

École Française de Bristol



Off-site school visits

Last review date:	March 2024
Next review date:	March 2025

Prior to the visit

The teacher who is organising the outing will carry out a trial run and full written risk assessment of the proposed outing.

An information letter will be sent to parents including all relevant details of the outing.

The teacher who is organising the trip / off-site visit is responsible for ensuring that written parental permission **has** been obtained for children to take part in the outing.

- For one-off outings, the written permission slip will include emergency contact numbers, details of the pupil's medical condition(s) and details of any prescribed medication.
- For regular outings, emergency contact numbers, details of any medical conditions relevant to pupils together with details of any prescribed medication will be provided to the organiser separately.

The teacher will ensure that staffing ratios are 1:4 on nursery outings.

The teacher will ensure that staffing ratios are suitable on trips involving other classes, to take account of the activities offered, the setting of the trip etc.

The Administration of Medicines policy will be followed. It may be necessary to arrange for a parent/carer to accompany a child who has complex medical needs or who requires medication.

Children with allergies / health conditions will wear a bracelet with a different colour / with brief essential information. Consent from parents will be sought for this in advance of the visit.

The teacher will ensure that parent-helpers are provided with instructions and other necessary information:

- Plan
- Other helpers' mobile phone numbers
- Other staff's mobile phone numbers (school mobile phones)
- Medical needs of members of staff / children as necessary
- Meeting points and times
- The need to call on another helper to help supervisor the children if necessary for toilet breaks etc.
- The whole group remains under the responsibility of the teacher (no splitting from the main group).

All equipment necessary to the children's welfare will be taken:

- Emergency contact numbers for use on the day and details of any medical condition relevant to pupils together with details of any prescribed medication
- First aid kit
- Medication will be taken on the trip as necessary (e.g. asthma inhalers etc.).
- Mobile phone
- Suncream
- Sunhats
- Toilet paper etc.
- Drinks and snacks
- Regular drinks and snacks will be provided.
- Contact telephone numbers for parents
- Mobile phone
- Any other essential records or equipment

The school will inform the school liability insurance company of any details regarding an organised trip i.e. Arrangements for travel, number of children taking part, age of the children and number of supervising staff and parents.

During the visit

- Each adult will wear a high-visibility jacket
- Nursery children will wear a high-visibility jacket
- Each child will wear a bracelet with the School's mobile phone number

Once the pupils have left the school until the time that they are returned to school to be met by parents or to go home i.e. by their normal means of travel, it is the responsibility of the teacher in charge to ensure due care and attention is shown to pupils at all times.

Pupils who take part in off-site visits / activities remain under the supervision of the teacher in charge of the class and are expected to behave at all times in a responsible manner in accordance with school rules.

The school reserves the right to prevent any day release pupil who does not behave in an acceptable manner from taking part in future trips. They will remain at their English school and no pro-rata refund of fees will be given.

All members of staff should adhere to the Missing Child procedure. Parents will be made aware of the Missing Child Procedure.

It is school policy that where hired coaches are used to transport pupils, seat belts are a pre-requisite. All pupils will wear seat belts at all times whilst the coach is in motion.

Once pupils have reached their intended destination, whilst they will still be the direct responsibility of the teacher, some supervising responsibility may pass to a responsible adult who is linked to the off-site activity.