

This guidance is in addition to the Barking and Dagenham Risk Assessment Guidelines (PDF document on staff drive). All school trips should be planned in accordance with the Creative Curriculum. The earlier in the year trips are booked the greater the chance of getting preferred times and venues. The very latest any school trip can be booked is the first week of each term.

The Educational Visits Form needs to be completed and passed for approval to a member of the Senior Leadership Team at least 3 weeks before any trip. The form must then be passed to the designated office member who organises trips.

The following steps should be followed:

- a) Year group leader must see the designated office member for trips re: chosen venue to make arrangements for the venue, the date, travel times, mini bus availability, room booking if applicable, attendance officer informed and information to parents.
- b) **SLT member to attend evening events:** 2 mobile numbers, home phone number and home address to be added to permission slips and taken by SLT lead for extra security. FB key to be taken to open the pedestrian gate and wait in front porch for family to collect.
- c) For the Year Group 'Big Trip' once a year, times can begin as early as 8:30 am and aim to return as late as 4:00 pm. The Year Group Lead must decide practical arrangements and share with the admin team before letters go to parents – (make necessary LATE collection key holder arrangements).
- d) The 'Big Trip' must cost no more than £12.00 per child for the school year 2016-2017
- e) Letters sent to parents outlining all the details are arranged via admin team. Written permission must be obtained before any child can be taken off the premises. Please note that children will not be allowed to take any money on day trips unless specifically requested for lunch arrangements.
- f) Year group teachers to conduct pre-visit and carry out a risk assessment. If a prior pre-visit has been undertaken and there are no major changes to the venue, an additional visit is not necessary.
- g) Up to date risk assessment and checklist to be submitted to the Year Group Leader at least two weeks prior to the visit. See staff drive for checklist for proposed visits and generic risk assessment forms. The following ratios are the guidelines for out of area trips according to the trip e.g. residential activity centres would require a higher adult: child ratio than a local activity.

Note: 1x qualified first aider every trip **where possible** – residential have their own qualified First Aider.

Nursery: 1 to 5

Reception to Year 3: approx. 1 to 8

Year 4 to Year 6: approx. 1 to 10

(1-6 on public transport)

Local walks and parks will not require as many adults e.g. Bonham KS2 visiting Valence Park only requires 2 adults. Please consult SLT according to venue and needs/number of the children attending local visits. Asthma pumps, Epipens x2, Care Plan (if applicable) and any other necessary medication must travel with the trip party and must be ready, along with all other First aid kits with 1 x ice pack, hi-vis, wristbands and change of clothing, **at least** the day before the trip.

Wherever possible, year groups should only take their allocated support staff to reduce the impact on the learning of the other children in the school. Accompanying adults should be chosen from non-class based staff who work the required number of hours, school governors, MDAs and known volunteers.

- h) Support staff accompanying the trip will be reimbursed for additional time outside their contracted hours.
- i) Lead teacher must ensure the office staff are aware of children entitled to free school meals. Office personnel will be responsible for ordering packed lunches following trip leader information.
- j) **At least 24 hrs** prior to the visit all children and school based staff should be briefed about the pending visit. Adults to be given copies of the group lists, risk assessments, mobile contact numbers, first aid and medical details (i.e. copy of any Health Care plan), high vis jackets, wrist bands (for children and adults) and any other necessary equipment (i.e. wheelchair). Class teachers not attending are responsible for ensuring the children in their class are safely provided for in terms of medical and dietary requirements.
- k) Supervision arrangements need to be specified. Attention needs to be drawn to the need to supervise groups of children at all times, including on the coach. No headphones allowed. Lead teachers to lead parties off and on coaches and into venues. Regular head counts on and off sites.

There is a no smoking policy on school trips.