

# **Bellaghy Primary School**

## **Policy on Educational trips/outings**

### **Rationale**

It is the policy of this school to take children on trips to places of interest, which extend and stimulate learning and teaching, e.g. local shops, the Bawn, the church, the hospital, fire station, the farm, etc.

For all outings, the following procedures must be followed:

- Staff must carry out risk assessments prior to the outing.
- Written permission will be sought for all trips. The only exception to this is within the village where one general consent slip is completed at the beginning of each school year.
- A First Aid kit must be carried.
- The children go on a trip at the end of the school year for recreational purposes.
- Staffing ratios must be maintained - 8 pupils – 1 adult. Additionally, where possible parents should be encouraged to join with us on school trips if deemed necessary.
- Parents who accompany the children must be on the school's register of volunteers.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Toilet facilities must be provided for the children at regular intervals.
- Where possible, food and drinks must be provided at similar times to those in the school and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.
- Meeting points must be pre-designated and times arranged when all

the party should assemble. These must be strictly adhered to.

- Transport must be fully insured. The maximum seat capacity of the vehicle must not be exceeded.
- Some trips may require car transport. If this is the case, the driver must ensure he/she has insurance to carry pupils.

Bellaghy Primary School – September 07 MLR

Reviewed by the Board of Governors - October 2009