

## Guidance on Out of School Activities

**School Trips, including visits to farms, to the theatre, museums and other places of cultural or environmental interest are a valued part of the school curriculum.**

Staff are referred to Educational Visit Risk Assessment Guidance (Appendix 1); Educational Visit Risk Assessment Form (Appendix 2) and Educational Visit Proposal Paperwork (Appendix 3) if they wish to organise an out of school activity.

Staff should adopt the following principles when requesting such visits:

- Relevance to the curriculum: all outings must be directly relevant to the curriculum for the pupils in question.
- A risk assessment must be completed by the member of staff requesting the trip.
- If the trip is approved, parental consent must be obtained by the school from the carer or parent of each pupil involved.
- It is not normal school practice to organise residential trips: only in exceptional circumstances will these be authorised.
- It is school policy that all pupils have access to school trips; appropriate arrangements are to be made for any pupil who has physical or medical issues which require special attention.

Staff should note that at all times a **minimum of two** staff must be present and on duty when more than a single pupil is on any kind of outing and away from school premises.

**(Reviewed and updated October 2017)**

## Appendix 1: Educational Visits - Risk Assessment Guidance

The following is intended to help staff consider and assess the risks involved in outdoor education activities.

1. Is venue suitable for the group?
2. Is an exploratory visit to the venue deemed necessary?
3. Transport:

Note: Are booster seats required? If so, how many?

Note: if private vehicles are involved in each case give:

- a) names and age of driver
  - b) date of issue of full driving licence
  - c) date of expiry of vehicle MOT certificate
  - d) number of passenger seats with seatbelts fitted in the vehicle
  - e) vehicle make and registration number
4. Safety procedures to be observed:
    - a) Staff to have means to communicate by identified mobile phones (see 4f below) or walkie-talkies, at all times except where venue regulations prohibit.
    - b) Group must at all times be supervised by at least one member of staff
    - c) First Aid Kit to be carried
    - d) Staff must brief group as to behaviour and safety procedures to be observed – both on transport and at venue and so position themselves as to ensure compliance. Note the wearing of seat belts by all occupants of motor transport is mandatory while the vehicle is in motion.
    - e) List of contact telephone numbers for parents of pupils to be carried by lead member of staff.
    - f) Give mobile telephone numbers of attending staff for communication at all
    - g) times. (All mobile phones need to be switched on at all times)

# CALDER HOUSE SCHOOL

## Appendix 2: Educational Visits - Risk Assessment Form

<b>Task / Activity:</b>							<b>Date:</b>		
<b>Assessor:</b>							<b>Re-assessment date:</b>		
<b>Risk Assessment</b>									
<b>Hazard</b>	<b>Why is this a hazard?</b>	<b>Who is at risk?</b>	<b>Severity</b> 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	<b>Existing Control Measures</b>	<b>Likelihood</b> 1 = Improbable 2 = Conceivable 3 = Likely 4 = Probable 5 = Certainty	<b>Risk Rating</b> Severity x Likelihood	<b>Acceptable Tolerable Action Required (9+) Prohibited</b>	<b>Improvements /Action Required</b>	<b>Residual Risk</b>



## Appendix 3: Educational Visits – Proposal Paperwork Parts A, B, C and D

### **Educational One Day Visit Part A: Initial Approval**

To be emailed to the Headteacher at least eight weeks before the trip where possible.

Group / class:		Cost	
Where?		When?	
Reason for trip (Links to T&L / Educational Objectives)		Suitability for the proposed group	
Has a pre-visit already been conducted?		Yes – by who? No – does a pre-visit need to be conducted?	
Time leaving school:		Time returning to school:	
Does it clash with any other event on the school calendar? <i>If Yes, please give details.</i>			
Staff attending:			
Number of other staff needed including 1 <sup>st</sup> aider:		<i>Please add suggestions</i>	
Cover needed? Include details.			
Do you need to switch duties?			
Will it affect any other teaching? OT / Subskill staff / S and L / pm staff			
Can you foresee any CP issues?			
Transport recommendations: Cars / minibus / small coach / large coach			
<i>Car only:</i> How many booster seats are required? Names of drivers:			
Are the vehicle and driver details filed at school up-to-date?			
<i>Signed (Trip organiser)</i>		<i>Date</i>	

**Educational One Day Visit Part B: Travel Approval for coach hire**

<b>Minibus / small coach / large coach</b>		<b>Cost</b>
Name of Company:  Tel No:  Number of Coaches:  NB: Seat belts are compulsory	NB: Must have 2 adults. Seat belts are fitted	

Trip approved – continue to Part C

Signed and dated: \_\_\_\_\_

Trip refused on following grounds:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed and dated: \_\_\_\_\_



### Educational One Day Visit **Part C**: Arrangements and Paperwork

Details of all staff on visit			
Name	Mobile phone number	1st aid qualification + expiry	Mobile number to phone in an emergency

Staff contact if return is scheduled later than 4pm:

Name:

Mobile number

I have booked the venue Yes / No

I have liaised with KP/JP and booked the necessary transport Yes / No

I have attached the draft letter to parents with parental consent Yes / No

I have attached detailed risk assessments; these have been read by all members of staff on the trip Yes / No

I have read Calder House School's Health and Safety Policy Yes / No

Signed and dated by trip organiser:

---

**I am satisfied that the arrangements for this visit have been made in accordance with the above advice and guidelines.**

Signed and dated by Headteacher:

---



## Educational One Day Visit **Part D: On the Day**

**To take:**

- Mobile phones plus numbers of all staff on trip (see below)
- First aid kit
- List of contact telephone numbers for parents of pupils to be carried by lead member of staff.
- Medical forms
- Risk assessments

<b>Details of all staff on visit</b>			
Name	Mobile phone number	1st aid qualification + expiry	Mobile number to phone in an emergency

Staff contact if return is scheduled later than 4pm:

Name: \_\_\_\_\_

Mobile number: \_\_\_\_\_

<b>Medication</b>				
Name of child	Name of medication	Written consent from parent?	Dosage	Name of responsible person for transporting and administering medicine

