



Policy Area:	Educational Visits		
Date:	September 2016	Policy code:	T2
Last reviewed:	September 2025	Reviewed by:	Esma Izzidien
Next review:	September 2026	<i>(For all review dates see end of document)</i>	

The staff of Cardiff Montessori School aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

All School trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice.

As part of their learning and development, children at the Cardiff Montessori School (CMS) undertake a range of local outings including walks and visits off the premises. Outings and visits are planned to complement and enhance the learning opportunities inside the school environment and extend play opportunities for children. Consideration to safety will always be given in accordance with the guidance: *Outdoor Educational Advisors Panel* www.oeapng.info.

Staff Training:

The lead teacher on the trip must have received training on how to lead a trip through:

- Briefing on how to lead an outing
- Shadowing another trip/ have an experienced member of staff to attend the planned trip to build experience
- Signed off as competent to lead an outing by Headteacher or Deputy Head

Planning & Preparation

When planning a school trip, the responsible teacher shall:

- Seek permission from the Headteacher (Education Visits Coordinator) for the trip
- Ensure that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Ensure that before a trip takes place, whenever possible, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc... Where this is not possible a discussion must take place with the venue on these matters and a copy of a risk assessment by the venue provided.
- Lead staff member to complete an off site risk assessment form before trips which require a higher level of risk management e.g. Residential trips. Risk Assessment forms must be handed to the



Headteacher for approval.

- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that a full costing for the trip is conducted and approved by the headteacher so as to determine the level of any parental contribution that may be required.
- Permission is obtained from parents before taking children on trips off school premises through Transparent classroom Forms - Ensure that at least 2 weeks before the trip is due to take place a letter is sent home to the parents/carers of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a permission slip for the parents to complete and return, giving their permission for the pupil to attend.
- Permission is obtained from parents for regular outings, e.g. to local leisure centre for PE/ going out activities .
- Ensure that enough adults are attending to help supervise the pupils:
 - Toddler community: At least 1 adult per 3 pupils.
 - Children's House: At least 1 adult per 8 pupils.
 - Lower Elementary: At least 1 adult per 10 pupils.
 - Upper Elementary: At least 1 adult per 15 pupils
 - High School: At least 1 adult per 20 pupils/ 1 adult per 10 pupils with sole adult

All trips must have a minimum of 2 adults (except for high school who can have 1 adult for local trips).

N.B. Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport - External Provider

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the administrator, sufficiently in advance of the trip taking place.

All transport shall be organised by the administrator, using a known and approved transport provider. Insurance liability certificate and DBS cover letter to be obtained from the coach company and officially logged in the risk assessment drive.

The administrator shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.

During the Trip

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the pupils is the first priority.
- Ensure that all adults attending the trip, including parent/carer volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency



- arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
 - Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
 - Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip and high visibility vests (not Secondary)
 - Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.
 - Regular headcounts will be carried out throughout the outing. Timings of headcounts will be at the beginning and end of any transitions and throughout the trip.
 - Upon arrival at the destination, staff will contact the school office and give a full headcount of staff and students.
 - Children will be easily identified by staff when on a trip by wearing high visibility vests with the school name printed on them (not Secondary)
 - A fully charged mobile phone will be taken as a means of emergency contact
 - In the event of an accident, staff will assess the situation, if required, the group will return to school immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the school

Regular Trips

School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, leisure centre, library, fire stations, museums etc... need only be risk assessed before the first such trip. Risk assessments should be reviewed annually by the lead teacher, or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.

Additionally, for regular programmed trips taking place during school hours, all parents sign a consent form for local trips on entry to the school, although it is best practice to provide parents/carers with a programme of trips to keep them informed of their child's location and activities.

Trips Involving Animal Contact

Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice "Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions" and suitable hygiene control measures established, and briefed to pupils and staff.

