



## **Policy for School Trips and Outings**



**At Millfields our priority for trips and outings is the health and safety of our pupils.**

## **Rationale:**

School trips and outings should inspire pupils into asking questions about their learning. They should complement the curriculum and be a means to engage pupils in a different or contrasting learning environment.

## **Dates for Trips and Outings**

There are trips and outings every week at Millfields. Trips and outings are used as a starter activity and stimulus for all new topics at the beginning of each term. We call these “WOW” days. WOW days usually take place during the first week of term. There are also trips linked to theme weeks e.g. Work Week or iDiscover Week, Art trips, RE trips, Sporting activity trips, whole school Outdoor Days and London Day trips. All trips should be discussed with a member of the SLT and with the SAO in the first instance.

## **Numbers and Types of Trips and Outings**

Each year group should have a minimum of one curriculum linked trip outside of the local area each term and as many local trips as necessary. It is the responsibility of the class teachers, in consultation with their Phase Leader, to decide on appropriate trips to complement National Curriculum work going on in classes and year groups.

Children with SEND, particularly children with Autism from the ARP may make local trips on a daily/weekly basis to the local area (e.g. to the shops or park.) This needs to be on a 1:1 basis and permission must be sought from the SENCo and/or SLT.

## **Making Bookings**

It is the responsibility of the SLT and Admin team to make bookings for WOW trips. For other trips and outings, class teachers and subject leaders make the bookings for but the Admin and SLT staff need to know about them. The Senior Admin Officer will order packed lunches, organise transport and ensure that all pupils are included in the arrangements. Bookings should be made, ideally at least 3 weeks prior to a trip (so that TfL transport can be arranged) but ideally at the beginning of each term or half term. Wherever possible, parallel classes should attend the same trips and outings. In the interest of health and safety classes should travel on different days if at all possible.

## **Risk assessments**

Teachers should fill out a Risk Assessment form that includes an Equality Impact Statement, and it has to be signed by a member of the Senior Leadership team. A trip can only go ahead if a detailed risk assessment has been carried out. This will usually involve assessing the route when travelling to and the site / venue, as well as ensuring an alternative route has been identified and an evacuation point has also been established. A signed copy of your trips and outings risk assessment must be given to the main office before your departure so that it can be stored centrally.

Examples of Risk Assessments, as well as previous trips are saved on the Google Drive/Teachers Only/Shared/Trips and Outings/Risk Assessments 2021-22.

## **Coaches**

A coach should only be booked if the destination cannot be reached using free public transport. Free transport tickets must be booked at least 2 weeks in advance. Please speak to the Senior Admin Officer, Crystal Green or School Business Manager, Steffi Antoniazzi to arrange all transport.

## **Staffing of Trips and Outings**

The support staff accompanying the trip must be written on the Trip Proposal form. Please give staff as much notice as possible of outings. At least two weeks' prior notice is usually required. (Please check the hours usually worked by that staff member.) Organising supporting adults is the responsibility of the person booking the trip.

## **Communication:**

### **Informing the Leadership Team**

A member of the Leadership Team must sign for all trips and outings and will need to be consulted if a trip or outing is outside of normal school hours. Please email the date, time and location of your trip to [slt@millfields.hackney.sch.uk](mailto:slt@millfields.hackney.sch.uk) once your trip arrangements have been completed.

### **Informing the Admin Team**

It is essential that the office staff are notified of trips and outings. If a group on an outing is going to set off early or be late back the Admin team must also be informed so that they can keep parents updated. Teachers taking pupils off site must write the details of the trip on the whiteboard in the main office and ensure that the trip is on the school calendar.

A copy of the trip Risk Assessment MUST be given to the main office.

### **Informing Parents and Carers**

All parents and carers are asked to sign a local trips letter at the beginning of each academic year and ask for a donation of £20 towards the cost of trips. Letters regarding trips and outings outside of the local area should go out to parents and carers giving them as much notice as possible via email and Marvellous Me App. The trip leader is responsible for notifying the office if the pupils will be returning late for any reason. All pupils have a right to attend school trips and outings as these are part of the school curriculum and enrichment. Class teachers must take their whole class out on each trip.

**Payments:**

All trip payments are made to the school office. Monies should be taken there in a labelled envelope before or after school hours.

**Health and Safety:****High Visibility Vests/ Labels**

All children and staff must wear a high visibility vest, when they are off school premises.

**First Aid**

The teacher leading each trip must ensure that First Aid kit is taken and that sick bags are taken if using transport.

**Medication**

The teacher leading each trip must ensure that all pupils with a health care plan have appropriate in-date medication with them.

**Guidelines for Adult to Pupil Ratios**

Nursery 2:13

Early Years and Key Stage One 1:10

Key Stage Two 1:15

Special arrangements must be made for SEND children or for trips where a higher ratio is required (e.g. physical activities such as swimming)

*Last Updated October 2021*