

Health & Safety on School Visits

Philosophy: The School policies for school trips and outings is founded on the principle of doing all things possible to promote and protect the safety and well-being of the children. All recommendations and requirements are centred on this principle.

The School policy on trips and outings is currently under review. A number of staff from the prep and pre-prep will attend a seminar on safety and legal requirements in November and this will be used to review our existing policies.

Some Current Recommendations are:

- Children must not leave the School grounds unless accompanied by a parent or guardian or by a member of staff (including GAP years).
- On trips in the minibus, staff must ensure that they follow all guidelines including:
- Children all wear the safety belts provided
- Any staff member driving children in a minibus or car are absolutely prohibited from drinking alcohol, either prior to or during the day in which driving duties are undertaken
- That all drivers on away trips must take a mobile telephone (two are available in the School Office)
- Staff in charge of school outings must ensure that the necessary medications are taken with them (Epi-pens, First-Aid kit etc). In principle, there should be two adults in a minibus on any outing. While this is not always possible, this should be a requirement for longer trips.

Note in Education News (IAPS) Volume 64, April 2001 re. Certificate in Off-Site Safety Management. Further information from OCR, Westwood Way, Coventry, CV4 8JQ Tel: 01476 470033 or fax: 468080