

Riddlesworth Hall Preparatory School

Out and About Policy/Procedure

At the beginning of each term staff should make the Bursar and Head Master aware of all the proposed trips for the coming term.

It will then be checked that a vehicle and driver are available.

A letter will then be sent to the parents/guardians of children involved to obtain permission.

The school hold medical forms for all children, which includes a section giving the School permission to administer emergency medical treatment if the parents/guardians cannot be contacted.

Once the trips have been agreed the member of staff or the Head Master will collate from the venue the appropriate Health and Safety Information.

The Health & Safety Information provided by the venue is to be kept in the School Office and will be provided to the members of staff designated as responsible for a particular trip.

The responsible and accompanying members of staff must then compile the final risk assessment for the trip, using the information provided by the venue and their previous experience of the venue. The risk assessment must also take into account children with special needs (behavioural and medical). Some children with problems, such as Autism may need extra preparation.

The risk assessment must then be submitted to the Head Master. A decision will be made as to the number of pupils and the number of responsible adults that will be appropriate for the venue/activity. This will be within the guidelines of the DfE. (see Section 13 of School Health and Safety Policy).

All members of staff and accompanying adults, that attend a School trip, are required to read, understand and sign the relevant risk assessment, which will be held in the School Office.

No children will be able to travel without the appropriate number of supervising adults or without the appropriate risk assessments having been

read and fully understood, and permission obtained from each child's parent/guardian.

Riddlesworth Hall has a comprehensive travel insurance, with Zurich Insurance, which covers all trips, both home and abroad.

Any money or packed lunches must be ordered through the bursary at least one week before the trip takes place.