

Trips and Off-Site Procedure

Approval and Effective Date:

This policy was approved by the Headteacher Andrew Dean on 01/09/2024 and is effective immediately.

Review Date: 01/09/2025

Pre-Trip Preparation is essential that staff and students strictly follow procedure for off-site learning opportunities to ensure and uphold the safety of all students at all times. The above procedures aim to ensure the safety, enjoyment, and educational value of school trips. By adhering to these guidelines, we aim to foster a safe and structured environment for all students and staff involved.

1. Groupings, staffing and supervision

- **Staff-to-Student Ratio:**

A maximum of 8 students to 1 member of staff will be allocated for supervision. This ensures adequate coverage and attention for each child.

- **Buddy System (if appropriate):**

Each student will be assigned a buddy on trips to places that are not frequently visited and/or where our risk assessment states this is an additional layer for student safety. Staff should monitor the students throughout the trip to ensure that no child is left unaccompanied.

- The lead staff member will be allocated and be responsible for coordinating with other staff and overseeing the general safety of the group in a pre-trip debrief.
- There will be a designated leader for each minibus and they will be responsible for registers and deliver safety talks to students.
- Groups will be divided into KS3 and KS4 where possible. Groups will have a maximum of one staff member and eight students.
- During presentations, demonstrations and shows, students will have an allocated seating plan within their group. Staff will bookend and divide groups for adequate monitoring and supervision.
- Staff will be aware of the nearest exit route, in case of an emergency or poor behaviour.
- Students must wait for staff instruction during tours.
- Headcounts will be performed **frequently**—before leaving the school, after each activity, when entering transport, and upon arrival at new destinations.

2. Pre-Trip Preparation

- **Risk Assessment:**

- A detailed risk assessment will be carried out **in accordance with the risk assessment policy**, covering all potential risks and hazards related to transportation, locations, activities, and students' needs.
- The risk assessment will include **contingency plans** for emergencies, including severe weather, medical issues, flight risks, transportation breakdowns and missing students.

- **Pre-Trip Debrief:**

- A briefing will be held for staff to discuss the **itinerary, expected behavior**, and any **specific needs** of students (e.g., allergies, medical conditions).

- All staff should be familiar with the risk assessment, and it should be available for reference during the trip.
 - Key documentation will be printed and handed to all staff during debrief for quick reference on the trip.
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3. Transport Arrangements

- **Minibus Registration:**
 - Each minibus will have a passenger list. Students will be registered on and off the minibus to ensure that no student is left behind or unaccounted for.
 - Printed registers will be given to staff prior to set-off.
 - The lead staff member will confirm attendance before departure and upon arrival at each destination.
 - **Seating Arrangement:**
 - Students will sit where allocated and according to their group. Staff should periodically check that all students are present and accounted for during travel.
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4. First Aid and Medical Considerations

- **Designated First Aid Officer:**
 - A **designated staff member** will carry the **first aid kit** at all times. The first aid kit should be fully stocked and checked before the trip.
 - Any student requiring an **EpiPen** should have a **staff member responsible for carrying it** and ensuring its proper use in case of an emergency. They should know how to administer the EpiPen for anaphylactic shock. This staff member should be allocated to the student's group to be with the student

Emergency Procedures:

- In case of a medical emergency, the **designated first aid officer** will assess the situation and contact emergency services if necessary.
 - All staff should be trained in basic first aid.
 - A designated leader will be trained in anaphylactic emergency.
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5. Itinerary and Activities

- **Pre-Arranged Itinerary:**
 - The trip's itinerary will include specific **times** for each activity (e.g., lunch, sightseeing, talks and demonstrations) and will be **shared with all staff** and students in advance.
 - The itinerary should also include scheduled **break times** (where necessary) and **contingency plans** in case of delays.
 - **Timings:**
 - The lead staff member will be responsible for ensuring that all activities run according to the pre-arranged timetable, adjusting as needed based on group dynamics and time constraints.
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6. If a Student Walks Off:

- If a child is observed walking off or is unaccounted for, the following procedure will be followed:
 1. **Alert all staff** immediately.
 2. **Designated staff members** will take charge of the search.
 3. Other staff members will contain students, ensuring their safety, walk to and stay at the designated meeting area.
 4. Inform parents, guardians and carers.
 5. **Notify the trip leader** and **contact the police if the child cannot be found within 10 minutes.**
 6. **Stay in contact** with school administration and **emergency contacts** for further guidance.
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7. Communication and Emergency Contacts

- **Emergency Contacts:**
 - All staff will have access to **emergency contact numbers**, including parents/carers, school administration, and local emergency services.
 - **Staff Communication:**
 - All staff members will be equipped with **mobile phones** for instant communication. Staff should demonstrate clear and transparent communication at all times.
 - Staff should immediately report any concerns or incidents.
 - **Parental Consent:**
 - Parents/carers will be required to sign a **permission slip** giving consent for their child to participate in a trip/off-site experience.
 - These will be issued and collected by the designated staff member.
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8. Post-Trip Debrief

- After the trip, there will be a debrief session for **all staff** to discuss the day's events. Topics may include:
 - Overall safety and supervision effectiveness.
 - Any incidents or issues that arose and how they were handled.
 - Suggestions for improving future trips and additions to procedures.
 - Any CFCs to be discussed with the DSL and sent ASAP to the relevant parties.
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9. Safety Features and Additional Considerations

- **Reflective Gear:**
 - In case of poor weather or low light conditions, **reflective vests** will be provided to staff to improve visibility.
- **Identification:**
 - All staff members will wear **staff badges** for easy identification, especially in crowded areas.