

St. Clare's Abbey Primary School Newry

The best interests of our children must be a top priority in all our actions - Article 3

School Trips Policy

We are a school committed to promoting the rights of our children as per the UNICEF Rights Respecting Schools programme. Our work in this aspect of school life promotes the following articles:

Article 13: We have the right to find out things in various ways as long as it doesn't harm or offend others in any way.

Article 31: We have the right to play and rest.

Written: Oct 2014

Reviewed: Jan 26th 2016

Cost (1 change was made to the cost- to allow P7 trip to be slightly more expensive.)

Review Date: June 2017

Second review date: April 19 (Incl School Council input)

Presented to BOG: May 2nd 2019.

Amendments made to Supervision section on page 2 - categories of supervision and transport arrangements for supervisors.

Context for policy:

All St Clare's Abbey staff members appreciate the wonderful potential inherent in school trips and are eager to offer pupils a range of memorable opportunities to enhance their daily education that takes place within the school grounds.

Safety is of paramount importance and to ensure clarity and consistency of good practice it is the policy of Saint Clare's Abbey Primary School to take the following actions before and during a school trip. This policy has been written in accordance with SELB guidance.

Definition:

A school trip will be deemed to be an educational visit away from school involving travel and lasting half a school day or more.

Trips undertaken by the pupils of St Clare's Abbey Primary school will not involve an overnight stay and will be in category two of the SELB guidelines. Category two requires the following practices.

Before the trip:

Before the trip the organiser must make a risk assessment of both the travel arrangements and the venue. (We can use risk assessments undertaken by the host or undertake our own, if none is available: See risk assessment appendix 1)

Travel:

A company that is currently approved by the SELB must supply the means of transport used.

The means of transport selected must provide each child with a single seat and while in a bus or coach the child must be protected by a seat belt.

Selecting the venue:

Staff at the venue should be asked to provide evidence that a risk assessment has been undertaken and that it is a safe location for the children

Supervision:

There should be a full complement of adult supervision, which is:

Foundation stage: One adult for up to a maximum of six young people.

Key stage 1: One adult for up to a maximum of six young people.

Key stage 2: One adult for up to a maximum of fifteen young people.

Among the supervisors must be one who is a current first aide. (When organising trips at least two people trained in First Aid must remain in school.)

There should be a staff member who is identified as the group leader. The group leader must have a contact number for each member of staff accompanying the group.

Each supervisor should have a written list of the names of children in his/her care.

Please note we have different levels of supervision available and it may comprise of a combination of:

1. Teachers - Person(s) in charge
2. Ancillary staff members with full Access NI Clearance
3. Students from Higher educational institutes who have been on placement in St Clare's Abbey and have had appropriate checks arranged and provided by their training institution.
4. Volunteers eg parents

Supervisors from groups 3 & 4 who do not have Access NI Clearance can safely 'make up the adult to pupil supervision ratio' adopted in this policy as per EA guidance however they should always supervise pupils whilst in the company of a member of staff who has full Access NI Clearance (From groups 1 & 2 above).

NB If there are not sufficient seats on the bus for supervisors from groups 3 & 4 they can meet the party at the venue. The teacher and classroom assistant should always accompany pupils on the bus.

Parents:

Parents should be given notice of the trip by letter. This should include

- A description of the venue and its educational value.
- Date of trip including time of departure and return.
- Confirmation that the transport arrangements are in line with SELB guidelines.
- Total cost of the trip should not exceed £10 (apart from P7 where a more expensive option, up to £20, may be offered to allow something very special to be planned) however if it does see Mrs Monaghan or Mr Sweeney to ascertain its feasibility. (NB

Teachers should inform SLT if a child is unable to meet the payment or presents unsubstantiated reasons for not wanting to go on trip, so that appropriate pastoral arrangements may be made.)

- Confirmation that the supervision is in line with SELB guidelines.
- Blank medical form must be included and must be *fully completed* by parent.(app 2)
- Information regarding lunch.
- Information regarding spending money.
- Options for pupil making his/her way home from school after the trip e.g. walking, being collected etc
- Permission slip attached to end of letter to be signed by parent.

During the trip:

Group leader

The group leader must collect a cheque from the office for venue payment.

She/he must ensure that there are black bags for rubbish collection and a change of clothes for younger children.

Medical forms

These must be brought on the trip by the class teacher and be readily available should an accident or illness occur. (Each supervisor should hold the medical forms for the pupils in her group.)

In the case of a child needing medical attention the school should be informed after assistance has been sought.

Supervision

Children should be within sight of the supervisor at all times.

Supervisors should be aware of any dietary requirements or medical/physical assistance required by his/her group.

Class groupings should stay together except when the venue requires them to break into smaller groups.

On returning to school the supervisor should remain with the child until he/she has been collected by an adult or in the case of older children a check has been made to ensure that the correct procedures for going home are being followed.

Reporting back on return to school:

Group leader must meet with either Mr Monaghan, Mr Sweeney or their Key Stage Co-ordinator on returning to school to provide an evaluation of the trip and report any incidents, accidents or injuries that may have

occurred. (The latter two should be recorded in the school accident book.
SLT will advise re: action to be taken re: other incidents)

Appendix 1:

ST. CLARE'S ABBEY PRIMARY SCHOOL
EDUCATIONAL VISITS / OUTINGS
RISK ASSESSMENT

Date:

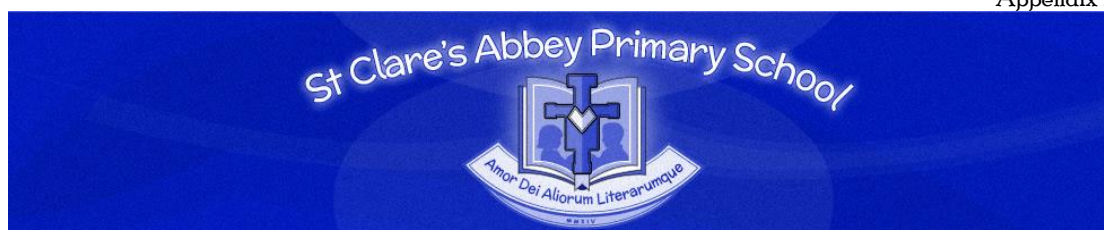
Location:

Activity	Potential	Who might be harmed?	How risk is managed	Risk: low, medium, high.	Additional precautions to reduce risk

Signed _____

(Teacher)

(Principal)



1. Details of visit to:

From: St. Clare's Abbey P.S

I agree to _____(name)
taking part in the visit and have read the information sheet.

I agree to _____'s Participation in the
activities described.

I acknowledge the need for _____ to behave
responsibly.

2. **Medical information about the child**

- a. Any conditions requiring medical treatment, including
medication? YES/NO If YES, please give brief details:

- b. Is your child allergic to any medication? YES/NO
If YES, please specify:

- c. If you give your approval, please indicate which type of pain/flu relief medication your child may be given if necessary:

- d. Has your child had any recent injuries? If so please give details.

- e. To the best of your knowledge, has your daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If YES, please give brief details: _____

- f. When did your child last have a tetanus injection? _____

- g. Please outline any special dietary requirements of your child:

I will inform the Principal as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

3. Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers: Work: _____ Home: _____

Home Address: _____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

Name of family doctor: _____ phone number: _____

Address: _____

Signed: _____ Date: _____

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER
ON THE VISIT. A COPY SHOULD BE RETAINED BY THE SCHOOL.