

# 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 two exceptions to this are outings to St John Bosco Primary School for cross community activities and outings within the village. One general consent slip is completed at the beginning of each school year to cover these two types of outings.
- A First Aid kit must be carried.
- Consent forms are taken on trips and carried by the lead member of staff. Emergency contact details are on these forms.
- Staff must wear staff badges if visiting a eg museum or other public place
- The children go on a residential trip annually in conjunction with two other local primary schools.
- 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 or drive children must be on the school's register of volunteers and are therefore vetted according to the school's Child Protection Policy.
- 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 and on the EA's list of authorized carriers.. 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.

A copy of the EA's (NEELB's) document, 'EDUCATIONAL VISITS - Policy, Practice and Procedures' is available in school.

Policy - reviewed - March 2018 MLR