



**GROW, LEARN, SUCCEED TOGETHER!**

**LLANRHIDIAN PRIMARY SCHOOL  
MANAGEMENT OF EDUCATIONAL TRIPS POLICY  
ENDORSED BY GOVERNING BODY**



**Policy for the Management of Educational Trips**

The following points itemise key issues for consideration when planning and leading an educational visit. All visits must first be authorised by the Headteacher following the submittance of completed a completed Risk Assessment Form via EVOLVE.

- Visits are an important part of children's learning.
- The quality first hand experience gained during educational visits often provides the starting point for subsequent learning and teaching in the classroom.
- Part of all teacher's role is to plan for education visits which enhance curriculum provision, and to evaluate outcomes. Class teachers should ensure liaison with ET Co-ordinator (Mrs R Jones and Mrs Caswell) occurs at all stages and to check as to what information needs to be retained and passed on. An EVOLVE form is to be submitted to Mrs Jones, who then approves it or sends back. Only when approved will the form be sent to Mrs Caswell.
- Teachers are advised to research the location thoroughly before taking the children to that venue, again in liaison with the ET Co-ordinator.
- Costs and dates should be discussed with the ET Co-ordinator. Costs should be kept to a minimum.
- Once date and cost of visit has been agreed, as much notice as possible should be given to parents.
- Consent forms should be sent out as soon as possible. All money and forms must be collected by the teacher at the latest on the day before the visit.
- Buses will be booked by Admin staff.
- The kitchen must be informed if your class is out for lunch.
- Playground duty must be swapped if there is a clash.
- **A signed consent form for each pupil is required for any offsite visit N.B. verbal consent is not enough.**
- You must take signed consent forms for each pupil with you on your trip so that you have telephone numbers in an emergency to telephone parents.
- Remember to take any documentation/tickets/school cheque with you.
- Always have the telephone number of the school and the Headteacher with you on a trip.
- Ensure risk assessment is completed and the form signed by the Headteacher or Deputy Headteacher prior to the commencement of any off site visit.
- Arrange suitable adult help for your visit. The guidance ratio is 1 adult to 6 children Rec-Y3 and 1 adult to 10 children Y4-Y6. Adult helpers should be made aware of the visit's main objectives prior to the trip in order to be able to support their group fully.
- All helpers must be DBS checked
- Always take the first aid rucksack with you and please ensure any medication previously agreed with the school i.e. asthma inhalers, is available and taken along.
- Remember at all times that you are representing the school when you are on any visit.
- The person in charge of the trip should know exactly how many children and adults are on the trip.
- Frequent head counts of children and adults need to be made.
- No bus should be allowed to leave before the head count has taken place and been verified.
- Children need to be organised in an orderly fashion before they leave school and should have a partner.



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- Teachers should ensure that children are suitably dressed and equipped before they leave school.
- Also please ensure that all children have a packed lunch if this has been requested (no glass bottles allowed). **As part of our Healthy Schools Initiative we are recommending that children do not take “sweets for the bus” or fizzy drinks on educational visits.**
- Always restrict money to a sensible amount (if it is needed at all).
- Ensure that the children use their seat belts in the bus.
- Ensure that an adult sits next to the emergency door at the rear of the bus.
- It is good practice to distribute staff and adult helpers throughout the bus. No children should be sitting in the front seats of the bus.
- Allow plenty of time for gathering children and adults together before leaving the venue.
- During the visit, children must be well supervised at all times.
- At end of visit, children must lead quietly and sensibly in their pairs back to school / bus.
- Pupils should not be dismissed from the bus but brought back to the school building in order for them to be dismissed as pre-arranged.
- The Lead Teacher should report to the Headteacher / Learning Resource Co-ordinator, any difficulties encountered as part of the visit.
- Follow up work should be used to facilitate displays, class year books and twitter portfolio evidence.
- Thank you letters should be written to anyone who has contributed to the success of the visit .



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