

Oak Lodge School

School Journeys Policy

Oak Lodge School organises a range of school visits that are planned departmentally to ensure that all groups have the chance to learn off site in venues that directly support the classroom learning and are directly linked to the curriculum. The objectives of these visits are to improve and extend the pupil's learning in specific curricular areas. Other trips take place during the year, including regular PE trips, careers trips, and the annual winning house trip which supports the behaviour policy with a reward for the house with the most merits for good behaviour.

All families of the students at Oak Lodge School are requested to contribute to the full cost of their child taking part in school journeys and trips where the content of the visit is not explicitly part of the school's curriculum. If donations are received from outside sponsors towards the cost of the trip then these will be taken onto account and divided equally between all students taking part.

Under exceptional circumstances of proven hardship, where a family has made a written request for a special reduction in the cost or have asked for delayed payment, the Headteacher will consider such request on its own merit, in which case the School Fund Account and/or School Budget Share will be authorised to make a contribution on behalf of the student or advance the funds in lieu of the delayed payment. An End of Journey Statement will be created within four weeks of completing the journey, be signed by an officer and approved by the Governing Body.

It is important to ensure that the risks to pupils and staff on a trip are fully assessed. A system is in place to ensure that the risk assessments are carried out as thoroughly as possible (see Appendix).

If the journey is residential or involves activities near water or high risk sports, then the Wandsworth Borough Council approval process and procedures recommendations must be followed. The timescale for authorising such trips is 11 weeks. Authority to approve a school trip has been delegated to all school governors (Site & Finance Committee meeting, 29 June 2012).

Reviewed and updated: Annually
Approved by Governors: May 2017
Next Review Date: May 2018

Appendix

Risk Assessment Process

NB: Risk Assessments (RA) need 10 working days to be processed if a non-hazardous trip is being planned, otherwise at least 11 WEEKS are required in order to obtain the relevant approval for residential and hazardous pursuits trips.

1. The Team Leader checks the school diary with the School Admin Officer responsible for cover to check whether:
 - a. the trip is feasible in terms of whether or not the date of the trip clashes with other events.
 - b. the proposed staffing levels for the trip can be met and whether these have any implications for the rest of the school.

If the trip is not feasible for either reason, then it cannot go ahead.

2. The Team Leader writes the Risk Assessment. If the Risk Assessment is not submitted in good time, the trip cannot go ahead and the proposed date(s) must be amended.
3. The Team Leader emails the Risk Assessment to the SAO. The RA must be with the designated SAO 10 working days before the trip to ensure time for processing
 - If the RA is acceptable in terms of staffing levels and according to diary, the Team Leader emails the RA to the CWP responsible member of staff for Child Welfare approval.
 - The SAO informs the Team Leader that staffing is acceptable and the Team Leader will put copy of bottom RA sheet on staff information board. This should include venue, timings, staffing and pupil groups and activity to be undertaking. Clearly stating that it is Subject to Change
 - If the RA is not acceptable in terms of staffing the RA will be sent back to Team Leader with potential staff amendments.(Step 2)
4. The CWP team checks whether the RA is acceptable in terms of taking into account the following factors, which may affect the overall level of risk:
 - a. Pupils: a) increased risk due to current concerns re a particular pupil e.g. CWP, medical, behaviour, etc. b) decreased risk due to maturity, other interventions, etc.
 - b. Suitability: Concerns about the suitability of the trip e.g. purpose, number of times a group or a pupil has been on trips, etc.

- c. Transport: travel arrangements, minibus drivers availability, etc.
 - d. Venue: a) increased risk due to its location, its use (e.g. public), accessibility to pupils with additional needs, etc. b) decreased risk due to its location, its use, accessibility, etc.
- If RA is approved by the CWP officer, it will be submitted to the Headteacher for final approval.
 - If the RA is not suitable, it will be sent back to the Team Leader with the CWP recommendations.
5. The Headteacher will check whether the RA is acceptable.
 - If the RA is acceptable in terms of CWP and trip arrangements, the RA will be forwarded to the SAO to finalise the cover arrangements.
 - If the RA is not acceptable, the Headteacher will liaise with the CWP and/or Team Leader.
 6. The SAO will check the RA arrangements for insurance, venue requirements, transport arrangements, staffing levels, The SAO will complete the hazardous trips approval form if required. The relevant information about the trip will be entered by the SAO on the monitoring database.
 7. The SAO will arrange for the relevant signatures to be recorded on the relevant form(s), including local authority approval if required.
 8. The Team Leader will ensure that the parents and carers of the pupils going on the trip are informed. For residential or hazardous trips, the Team Leader will ask to the SAO to forward the school base information to the Headteacher and Deputy Headteacher (i.e. staff and students emergency contact details).
 9. The Team Leader must have a copy of the Risk Assessment(s) before embarking on the trip and informed staff of the both the students they are working with and the pupils associated medical/risk information.
 10. The Team Leader will ensure that the all the agreed details of the Risk Assessment are met e.g. medication, transport, staffing before leaving the school.
 11. On return to school the team leader must complete the following
 - Feedback information for the CWP team.
 - Pupil review sheet of activity or Pupil Log book.