# ST BRIGID’S PRIMARY, NURSERY SCHOOL AND SPECIAL UNITS

**Policy on School Trips and Educational Visits**



Policy Reviewed Autumn 2021

Next Review Date Autumn 2025



Signed ………………………………………….. Chair of Governors

Signed…………………………………………… Principal

**SCHOOL TRIPS AND EDUCATIONAL VISITS POLICY**

**Principles:**

To provide opportunities to extend knowledge, concepts, skills and attitudes beyond the school setting in an environment which is safe and relevant to learning. To provide curriculum based visits within school hours, day visits and activities which extend beyond the normal school day.

**Implementation:**

1. Arrangements for school trips should be discussed with the Principal.

2. Those who organise trips or educational outings have a statutory responsibility to ensure the safety and welfare of the children in their care.

3. The teacher leader should inform relevant staff of the organisation of the trip, eg entered in the school diary or staffroom whiteboard, a letter home to parents with reply slip, inform the school canteen regarding catering. Transport to be arranged through the School Office.

4. Letters to parents/guardians should give key information, including the costs involved, the venue and reply slip which must be returned prior to the day of the trip.

5. Pupils should be supervised by experienced and reliable staff. There should be appropriate levels of supervision commensurate with the age of pupils in each Key Stage.

6. A risk assessment must be completed. There should be a pre-visit by the group leader, where this is not practical this should be done upon arrival at the destination. The teacher should carry out a check of the environment to assess any risks/hazards/dangers. Safety guidelines must be followed. Relevant emergency procedures must be established for all visits.

7. All pupils should be reminded and agree to adhere to the School’s Code of Conduct and behaviour. Supervisors should also be reminded of their responsibilities under child protection and safe guarding of young people.

8. Roles and responsibilities and lines of communication should be clearly defined and agreed within the team.

9. Supervisors should be aware of the specific medical needs of the pupils on the trip and prepare and plan accordingly. Departure and return times should be clear as well as a contact number or location for the group for the duration of the trip. The group should have access to a First Aid kit.

10. Ensure that the school canteen is aware of the number of pupils involved in the trip. Pupils on free school meals are entitled to a packed lunch.

11. Where payments are involved a record must be kept.

(Checklist for trips see Appendix 1)

**Monitoring:**

Monitoring will be overseen by the teaching staff who undertake a school trip/outing. Following the event, a review should be completed as a means of evaluation and feedback.

**Evaluation:**

This policy will be reviewed in line with new legislative requirements, guidance and needs of the school. The framework for this policy is based on EA educational visits guidance October 2021 until January 2022 and read in conjunction with DE Safeguarding and Child Protection Circular 2017/04 and the School’s Safeguarding and Child Protection Policy.

**Appendix I Checklist for Proposed School Trip/Outing**

**St Brigid’s Primary/Nursery School and Special Units**

1. The aim(s) of the proposed trip/outing:

-

-

-

2. Has the trip been discussed with the Principal? Yes/No

3. Is the trip/outing: (please tick one box)

|  |  |
| --- | --- |
|  | Visits which take place on a regular basis (non-hazardous) |
|  | One-off day excursions (non-hazardous) |

4. Details of the proposed trip/outing:

1. Place(s) to be visited
2. Date(s):
3. Departure date and time/Return time
4. Method of transport:
5. Member of staff in charge:
6. Other staff involved:

5. If the outing is during meal times has the canteen been informed? Yes/No

Has provision been made for pupils that are entitles to free school meals? Yes/No

6. Have parents been made aware of the trip and has their permission been sought? Yes/No

7. Have you made a preliminary visit to the location to complete a risk assessment?

8. If the pupils may be involved in any activity that you consider to have an element of danger, please give details below.

9. Are you satisfied that you have adequate supervision for the group? Yes/ No

Staff: pupil ration is:

10. Is the First Aid kit being taken on this trip? Yes/No

11. What will be the total cost of the trip and how much will each pupil be expected to contribute?

Total cost:

Pupil contribution:

12. Have you made arrangements for requirements needed for cover? Yes/No

13. Have you arranged transport through the office? Yes/No

14. Have you read the school policy on School Trips and Educational Visits and other related documentation? Yes/No

Out of School Trips.

* All boys will go to the toilet together accompanied by a male, all girls will go to the toilet together accompanied by a female. If there is no male available, then 2 boys are to be sent to accompany each other and teacher / adult to remain at the door.
* In an emergency child will be accompanied by an adult.

Signed:

(Trip organiser)

Signed:

(Principal)

Date:

**St Brigid’s Primary and Nursery School**

**Code of Conduct for Toilet Use**

* All children must inform their teacher that they are using the toilet
* Ask permission to use the toilet so that the teacher knows where they are
* One child allowed out to the bathroom at a time
* On return from the toilet child will inform teacher they have returned
* Visual aid - card/beads e.g. coloured cuboids/lollipop sticks to ensure staff have a visual reminder
* Visual aids back into the correct place
* Sign in and sign out board
* 5 minute rule or appropriate time span
* Children with medical condition will be closely monitored
* All children have a right to use the bathroom but to minimise disruption in lessons they must go at breaks where possible.
* Agreed approach across year group and/or Key-Stage
* Training for appropriate bathroom etiquette and routine to be done in the classroom at the beginning of each half term. More frequently with younger children.
* Only one child per cubicle under any circumstance. Door will remain closed
* If urinal area is occupied wait until there is a space
* Hands washed and dried before returning to class

**Nursery Class**

* Zoned Areas: One adult per Zone Area- rota basis
* Adult supervision of toilets at lunchtime

**ASD Class**

* Supervised by an adult

**Unstructured time**

* Supervisors monitor the children at lunchtime
* Pass system for supervisors, one for a boy and one for a girl
* 2 sets of blue and pink
* **All teachers to take children to the toilet before lunch and after**
* Break-time - one assistant to give out passes

**Out of school trips**

* All boys will go to the toilet together accompanied by male teacher, all girls will go to the toilet together accompanied by female teacher. If no male teacher available then 2 boys to be sent to accompany each other and teacher/adult to remain at door.
* In an emergency children will be accompanied by an adult.