



FIELD TRIP AND EXCURSION POLICY

Grace Project International School believes that school excursions enhance pupils' learning by providing opportunities for pupils to participate in curriculum related activities outside the normal school routine. School excursions are well-planned, curriculum-related activities that aim to maximise pupils' learning experiences.

Reviewed by:

Field Trip and Excursion Policy

Grace Project International School believes that field trips and outdoor excursions enhance pupils' learning by providing opportunities for pupils to participate in curriculum-related activities outside the normal school setting. School excursions are well-planned, curriculum related activities that aim to maximise pupils' learning experiences outside of the classroom.

Overview:

This procedure applies to Grace Project International school field trips and outdoor excursions where some or all pupils are required to be absent from school on any school day; this may include day or overnight trips. All excursions are approved by the school management.

To ensure the health and safety of pupils and staff, schools are required to proactively manage all aspects of variations to daily school routines. The school's duty of care to pupils extends to school excursions. Activities conducted away from schools may increase risks and therefore the standard of care required must reflect the increase in identified risks.

The organising parties must be able to demonstrate that activities have been thoroughly planned to ensure that pupils, staff and others will be safe whilst undertaking the activity. Any potential risks must have been identified and managed and there must be a planned response in case of an emergency. A site/location visit should be carried out by the teacher responsible and approved by the Management.

Responsibilities

Management:

- Approve all school excursions ensuring appropriate organisation and curriculum relevance taking into consideration:
 - the needs of the pupils
 - the costs involved
 - the impact on the total learning programme
- approval of the application form for day trips and multi-day educational visits
- approval of the risk assessment report

Staff members organising school excursions:

- Complete the attached detailed field trip application form
- Complete the attached risk assessment form
- Seek parental permission with signed consent forms

Process

Management:

- Ensure risk assessments are conducted and risk management plans developed and documented for high and extreme risk activities that will take place as part of the excursion
- Maintain a register of approved school excursions containing:
 - times, date(s), venue and itinerary
 - number and class of participating pupils
 - names of supervising teachers and other chaperones
 - transport, accommodation, meal and first aid/emergency arrangements if appropriate
 - arrangements for pupils not participating
 - cost per pupil
 - educational aims and planned follow-up activities
 - copies of parental/ guardianship consent forms
- Arrange a programme for pupils remaining at school for the duration of the school excursion, and ensure that adequate teacher supervision is provided
- Ensure that charter buses used for excursions have seat belts for all passengers
- Ensure that when pupils are being transported in private vehicles these safeguards are implemented:
 - Written consent of parents/ guardians for their child to travel in a privately-owned vehicle is received and stored.
- Contact details for all drivers are recorded for contact purposes.

Staff members organising school excursions:

Ensure that:

- drivers hold a current licence
- all planned excursion activities have obtained appropriate approvals.
- Give timely advice to parents/ guardians and pupils of details of location, timetable, supervision provided, activities undertaken, potential hazards, precautions taken, costs and anticipated learning outcomes during the school excursion
- Obtain written consent and where relevant any updates to medical details.
- Written consent is to be filed as proof of parental permission.
- Access pupils Medical Information Form to identify any relevant medical details and ensure all records are updated based on advice received from parents/ guardians on permission forms

- Determine appropriate supervision arrangements including adult/pupil ratios.

Be aware that the actual risk level will vary according to the specific circumstances of the activity and these must be considered when assessing the inherent risk level and planning the activity. In determining appropriate supervision of pupils, factors to consider include:

- Which pupils will be involved? (age, maturity, experience, special needs, number etc.)
- What will pupils be doing? (running, jumping, swimming, cutting, cooking, throwing etc.)
- What will pupils be using? (hazardous materials, sporting equipment, tools, stove etc.)
- Where will pupils be? (outdoors, restricted space, pool, the lake, elevated, etc.)

- Who will lead the activity? (experience, qualifications etc.)
- age, capabilities and number of pupils.
- Individual pupil's educational and behavioural needs
- Individual pupil's medical and physical requirements.
- Develop a contingency plan under the direction of the management before embarking on the school excursion, to ensure that contact can be made expeditiously with planned venue, parents, medical authorities or other personnel
- Supervise all groups during the school excursion
- Complete all relevant accident report forms in relation to any accidents occurring during a school excursion.
- Ensure that the excursion carries a fully-equipped first aid kit, any additional medication and other incidentals.

Reviewed by: Head of School

Date of Review: January 2022

Next Review Due on: August 2024



Risk Assessment Template

Hazard	Consequence	Preventative Measures