



Caversham Preparatory School

Policies and Procedures

213 School Trips and Outings Policy

School Trips and Outings Policy

This is a Whole School Policy, including the children in the Early Years Foundation Stage

Scope

The policy includes visits to educational venues and events, sports outings, and residential trips. This policy has regard to the [DfE \(Department for Education\) Guidance 'Health and Safety Advice for Schools.'](#)

To maintain the safe supervision of children during off site trips the following procedures must be followed:

The Head Teacher

The Head Teacher is responsible for providing the necessary guidance and paperwork for all trips to be planned appropriately and safely.

The Head Teacher must sign off the Risk Assessment.

Staff

- 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.
- The trip leader will seek permission from the Head Teacher for the trip which will be granted once all appropriate planning and risk assessments have been completed.
- The Bursar will be informed about all trips by the Head Teacher.
- Staff will complete an outing information form and a risk assessment checklist.
- At least two adults will accompany the children on off-site trips and at least one must be a qualified teacher and at least one member of staff must hold a current first aid certificate.
- All trips involving pupils from the EYFS must be accompanied by a paediatric first aider.
- Staffing ratios will be appropriate to the age of the children and the relevant legal requirements.

Parents

- Parents will be asked to sign a general consent form for day outings.
- If a form is not received the child will not be able to attend the trip.

Transport

- If transporting pupils by vehicle, we will always prioritise doing so safely, in line with the latest safety advice.
- Transport to, from and during the visit will be risk-assessed and planned to include alternative arrangements should the initial transport plan fail.
- The school will only use bus companies who have safety belts.
- We will always use safety belts in buses and child booster seats, if necessary.



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- Seat belts will be always worn in the school bus and booster seats are available.
- If staff or parent's cars are used, seat belts will be worn.
- If a parent's car is used, it must be in good repair, have seat belts and full insurance. The parent's own child must be in the car, or a member of staff must accompany the children in the car.
- If we travel by train, more adults will accompany the children, and this will be reflected in the risk assessment.

Planning

- A full list of adults and children attending will be left in the school, together with information about the trip and the approximate return time. A mobile contact number will also be left in the school.
- Appropriate first aid equipment will be taken (including any medical equipment for children with medical or additional needs)
- Each school trip will carry appropriate insurance cover.
- All pupils will be briefed about the trip and the need for good and safe behaviour.
- Pupils with special or medical needs will be prepared for the trip and appropriate information shared with parents.
- If staff members experience any problems on the trip they will immediately telephone the school and back up help will be sent, if appropriate.

Residential Outings

- For all residential trips, the Trip Leader will hold a 'Parents Meeting' where the itinerary and expectations of the trip will be discussed.
- Appropriate paperwork will be issued and completed by parents.
- Parents will receive a document which outlines the details of the trip, and their written permission will be sought.
- A full risk assessment will be written by the group leader and staff ratio guidelines will be followed.
- A full risk assessment will be sought from the residential venue.



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Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- [Risk Assessment Policy](#)

Quoted Legislation and Guidance

- [Health and Safety Advice for Schools](#)

Review Schedule

This policy is subject to 3 yearly reviews by the Head Teacher unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	2010	
J Lawson	Feb 2018	
J Lawson	June 2022	Reviewed. Use of School Bus added.