



Guidelines for the Organisation of Main School Day Outings

Educational trips and outings form an integral part of the curriculum at Danes Hill and are encouraged. The school has a pleasingly full, but very complicated calendar each term. This means that staff have to be very careful about checking availability of dates and colleagues when planning outings. Please note that outings that take children out of classes must be approved in advance. **Therefore, before announcing the outing to any children/parents it is imperative that the following be addressed:**

		Tick
1	Before organising any day trip, discuss your proposals with the Headmaster/Deputy Head and EVC	
2	Where possible, the trip organiser should make an exploratory / familiarisation visit to ensure at first hand that the proposed venue / activity is suitable to meet the aims and objectives of the school visit. Children should go on trips in whole year groups.	
3	Proposed staffing and staff ratios should be discussed with the Deputy Headmaster and the Educational Visits Coordinator (TJC), The calendar should be looked at with regard to suitable dates or days to be avoided.	
4	Costing for the trip needs to be carried out with meticulous care and include provision for emergency expenses. Final costing needs to be discussed with the EVC (Tiffany Callis)	
5	If coaches are required, quotes can be obtained and bookings made by the school secretary. However, it is thoroughly recommended that trip organisers made the final confirmations themselves. Book minibus if required. Seatbelts must be worn by all children on coaches.	
6	Parents should always be informed by letter about the confirmed trip. It is essential that they receive accurate information concerning the aims and objectives of the trip, the final cost, a schedule of payments due, if necessary, and the date and time of the trip. Details of clothing to be worn and packed lunches and / or spending money to be brought should also be given. All letters to parents regarding trips must be seen by the Deputy Headmaster and EVC before they are sent out.	
7	Make sure details of the confirmed trip go into the following term's calendar via the Deputy Head.	
8	Short meetings to brief both children and staff on the forthcoming trip should be held beforehand. The school kitchen must also be informed if children are out during morning or lunch break.	
9	A Danes Hill School Risk Assessment form must be completed at least 48 hours <u>before the trip and discussed with staff at pre-trip meeting</u> . This document must be passed by the School Administrator/EVC and a copy submitted to the Headmaster's Secretary before departure. This copy will be kept for 6 months.	
10	List of children and staff going on trip must be given to Reception/EVC and put on intranet so staff at school are aware.	
11	Familiarize yourself with emergency plan – take a copy with you, available from Headmaster's secretary and EVC	

When undertaking any outing, the following rules **must be obeyed**:

1. Children should normally wear school uniform unless the nature of the trip indicates otherwise. They must be informed in good time.
2. The ratio of adults to children should ideally be 1:10.
3. A roll call, or head count, must be made every time the pupils board the coach or mini bus.
4. Staff must insist on impeccable behaviour when pupils are on view to the public.
5. No food or drink should be consumed on hired coaches or in the school mini buses.
6. When travelling on a vehicle fitted with seat belts, they **must** be used.
7. Risk Assessment must be completed whenever children are taken off-site.
8. Children must not take mobile phones.
9. For Theatre/museum visits – tutor groups or form groups must enter and leave the premises as a group, not leave as a whole year group.

Date of Policy: April 2014

TJC

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