

## School Trips

Teachers must ensure that both they and the students in their care are adequately insured when arranging school trips. All out of school activities require insurance. Teachers wishing to organise trips abroad must consult and adhere to the governors' policy.

### Procedure For School Trips

- i. Negotiate feasibility of the trip with the HoD (if applicable)
- ii. Take the idea to the governors via the Headteacher with suggestions of dates, costs, time, risk and curricular implications
- iii. Complete the appropriate sections of the school trips paperwork liaising with Paul Kirrane EVC with any issues for clarification. The appropriate paper work is then passed onto the Headteacher for signing to indicate that permission has been given for the trip to go ahead.
- iv. Liaise with the Headteacher with reference to the cost per student for the trip ensuring that all legitimate charges have been included.
- v. Send a letter home to parents informing them about the trip. Remember the school cannot make a compulsory charge for trips that take place in curriculum time. Therefore the letter must request voluntary contributions, by including the following paragraph:

“For the trip to go ahead parents/guardians are requested to make a voluntary contribution of £.....  
If enough voluntary contributions are not received then the trip cannot take place. However, if you cannot support the trip for financial reasons please contact your daughter/son’s Head of Year.”
- v. Collect reply slips and useful information e.g. diet, health problems, medication needed by child and when. It is important that staff accompanying students on a trip know if any one of them is allergic to any medication. **FOR ALL TRIPS EACH PERSON GOING MUST GIVE AN EMERGENCY CONTACT TELEPHONE NUMBER.**
- vi. All money should be paid into the school finance office. Cheques must be made payable to “St. James’ Catholic High School.” And on the back of the cheque must be written the name of the trip and the child’s name and form.
- vii. A list of all involved in the visit or trip should be displayed in the staff room and brief details included in the school’s weekly bulletin, including times of departure and expected return.
- viii. Only coach companies that provide seat belts should be used. Mini-buses must have full insurance to include carriage of school children and collision damage waiver.
- ix. It is imperative that a risk assessment for the trip is completed prior to its submission for signing (generic risk assessments can be found on “Y” Drive). If the trip involves activities, which are considered to be high risk e.g. abseiling then qualified instructors must be in attendance and their qualifications verified. For example, photocopy of their qualifications for supervising the activity can be submitted with the trips booklet.
- x. If any member of the party needs medical help, then this must only be given by trained staff unless in an emergency. If it is necessary for a child to be seen by a doctor, then an appropriate member of staff must be present
- xi. For day trips a volunteer member of staff should remain on site by a telephone until the trip returns. This person provides a readily accessible point of contact for parents/carers in the event of an emergency. This person if at all possible must be notified if the trip is delayed.

- xii. Trips returning in the early hours of the morning must also have an identified contact person who is willing to come to school in the event of an emergency.
- xiii. There is LA Document giving details concerning the organisation of trips. There is one copy of this available from the Leadership Group Secretary and another with P. Kirrane (EVC). Anyone taking trips out of School should consult this before making any arrangements.

#### On The Day of Departure and During the Trip:

1. Ensure a full register is taken including the names of the supervisors for each coach.
2. On each register write the registration number of the coach and the name of the coach company.
3. On each coach nominate a contact member of staff and write beside their name on the register a mobile telephone number.
4. Hand in all registers to the front office prior to departure.
5. When out of school, students must know where to find a member of staff at any time. A member of staff may be based at a minibus, may be part of an activity or may be in a designated area.
6. Students must not be allowed to wander around by themselves. They should be in groups of two, three or four, or be within sight of a staff member. Safety of students is paramount on all school trips. Sensible precautions, therefore, must always be taken.
7. Local visits made during lessons must be reported to the school Office when they depart. This will ensure that the school knows where all its students are at any given time - particularly in cases of emergency.

#### Other Information

1. Seat belts must be worn when travelling by minibus or coach
2. Students must be warned about known dangers.
3. No students should go into, or too near to, water unless under direct supervision of a trained adult lifesaver.
4. Sizes of groups should be appropriate for the activity and proper staff/student ratios should be adhered to. These can vary further information is available from the Educational Visits Adviser at the LA – 0161 480 4949 (Main Switch Board)
5. For hazardous activities only properly qualified staff should be responsible.
6. Always count students before and after each activity to ensure all students are accounted for.
7. Make sure that first aid help/equipment are readily available (there should be first aid boxes in each coach/ minibus).
8. On residential visits fire practice procedures should be outlined and practiced at least once.
9. All students engaged in an activity should be appropriately dressed and have the correct equipment.
10. When appropriate, weather conditions should be taken into account.
11. No students should be allowed to smoke or drink alcohol during any part of any trip.
12. Areas, which are out-of-bounds must be clearly explained.
13. Whenever food preparation is involved, good hygienic practice must be followed.
14. When in small craft students must always wear buoyancy aids or life jackets and must always be accompanied by a qualified instructor and lifesaver.
15. Students taking part in hazardous activities must always be under the supervision of a qualified instructor.
16. Students should always know when and where they are to meet staff at the end of an activity.

17. Students should not be permitted to use electrical equipment unless staff are satisfied with its condition.
18. Lastly, but importantly, good discipline and control are essential particularly in the less restrained atmosphere of out of school visits.

Insurance – Car Users- should ensure that their own car insurance gives them adequate cover before agreeing to transport students.