

Bradford Grammar Junior School

School Trips Addendum

Bradford Grammar School has a detailed and comprehensive policy on school trips with regard to health and safety. It was however decided to compile the following addendum in order to adapt the policy for the Junior School.

At the trip application stage Clock House staff need to give consideration to the following:

- (a) responsibilities for visits, including pupils' behaviour;
- (b) planning visits, including risk assessments and first aid;
- (c) supervision, including ratios and vetting checks (for example, CRB checks for volunteers on overnight stays);
- (d) preparing pupils, including special and medical needs;
- (e) communicating with parents;
- (f) planning transport;
- (g) insurance;
- (h) types of visit;
- (i) visits abroad (if applicable);
- (j) emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted.

These matters will be covered as part of the trip risk assessment or dealt with separately by the trip leader and the school Health and Safety Officer.

The wording states getting approval for the feasibility to proceed from the Deputy Head Master and for the Junior school this is deemed to be the Headmaster.

Where the policy mentions 'The Head' – this refers to the Head of the Senior School. In day-to-day decisions or for clarification of any situation referring to trips Mr Neil Gabriel, Head of the Junior School, will take responsibility. This does not apply to Residential trips where the Headmaster Mr Davidson and the Governors must give approval.

Please take care to study the circumstances in which children may be taken by a member of staff in their own car. These are detailed in the Junior School staff handbook. Generally it is unwise to transport pupils in private vehicles (the requirement for booster seats and insurance are two of the major difficulties).

1. Clock House pupils should not be given unsupervised down time.
2. As agreed by the Junior School Head, all groups on residential trips should be accompanied by a member of staff and/or qualified instructors.
3. Details of any pupils going off-site need to be left with the Clock House Secretary. Three days before pupils attend an educational visit the school Nurse should be provided with a list of all pupils attending.
4. With any off-site trip there must be a named contact at school with a copy of the relevant contact numbers. The contact member of staff does not have to be on the school premises but must be available for emergency contact.