

GRIMOLDBY PRIMARY SCHOOL

SCHOOL TRIPS

No excursion beyond the school gates should occur without the permission of the headteacher.

On any excursion even within walking distance of school the ratio of adults to children should be adhered to. 3-5 years 1 adult to 3 children, Keystage One 1 adult to 6 children, Keystage Two 1 adult to 10 children.

Always take a blank cheque or cash from school fund in case of emergencies (or use own money and obtain a receipt).

On coaches ensure that adults are not bunched together and that during the journey they move about. It is a Policy of the Governors that children will not travel more than one per seat.

An accurate list of those going on the trip must be left in the office.

Children should be counted every time they get onto the coach and at any necessary time during the visit.

Clear instructions should be given to accompanying adults by the teacher in charge before the commencement of the trip. Including, full list which should give a telephone number and emergency procedure.

If the trip finished after the close of afternoon school the teachers in charge must satisfy themselves as to the arrangements made for the children's journey home.

If in doubt about anything phone school and seek advice.

As much information as possible regarding the visit should be sent home in advance, giving details of the date and time, the purpose, the cost, the clothing and footwear to be worn, whether a meal is included or a packed lunch required, any money that may be needed for admission fees or souvenirs and the time of departure and return. The need for precise written information to parents, including reference to necessary insurance, and emergency contacts cannot be over-stated. Reliance on oral information, particularly instructions to those taking part in or supervising visits, could lead to serious legal consequences where mishaps occur. Lines of communication between the party and the home base are essential.

Evidence of parental permission should be held for all visits.

In the case of younger pupils, it is particularly important that careful supervision should be maintained at all times.

All those supervising pupils on visits should be given clear guidance and instructions in writing well in advance. These should include emergency procedures, e.g. use of whistles, contact points and essential telephone numbers. Reliance on oral information on such issues could have serious legal consequences in cases of accident or mishap.

Where parents and/or non-members of the schools staff are involved as supervisors, they must have had the opportunity to meet in advance those pupils for whom they are to have particular responsibility. This is to ensure mutual ease of identification on visits. Lists of members of groups should be carried by all supervising to enable frequent checking. It cannot be stressed too much that those accepting responsibility for supervision of pupils on visits are effectively on duty continuously.

Emergencies

Careful thought must be given in advance to plans for dealing with possible emergencies. These should include telephone contacts in case of breakdown or delay and the provision on First Aid equipment. Names and addresses of those on the visit should always be readily available to the head or his representative back in school.

First Aid

It is essential for every journey, whether local or long distance that a first aid box is carried on the coach.

Box to include:

- Medical preparation for cleaning wound
- Sterile dressings (adhesive) various sizes
- Surgical tape and scissors
- Triangular bandage and supply of safety pins
- Plastic gloves
- Brief note or notes on first aid
- Telephone money for an emergency

On leaving the coach everyone's attention must be drawn to where it will be parked. The party leader should leave the large first aid box on the coach and should ensure that all adults should have small emergency supplies, and he/she should have a large bandage. It is always advisable to check beforehand to see if the place to be visited has a first aid station with facilities for disabled persons in case of emergency.

Special cases:

Special cases such as asthma sufferers and epileptics. The teacher in charge of each group must be responsible for the supplies for such children and be fully conversant with emergency procedures applicable should problems arise.

Travel sick children:

The parent/guardian must be asked to put any pills in an envelope on which the child's name and instructions are written.

Travel sickness

Teachers should take: supplies of newspaper, paper towels, paper bags containing inner lining of plastic bags, plastic bottle of diluted antiseptic, box of sawdust, Soap and towel, plastic bucket, spare clothing.

Date Reviewed: June 2008

Next Review: June 2011