



Trip Guidelines

"Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2017

This policy is linked to:

Safeguarding Policy, Missing Child Policy, Health and Safety Policy, School Journey and Educational Visits Policy

[Trip Guidelines St John's Angell Town Updated Spring 2016](#)

For more detailed advice please see [Health and Safety of Pupils on Educational Visits](#) (DfEE publication available in staffroom - this is especially important if visit includes an overnight stay where the following guidelines will not suffice)

Class Teacher is responsible for:

- Completing the risk assessment thoroughly (including a pre visit where necessary) to check the route and the venue .
- Ensuring that all adults are present for pre visit safety talks which must include lost child agreement, route and road crossing, specific medical needs and who is in charge of first aid, rules on sweets/snacks, timetable, location, procedures for toilets, procedures on transport etc
- Ensuring medical kits are in place
- Ensuring these guidelines are given to all adults including agency staff before a trip and explained thoroughly.

General:

- All visits, even brief visits with small groups, must be risk assessed thoroughly and shared with all staff attending.
- Risk assessments must be checked properly by the head or deputy and therefore must be handed in at least one week before the visit. Lead adult must enter all times etc into school diary and implications for the rest of school must be considered. I.e. if taking a particular TA will affect another teachers day, affect cover at playtimes, end of school day arrangements etc, it must be discussed with Line Manager for TA's before you travel.
- Permission slips may be required - please check with SLT.
- EBD children must be given special consideration i.e. Could the parent attend? What happens if behaviour becomes unmanageable?
- EYFS and KS1 children should wear labels with school name and phone number on. The possibility of jackets will be looked into.
- Medical kits must include specific apparatus where necessary - Epi pens/asthma pumps. There must be a trained adult on the trip for administration of specialised medicines i.e. for an Epi pen

- Adults should consider exchanging mobile phone numbers and keeping them on for the visit. All adults should have number of school and venue.
- Adults must be role models for the children at all times. They must be focused on the children's safety, stay vigilant at all times and model courtesy to drivers and pedestrians even when public may not be doing so! *'How we talk to children at St Johns'* guidelines should be followed as in school. Warning systems and school rules remain outside school.
- Regular headcounts must be taken - whole class and groups.
- Agree lost child procedure in advance
- If travelling a long distance teacher should try to determine if any children are travel sick and talk to parents about possible ways to reduce the intensity. Spare clothes, sick bucket, wet wipes etc may need to be considered just in case!

Walking on the Road:

- Teachers must have planned a route to find the most sensible crossings. As this is the route risk assessed other adults must not alter this route without proper consultation.
- An agreed adult (usually class teacher) should lead class. Avoid being in a situation where children are leading children - this is not safe.
- Children should walk in pairs (EYFS/KS1 holding hands)
- Another adult must remain at the back with any additional support spaced appropriately through the class.
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Crossing the road:

At agreed crossing points, adults should wait until road is clear and not stop traffic. Then two adults that have been agreed in advance must form a barrier in road for class to walk *between* led by another adult. These adults' should face the oncoming traffic ready to raise an arm to slow down oncoming vehicles if necessary. Adults must remain in road until last child is safely on the pavement. Should an emergency vehicle appear children must be ushered to nearest pavement and wait there until adults are sure there are no more vehicles passing.

Public Transport:

- Children should wait in line against a wall or on bench whilst waiting for public transport (again the risk assessment should have considered the safest stop to travel via)

- The driver should be made aware of children getting on to allow extra time for getting on and off.
- One adult should stand against doors ready to stop them if they start to close too early whilst another counts children on and off. Adult should always be the last person off. Children again, are directed against a wall way from platform edge or road.
- Staff should agree beforehand what happens if a stop is missed - i.e. do you carry on to the next one or wait where you are?
- Children should be seated wherever possible on public transport.

Location:

- Groups should be prearranged and all adults should have a copy of these groupings
- Rules at the location should be agreed and shared with all.
- Children should stay in groups with their group leader at all times.
- Children needing toilet must be accompanied to the door. If it is a toilet open to the public, children should not go in alone but should be in pairs.

Healthy School:

- With the exception of the end of year visit trips are planned to support learning and therefore the same rules for sweets and snacks apply as they do in school.
- Lunch boxes as in school should not contain chocolate bars, fizzy drinks etc.
- Ensure non staff adults know the rules around healthy schools and are not buying sweets and chips for their group!
- If it is appropriate to bring money for souvenirs then an upper limit must be set.
- Additional water/fruit may need to be taken on longer trips

Adult: Child ratios

See School Journey Policy

Thank you to all the TA's who helped us put this together!

Written June 2011