

# ST. MARGARET CLITHEROW ROMAN CATHOLIC PRIMARY SCHOOL

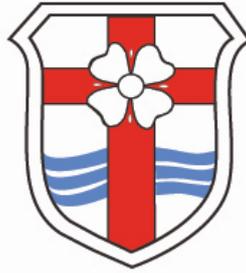
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## DAY TRIP POLICY (School Policy)

Document Date : October 2022

Review Date: October 2024

“Pupils make rapid progress because they are very keen to learn, and because the teaching is highly effective ... Behaviour is excellent. Pupils get along very well and enjoy school, accepting one another’s different views...”



Ofsted March 2013

*Jesus lives in us, our families, our school, our Church, our world. Jesus is our guide, let us follow Him*

At St Margaret Clitherow School we are committed to Safeguarding Children

- All trips to be approved by the Head Teacher.
- Evolve used to complete risk assessment and planning. A full risk assessment is to be carried out before the trip takes place, (preferably before the visit is booked). The form OV 1 is to be used to record the assessment.
- The risk assessment will include a preparatory visit by the teacher in charge.
- Letters about specific trips are to be made by the class teacher but typed by the office staff on headed notepaper. (Copy to be kept office).
- Wherever possible trips to be booked by office administrative staff following approval by the Head Teacher.
- The number of adults assisting the trip will be in response to the risk assessment. This will not be less than three.
- The teacher in charge is responsible for briefing adult helpers prior to the visit.
- The teacher in charge will have overall responsibility for health and safety matters. (Including any medication)
- A mobile phone will be carried by the teacher in charge.

**Swimming activities will not normally be part of a day trip.** The risk assessment will identify situations where swimming competence of pupils and helpers needs to be known. A separate consent form will be required if pupils are to swim. This activity will only be approved if it is taking place in a local authority approved swimming pool with life guards and instructors present.

Once evolve system completed, School Health and Safety representative will be able to approve the paperwork submitted.

#### **School matches and competitions at other venues.**

- A risk assessment will be carried out and recorded on form R.A.1.
- Parents will sign and return a permission slip when their child is selected to play in a match. It will be made clear that other spectating siblings will be under the supervision of the parent present.
- We are unable to arrange lifts for pupils, but parents may arrange these for themselves.
- No adult is to be alone in a car with a pupil.
- In an emergency the Head Teacher will be contacted.
- A mobile phone will be carried by the teacher in charge.
- A member of school staff will always accompany an away match.

**Local trips – no transport required e.g. visits to St Hilda’s, the public library, the museum and local walks**

- A full risk assessment will be carried out and recorded on form R.A.1.
- Parent helpers will be booked at least one week before the outing.
- The number of adults attending the trip will be dependent on the needs of the class. There is not an allocated number of adults needed per year group.
- Staff will agree strategy for crossing roads with groups of children.
- Staff will use the agreed and approved route for visits to St Hilda’s, the library and the museum.
- If an emergency occurs the Head Teacher will be contacted.
- A mobile phone will be carried by the teacher in charge – the Secretary or other member of staff will carry school phone.
- First Aid kit must always be carried.