

# THORPE HALL

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## SCHOOL

### School Trip Policy

This policy has regard to the DfE Guidance 'Health and Safety Advice for Schools' which is available for staff in the National Guidance Library in the Resource section of Evolve.

The Educational Visit Coordinator (EVC) is Richard Turner and staff must seek his advice and guidance for all trips. The EVC is responsible for providing the necessary guidance and paperwork for all trips to be planned appropriately and safely.

1. All school trips will be led by suitably experienced members of staff who will be responsible for children's safety and behaviour on the trip.
2. The trip leader will seek permission from the Senior Leadership team for the trip which will be granted once all appropriate planning and risk assessments have been completed using the online 'Evolve Visit – Planning, Approval & Management System'.
3. The Board of Governors is informed about all trips at Board Meetings. Trips involving residential or foreign travel require specific approval of the Governor with responsibility for Health and Safety, or the Chair of Governors.
4. Using the Evolve Management System the planning of a school trip includes the following elements:
  - a pre-visit by the trip leader or another member of staff, unless inappropriate
  - a trip outline is submitted for approval by the EVC, Head teacher and Head of Cover.
  - written permission from parents is then gathered via a letter or survey.
  - once the pupil list has been formulated, the Trip Leader must complete the rest of the Evolve form, answering all questions in full and submitting to EVC & SLT for final approval.
  - a file with all contact details of the pupils and other appropriate emergency contact & medical details is then generated in Evolve
  - a plan of emergency procedures will be considered and discussed with supporting staff
  - a briefing of all supporting staff on the trip with each pupil assigned to a member of staff
  - checks of transport vehicles where possible, including documentary checks of road worthiness and insurance
  - risk assessments submitted via Evolve and venue risk assessments are attached to file (if appropriate or available)
  - first aid arrangements, ensuring that, where appropriate, at least one member of staff on the trip has first aid training.
  - all trips involving pupils from EYFS must be accompanied by a paediatric first aider
  - an itinerary and alternative plans
5. Ratios of staff to pupils will be age and location appropriate but in any case it is 2 staff to first 20 pupils and thereafter a ratio of 1:10 or better.
6. For all residential or overseas travel, the Trip Leader will hold a 'Parents Meeting' where the itinerary and expectations of the trip will have been discussed. Appropriate paperwork will have issued and completed by parents.

7. All pupils will be briefed about the trip and the need for good behaviour. Pupils with special or medical needs will be prepared for the trip and appropriate information shared with parents
8. For residential or overseas trips, parents will receive the document which outlines the details of the trip.
9. Transport to, from and during the visit will be risk-assessed and planned to include alternative arrangements should the initial transport plan fail.
10. Each school trip will carry appropriate insurance cover.
11. School trips at Thorpe Hall School include visits to educational venues and events, residential trips, and day and residential trips abroad.

**Review**

*This policy will be reviewed annually by the Governing Body.*