

SCHOOL TRIPS FROM MEADFURLONG SCHOOL

Before the trip:-

- Trips must be organised with the prior agreement of the Headteacher
- The Headteacher or Assistant Headteacher must be informed at least a month in advance of any trip being organised.
- Governors must also sanction any trip that takes children out beyond the hours of one normal school day, other than this they delegate the decision to the Headteacher and Assistant Headteacher.
- Transport is booked through the school office by the administrator.
- Insurance is taken out for all trips that require transport and is organised by the administrator.
- If it is over lunch time the meal provider must be informed by the administrator and packed lunches arranged for day in time to go out on the menu order form.
- Parents complete a medical form when their children start school that covers all trips in terms of medical permission.
- Specific permission slips are required for all days trips on coaches from the parent. The newsletter is used to reinforce information for parents of trips. A Specific letter is sent out for shorts trips which can be walked to or a short coach ride requiring parents to remove their children if they do not agree to them taking part.
- The school first aider must be informed of the trip to organise first aid for the trip, and other essentials (eg bucket tissues gloves etc).
- The first aider will organise all necessary medicines (eg inhalers) needed to be taken on the trip and provide information about all the medical needs of children going on the trip.
- The group leader must hold medicines etc for their group (see Medical Policy).
- Sufficient water must be taken to drink.
- We do not recommend that children bring any money with them.
- The trip organiser will do a risk assessment including visiting the venue before the day if it is a new destination for us.
- Pro-formas are available in the School Trip file and must be completed.
- A letter is written to the parents to explain the trip and it must clearly state the arrangements for the day including:
 - a. timings
 - b. lunch arrangements/requirements (disposable lunches recommended, no glass, fizzy drinks or sweets),
 - c. clothing requirements (see clothes)
 - d. cost with the facility for instalments.
 - e. reasons for going.

During the trip:

Travel using coaches:

- Buckets and sick bags must be taken (liaise with First Aider)
- Head count must take place before leaving either end of journey.
- No child can stand up or leave their seat during the journey.

- The coach must not move until all are seated and belts checked.

Travel using cars:

- Parents must give permission for their children to go in a car (can be verbal)
- Additional insurance must be in place for driver of car (school has a policy for all staff using cars for work purposes)
- Maximum of 3 children in a car with 2 adults.
- Children must use a booster seat. These are available from the 'Friends Cupboard'

Clothing:

- If the weather is hot children must be asked to bring a hat.
- Suitable footwear should be recommended.
- Suitable clothing should be recommended.
- Type of coat should be recommended.
- School uniform must be worn.

Children:

- Must know who their group leader is.
- Must not have name labels on.
- Can wear school label.
- Must stay with their appointed leader.

Walking:

- Children must walk in pairs
- Children must walk, following the part in front in a line.
- Adults spread out down the line, but must be at the beginning and at the end.
- High visibility jackets should be used when children cross the road, by the adult in the road. The adult goes into the middle of the road first and then the children cross past them.
- Regular head counts must be done to check all are present.

Parent Helpers:

- Must have written instruction for the day including maps and directions where relevant.
- Must have the names of their group with the expectations for the day.
- Must have a basic first aid kit and for the group especially if they are not staying as a class (but parents must be paired with a member of school staff, never let of own with their group).
- Clear timings must be agreed.
- Emergency procedure must be agreed if the group gets lost
- Must not be left on own without a member of school staff (ie pair groups up)

- Must not go into any shops or buy anything for their group.
- Must not use their own mobile for personal calls whilst supervising their group.
- Must have group leader's mobile number or number of school.
- Parents must sign the guidelines for helpers on school trips document and complete a CRB enhanced disclosure form.

Teachers:

- Must ensure children are very clear about expectations for behaviour before the day of the trip.
- Must take a mobile phone to be able to contact school.
- Must have a list of ALL groups and their leaders.
- Must administer any medicines needed on the trip and complete the administering medicine sheet on return to school in the medical room.
- Must check on groups to make sure they are ok, and regularly check all children – head count.
- Must count all children on and off the coach.

Toilets:

- Teachers to check toilets before children use them.
- All CRB checked adults to take children to the toilet.
- For some trips soap can be taken to be used before eating (near animals)

Emergency Procedures

- Teacher to contact school or emergency services immediately if there is a problem.
- School administrator will contact parents for you.
- A contingency must be agreed to free the teacher from their group if they have one.
- A car can be taken or arrangements made so a person (probably the headteacher) can come and collect a child who needs to return to school during the day.

After the trip:

Any notes to help with a repeat trip must be written and kept in the trip file.

The Governors have discussed and agreed this policy Spring Term 2010.

Signed.....Chair of Governors Date.....