

This policy has regard to DCFS Guidance “Health and Safety of Pupils on Educational Visits”

The responsibilities for those leading or accompanying trips away from school include those relating to the supervision of pupils and the monitoring of their behaviour outlined in the staff Guidelines. The recommended ratios for supervision are as per the HASPEV guidance (Chapter 3 paragraphs 69-44). Normally:

1 adult for every 6 pupils in year 1 – 3

1 adult for every 10-15 pupils in year 4 –6

Where a high adult: pupil ratio is required it is not always feasible to use school staff alone. Parents/supervisors may be used to supplement the supervision ratio. As these people will be unlikely to have had a CRB check they will never be left in sole charge of pupils.

All teachers have undergone enhanced CRB checks.

This policy also applies to children in the EYFS. (Reception classes)

There will always be at least one adult on an EYFS outing who has completed the paediatric 1<sup>st</sup> Aid training course.

The ratios of 1:30 (where that one person has QTS status) will hold good although the ratios of 1:6 adults (at least qualified to level 3) will apply. All parents of children will sign a document giving teachers permission to sanction emergency treatment at hospital in their absence.

Every other year we take a group of Year 5 and Year 6 pupils to France for a 5 day activity holiday. When planning this holiday we follow closely the guidelines from the HASPEV document which are reproduced here.