



School Trips Policy

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Jeanne D'Arc British International School. Successful trips provide memorable learning experiences and enhance the children's education and pleasure in ways that are not possible in the classroom.

Jeanne D'Arc British International School is committed to providing school visits in a positive manner to develop students' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Proprietor and Head however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- cooperate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy was produced to offer school staff advice and support in the planning and organising of all off-site activities in order to ensure the health and safety of students.

Definition of a school trip or educational visit

A school trip or educational visit means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Head.

This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Adventure activities
- Visits abroad

Aims and expectations

Most classes in the school will have one educational visit each trimester. These trips are planned to support and broaden the children's understanding of some aspect of their learning. Some trips outside school are also simply for a fun experience, bonding with other students, staff and building memories.



Teachers may arrange additional visits throughout the year following authorisation, providing the costs to the parents are not excessive.

All out of school activities are available to all children irrespective of needs, ethnicity, gender or religion.

The Procedure For School Trips

The procedure for arranging school trips is as follows:

- Working with class teachers, the administration will book the entire trip on the agreed date/s.
- Administration staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed the teachers must be informed.
- Where school lunches are affected, the catering company must be informed by the administration office.
- A letter will then be sent out to all parents informing them of all the details of the school trip including:
 - The destination and purpose of the school trip
 - Times of departure and arrival back at school
 - The cost of the school trip
 - What each student needs to take with them
 - A space for the parent to sign and date that they give their permission for their child to go on the school trip
- Special parental consent must be given for:
 - Residential trips
 - Adventure trips or a long journey
 - EYFS trips
 - Trips that take place outside of school hours
 - Overseas trips

Payment should then be collected and receipt of payment carefully noted on the payment form and the money deposited with the school's finance administrator.

Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the Proprietor and the Head, using the school's risk assessment template.

If a previous school trip was made to the same place/venue then an existing risk assessments can be used, evaluated and updated.



The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers.

A copy should be taken on the trip, and another copy left with the Head.

Ratios of adults to students

All trips should be individually risk assessed to ascertain the safe level of adult supervision required.

The minimum adult to pupil ratios should be adhered to unless there are exceptional circumstances and/or permission has been given by the Head.

- EYFS classes - 1:4
- Stages 1 – 3 - 1:6
- Stages 4 – 9 - 1:12
- Adventurous activities -1:10
- Residential visits – 1:10
- Visits abroad 1:10

Any students with Special Educational Needs participating in school trips must have the same support that is ordinarily available to them during the school day.

Residential and overseas trips

In the case of residential and overseas trips, a parents' meeting will be held well in advance of the trip.

This will provide all the relevant information.

Special equipment/clothing will be listed including any waterproof clothing necessary. Emergency telephone contacts must be checked at the meeting and obtained for all students.

Relevant medical information will also be checked.

The school will ensure that adults of each gender accompany the children on residential visits.

Payments for school trips

All payments for school trips must be collected before a student will be allowed to go.

Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for Jeanne D'Arc British International School .



We expect our pupils to behave courteously to all members of the public that they meet.

It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them.

It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education.

Children will always be reminded of the behaviour expectations before going off-site on their visit.

Safety on school trips

Jeanne D'Arc British International School takes the safety of its pupils on school visits extremely seriously.

All supervising adults must be made aware of the duty of care which is placed upon them.

The school's Safeguarding Policy will be implemented during all off site activities.

The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of students
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible
- For EYFS trips, at least one first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines
- Children to be briefed about the importance of staying with their partner/group/adult
- Any adult who has not provided a police check should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- All teaching staff and an other adults must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts of students to be taken

Emergency procedures for school trips



In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. The school will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, staff/adults must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can retrace their steps to locate the child
- The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
- If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.
- The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search.
- The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff and adult helpers will return to the school with the rest of the children.
- When the situation has been resolved, the Head and the teacher in charge of the school trip will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Other relevant school policies

This school trips policy should be used in conjunction with these other school policies:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy



This policy was written in September 2024 and reviewed in January 2025.
It will be reviewed again in September 2027