCTION

At St. Anne's School and Sixth Form College we believe that it is important that children and young people are able to undertake trips off the school the premises, although we recognise the challenges involved in ensuring such activities remain safe for all involved.

This policy will provide governors and staff with guidelines designed to ensure that all excursions and trips will be conducted efficiently and effectively for the benefit of all involved and that the safety of children and young people is paramount. If any incident occurs or emergency situation arises, staff should be able to handle these effectively by applying this and related policies on incidents occurring both in and out of school and residence.

The purpose of this document is to outline and clarify the procedures and measures which the school and residence have in place for the planning and delivery of excursions and trips off the site. All school and residence staff must be aware of and follow the policy at all times. All staff must ensure they comply with the requirements of this and related policies at all times. In some cases, specific responsibility is allocated to members of staff or groups of staff, but it is incumbent on all staff at all times to act in accordance with this policy and to do whatever is required to ensure the policy is rigorously observed.

2. AIMS

To provide a safe and secure environment at all times, where education is valued and there is a belief in the abilities and potential of all children and young people.

To support all our children and young people. and give them access to every opportunity to achieve to their full potential and enjoy learning, including the promotion of opportunities to experience environments outside the school and residence premises.

To fulfil our school's role and ethos to promote and support the education of our children and young people.

To ensure that all governors and staff are aware of the procedures to be followed when organising a trip or excursion.

3. GENERAL KEY TASKS

All staff, but especially those with any involvement in trips or excursions have a shared

responsibility to observe and comply with the following general key tasks;

- Following the correct procedures with respect to school and residence trips
- Permission for an excursion/trip must be sought well in advance from SLT (senior leadership team)
- Every trip will be risk assessed using the EVOLVE on line system
- Risk assessment will be continuous throughout the visit
- Proper approval from the school and residence, and parental consent for the excursion trip must be secured
- Being aware of children and young people in the class or group who have health problems, and being aware of the way in which these should be treated
- Staff must be informed of any absent children and young people who should be attending the trip.
- Parents/guardians of participating children and young people. must give consent
- Parents/guardians must be given details (where possible);purpose, date and time, destination and location, special clothing or equipment needed
- Parents should be asked to grant permission annually (at the beginning of the school year) for extra-curricular activities which take children and young people off the school site.
- Parents/guardians should be informed of sports fixtures in writing. A single member of staff may supervise sports teams.
- A mobile phone, walkie-talkies and first aid kit should be available on all trips.
- Children and young people and staff should be briefed on expected standards of behaviour. This will include, amongst other things;
 - the necessity for good manners
 - any dress code for the trip
 - the importance of sitting down and wearing seat belts on minibuses/coaches
 - children and young people have responsibility for their own property
- All children and young people will have some form of identification linked to the school ie. wrist band and / or school uniform
- Staff should ensure they pack equipment/food etc that they need for themselves and pupils, especially for long journeys, including such items as
 - sun protection and hat – summer weather
 - rain coat and wellies – rainy weather
 - drinking water for outdoor trips – summer months
- In the event of an emergency, the team leader should contact the school/residence
- All names and telephone numbers of children and young people and staff on the excursion/trip will be kept in the school and residence offices and be taken on the excursion/trip as required.
- A senior member of staff should be available to join an excursion/trip in the event of an emergency
- The hierarchy of staff must be established before an excursion/trip takes place. The trip leader has overall responsibility but the supervision of the children and young people is a responsibility shared by all staff members involved. All staff involved should be aware of any specific medical problems the children and young people in the group may have
- Staff must ensure that;
 - the leader and deputy are known to all adults
 - individuals do not go off on their own
 - children and young people are aware of the location of staff at all times
 - head counts are carried out frequently to ensure the party is still complete
 - photos are taken of pupils before they leave the school premises
- Where appropriate, children and young people can be allocated into smaller groups to

- be overseen by identified members of staff
- All children and young people and staff will be booked out / in by a member of the clerical / administration staff using the whiteboard (the same procedure will apply to residence i.e. children and young people will be booked out by the senior member of staff not on the trip, where possible)
- Where an excursion/trip involves any potentially hazardous activity (eg swimming) the party must include a first-aider (responsible for first-aid kits) and the party leader must make themselves aware of local first-aid and rescue facilities.
- Staff must ascertain all fire and emergency precautions when trips are planned – eg for wheelchair access
- Before an excursion/trip takes place, the leader should ensure a member of staff is able and competent to administer rescue medication in accordance with the care plan
- Supervision should follow the LA guideline (below) although ratios will depend ultimately on the special needs involved and should be assessed before the excursion trip takes place. Please note these guidelines are for pupils in mainstream. Within our school and residence the ratio will depend upon the children and young people within the group.
- Ultimately the head teacher / senior leaders and the group lead must ensure ratios are appropriate to the needs of the children and young people in the group, and are in line with the activity the group is accessing.

School Year Group/Age	Min Recommended Adult Staffing Ratios
Foundation Stage (Ages 2 – 5)	1:4
School years 1 to 3 (approx ages 5 to 8)	1:6
School years 4 to 6 (approx ages 8 to 11)	1:10
School years 7+ (approx age 11+)	1:15

4. ROLES AND RESPONSIBILITIES

The Lead Manager will:

- Ensure this policy is applied and complied with at all times
- Ensure appropriate approvals/permissions/consents are sought in advance
- Ensure proper pre-planning takes place prior to any trip excursion being undertaken
- Ensure staff and children and young people are briefed on standards of behaviour
- Ensure staff bring all equipment that is needed
- Retain ultimate responsibility for any trip/excursion
- Contact the school/residence in the event of an emergency
- Ensure the presence of a first aider (when necessary) and that competent person is available to administer rescue medication on any trip/excursion
- Ensure effective communications are in place in accordance with the policy

The Head teacher will:

- Ensure all staff are aware that the policy must be complied with at all times
- Ensure all staff are aware of their own roles and responsibilities under the policy
- Consider all proposals for trips/excursions for approval (including risk assessments)

All staff will:

- Ensure they comply with this policy at all times
- Familiarise themselves with fire and emergency routines
- Ensure that all necessary equipment is available when needed
- Ensure proper communication is observed in accordance with this policy
- Accept responsibility for the supervision of children and young people on trips/excursions
- Be aware of the leader and deputy leader on any trip/excursion they are involved in
- Ensure children and young people know where they (ie the staff members) are at all times
- Conduct regular head counts
- Ensure photos are taken of children and young people before they leave the school premises

Governors will:

- Monitor compliance with the policy to ensure its proper observation

5. REVIEW OF POLICY

A review of the policy will be undertaken in line with the policy review timetable and any amendments or updates will be reported to the Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary