

School Trips

Policy Statement and Introduction to the Procedure

The School is committed to continuing to offer challenge and extension to its pupils and to doing so with the maximum care so as to avoid, so far as is possible, serious consequences. This procedure has been created to meet both determinations and takes disabilities into account.

The School requires that the teacher organising the trip should acquire an understanding of what is involved to ensure, so far as is reasonably foreseeable, the safety of pupils during the trip/activity. For example, a trip to a local site by bus is not the same as a ski trip but some of the risks are similar and the action, planning and thought needed to minimise those risks is identical.

For new trips, an inspection visit is made in order to make a practical assessment of its suitability for our pupils, including those with disabilities. Most visitor centres will have made arrangements suitable for different age groups and will have their own Health and Safety plans. Such plans are a useful guideline and it is part of the inspection visit to verify that the venue operates according to its prospectus.

Travel arrangements are carefully reviewed, especially embarkation and disembarkation, and coaches are booked via the Senior House Receptionist who will engage one of the School's approved contractors. Becoming an approved contractor requires written confirmation that all vehicles are fitted with safety belts and that current coach operator guidelines and regulations are adhered to.

The following **THREE** documents are required to be **completed in ALL cases**:

- Out-of-School Visits Form (Health & Safety Checklist)
- Risk Assessment for Out of School Trips
This form leads the organiser through the risk assessment process and will highlight any of the other forms that should be completed in order to make a full risk assessment.
- An up to date medical list of all the pupils who are going on the trip

Other forms that may be required are listed below and should be completed as appropriate:

- [Consent & Medical Form for Educational Visits](#)
- [Outdoor and Adventurous Activity Instructors](#)
- [Outdoor Activity Centre Safety Systems](#)
- [Outdoor and Adventurous Activity Centres](#)
- [Accommodation for Out-of-School Visits](#)
- [Firm Selection Checklist \(for Travel Firms\)](#)
- [Ski Equipment Checklist](#)
- [Farm Visits Checklist](#)
- [Insurance for Out-of-School Visits Checklist](#)
- [Risk Assessment & Health and Safety Ski Company Letter](#)

These documents contain lists of matters to be considered and questions to be answered.

The forms are designed to ensure that there is a full assessment of foreseeable risks and that all the relevant questions are asked and all necessary answers provided.

The completed Out-of-School Visits Form, Risk Assessment and Medical list (with any necessary supplementary forms) must be submitted to the Finance Officer (financeofficer@sics.co.uk) at least THREE weeks before the departure date.

This timetable must be adhered to and any queries resolved prior to the Trip/Visit taking place.

All Risk Assessments are filed and any concerns arising on the trip/visit are recorded so that they can be assessed for the future.