

Park School Teaching Service

School trips procedures

Parental permission

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school.

Instead a **Consent Form for School Trips and Other Off-Site Activities and Medical Information Form** is completed by all parents at the time of admission, supplying necessary details and consent giving power to act in a medical emergency when required.

Additional written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

Trips Procedure

The procedure outlined below is to be followed by any adult (usually a teacher) who is responsible for the care and management of a group of students.

1. A Trips Risk Assessment is to be conducted where necessary.
2. Written parental consent is to be obtained for trips involving a higher level of risk.
3. The trip leader must produce a list of students on the trip with emergency contact details and any medical needs as well as a risk assessment. A copy of these must be left at the school office.
4. All trips will have an adult with appropriate first aid training and a medical kit will be taken with them, signed out at the office.
5. One adult will be identified as the person taking overall responsibility for students and staff during the trip. They must always carry a fully charged mobile telephone.
6. Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and needs of the pupils.
7. After an accident – as soon as possible make a formal record and hand it to the senior teacher detailing: • name of student • time of injury • nature and cause of injury • action taken
8. Staff should dress professionally when accompanying students on trips unless directed otherwise by the Academy Lead.