

H9. Safety on School Outings

At least one member of staff must have previously accompanied a School trip to the chosen venue. In the event that it is a new venue, a pre-visit must be completed to ensure an accurate risk assessment can be carried out. The Staff have a responsibility to ensure the safeguarding of pupils at all times when on school outings.

[A Risk Assessment Form](#) (Appendix H9a) must be completed by the member of staff in charge of the trip, prior to the visit. When booking a trip, Year Heads must obtain a copy of the venue's own risk assessment. Trip risk assessment forms must be signed off by a member of the SMT before a trip can go ahead. Completed forms are then filed in the relevant School office.

Ratio of pupils to staff must be at least:

Ratio	Pupils' Year Group
1:6	1- 3 inclusive (with a higher ration for the under 5s)
1:10	Years 4 – 6
1:15	Years 7 upwards
1:10	All visits abroad

All children (Nursery – Year Four) must wear a label stating the name of the school and the telephone number. Their own name must not be written on the label. (Labels are available in the school office.) For children in Years Five – Eight the pupils are given instructions regarding the procedure to follow if contact is lost with the rest of the group.

The class teacher must ensure s/he has taken a class list with them. (The official register must remain at school.) A head count must be taken on a regular basis and certainly before leaving a site. Teachers must be vigilant at all times and no child must be allowed to wander off alone.

The senior member of staff on the outing must ensure she/he has the medicines/tablets needed by any specific child.

While on the trip:

- The children must sit and remain belted on the journey to and from the visit.
- Children must listen to their teacher's instructions at all times.
- Children must behave in an orderly manner at all times. No running, shouting or any poor behaviour at any time.
- Teachers must be vigilant at all times, constantly counting heads. Extra care must be taken when crossing roads. Road safety rules must be adhered to.

- Parents accompanying the trip must follow the directions of the senior member of staff and must not be left alone with pupils unless they have obtained an enhanced CRB check through the School.
- The children must be reminded that they are representing the school and act accordingly.

On return from the trip, the post trip evaluation must be completed on the risk assessment form and this must then be filed in the risk assessment file in the relevant School Office.