



Educational Trips and Visits Policy
ST. MALACHY'S GLENCULL PRIMARY SCHOOL

Ratified by Governors: 24th April 2018

Review: January 2021

Signed:

Chair 

Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The class teacher should carry out a risk assessment using Glencull's proforma.

Financial Planning

The class teacher should ensure that parents have early written information about the cost of the trip. Parents should be given enough time to prepare financially for the trip. The head teacher should ensure that banking arrangements are in place to separate the trip's receipts from other school funds.

First Aid

On any trip the class teacher should have a good working knowledge of first aid and ensure that an adequate first aid box is taken.

Supervision - Responsibilities

- One teacher/adult for every six pupils in years 1 to 3
- One teacher/adult for every 10-12 pupils in years 4 upwards. - excluding swimming which involving the whole class and 1 teacher.
- Regular head counting of pupils should take place, particularly before leaving any venue.
- The class teacher should establish rendezvous points and tell pupils what to do if they become separated from the group.
- For the protection of both teachers and adults, all teachers should ensure that they are not alone with a pupil wherever possible. Pupils, particularly in school years 1 to 3, should be easily identifiable, e.g. wearing school uniform..

Preparing Pupils

Pupils who are involved in a trip's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school

trip. Pupils should clearly understand what is expected of them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

Transport and Pupils

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for transport in a safe place.
- Do not rush towards the transport when it arrives.
- Wear your seatbelt and stay seated whilst travelling on transport.
- Bags must not block aisles or cause obstructions.
- Never attempt to get on or off the moving transport.
- Never lean out of or throw things from the window of the transport.
- Never kneel or stand on seats.
- Never disturb or distract the driver.

If you feel unwell, tell a teacher or supervisor.

Pupils with Special Educational and Medical Needs

Every effort should be made to include pupils with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage.

Parental Consent

Glencull Primary School will seek one consent form for each child, covering all visits at the beginning of every school year. This will cover all school trips.

Planning Transport

The class teacher must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Whether the driver holds the appropriate valid licence.
- Number of driving hours required for the journey and length of the driver's day.
- Type of journey - local or will it include long distance driving, i.e. motorways.
- Traffic conditions.
- Arrangements in case of breakdown/emergency.
- Appropriate insurance cover.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.

Private Cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety and that they have appropriate licence and insurance cover for carrying the pupils. The driver is responsible for making sure that pupils have a seat belt and use it at all times. The Principal will decide if private vehicles are appropriate for transport to and from trips based on the circumstances of the trip.