Higher Risk Activities

Trips involving activities such as trekking, caving, climbing, water sports etc... are considered higher risk. Venues providing such activities must hold a licence, as required by the Adventure Activities Licensing Regulations (2004). This licence shall be checked, and a copy kept on file, in the school office, before the trip takes place.



The risk assessment

A full risk assessment and outing plan will be carried out for each outing and this will be available for parents to access. This plan will include details of:

- The name of the designated person in charge - the outing leader
- The name of the place where the visit will take place
- The estimated time of departure and arrival
- The number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- The equipment needed for the trip i.e. first aid kit, mobile phone, coats, rucksack, packed lunch etc.
- Staff contact numbers
- Method of transportation and travel arrangements (including the route)
- Financial arrangements
- Emergency procedures
- The name of the designated first aider and the first aid provision
- Links to the child's learning and development needs.

Dynamic Risk Assessment

During an outing it is sometimes necessary for a last minute risk assessment to take place due to factors such as weather conditions. On these occasions last minute changes are necessary during the outing.





Use of vehicles for outings

- Staff should not transport students in their own vehicles unless school and parents have given permission and relevant insurance has been obtained. **NB There should never be one adult and one child alone in a vehicle. One or more staff may travel with two or more children.**
- The lead teacher shall inform parents in advance of any visits or outings involving the transportation of children away from the school
- The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with additional needs are concerned.
- All vehicles used in transporting children are properly licensed, inspected and maintained.
- When we use a mini bus, we will check that the driver is over 21 years of age and holds a P.V.C. driving licence. This entitles the driver to transport up to 16 passengers.
- When children are being transported, ratios will be maintained while getting children on and off transport but may be reduced to 2 adults for the journey if travelling by coach.



When planning a trip or outing using vehicles, records of vehicles and drivers including licences, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- Ensure seat belts, child seats and booster seats are used if required
- Ensure the maximum seating is not exceeded
- All children will be accompanied by a registered member of staff
- No child will be left in a vehicle unattended
- Extra care will be taken when getting into or out of a vehicle
- The vehicle will be equipped with a fire extinguisher and emergency kit containing a warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the Lost Child Procedure will be followed:

- Any incidents or accidents will be recorded in writing
- Estyn will be contacted and informed of any incidents involving children.

There may be opportunities for parents to assist on outings. The Lead teacher will speak to parents prior to the visit regarding health and safety and code of conduct.

High school offsite trips (unsupervised)

Recognising the need of adolescents to experience independence, with your agreement, we will be allowing our High school Students (Year 8 and above) to leave the school site at lunchtime.

The following pre-requisites will apply:

- 1) Students will be expected to inform a senior member of staff that they are going off site and log in and out of school.
- 2) Students must be off site for no more than 45 minutes.
- 3) A minimum of 3 students must be on the outing together and must remain together at all times.
- 4) Students must have attended the seminar on "Etiquette and safety off site" and agreed to adhere to the expectations. (This will cover what to do in an emergency- if a child is injured, if lost and if approached by a member of the public in a negative manner)
- 5) Students will carry the school mobile phone for emergency contact purposes.

The Head of Secondary, Yusuf, or any member of the SLT may remove the students right to leave the site if at any time it is felt a student may struggle to comply with the above.

**Review of policy dates:**

Date of review	Reviewed by	Notes
February 2016	Esma Izzidien	
February 2017	Esma Izzidien	
February 2018	Esma Izzidien	
February 2020	Esma Izzidien	
September 2022	Abigail Eynon	Changes made due to the new school site. Policy renamed - previously "Trips and Outings Policy." aspects of health and safety policy included.
March 2023	Abigail Eynon	Added dynamic risk assessment, staff training and <i>Outdoor Educational Advisors Panel</i> www.oeapng.info
September 2023	Abigail Eynon	High school ratios added
September 2024	Abigail Eynon	Change of policy for staff using own vehicles
May 2025	Esma Izzidien	High School unsupervised outings added
Sept 2025	Esma Izzidien	Added that High Vis Jackets are not required for High School Students