

RAVENSDALE JUNIOR SCHOOL SCHOOL JOURNEY POLICY

Children must not only prepare for the educational aspects of the journey but also for the safety issues.

The following points must be followed:-

1. All children must complete an indemnity form and return it before the visit. The forms should then be taken on the journey in case parental/medical advice is needed quickly. During the visit it is vital for the teacher to keep the forms with them at all times (not to leave them on the coach).
2. If travel sickness tablets are to be taken during the visit parents must complete an administration of medicine form. Travel sickness tablets should be brought to school in an envelope or container marked clearly with the child's name and class. All other medicines needed on the journey must be clearly labelled.
3. Before the journey begins the following points should be raised with the class.
 - a. Good behaviour throughout the visit is essential.
 - b. If the class is divided into groups, each having a leader, it will be necessary to practice getting into these groups before the day of the visit.
 - c. Road safety and other safety issues must be mentioned eg., walking sensibly in twos or single file as size of the group determines, walking and not running, staying with the teacher/leader of the group and not wandering in front or lagging behind.
 - d. To be aware of strangers and never to go with them.
 - e. If lost stand still and wait until the teacher/leader of the group returns to find them.
 - f. To remain seated facing the front of the coach. Never kneel on the coach seat facing the children behind and do not wander about.
 - g. Remind children to use safety belts and check they are in use before journey commences.

General Points

1. The class should have two parent helpers on each visit.
2. Parent helpers **must** read the school journey policy well in advance of the visit. Whilst the teacher is responsible for the health and safety of the children as a class, parents must understand they are also responsible for the health and safety of the children in their care. Should any difficulties

arise for parents during the visit, they should then contact the teacher immediately. Please make sure you have discussed this policy with parent helpers.

3. Before the journey collected the first aid kit, change of clothing, bucket/sawdust and bottle of fresh water.
4. No chocolate or fizzy drinks in cans. All drinks to be in a non breakable screw top container.
5. Spending money to be in a named purse or wallet. The maximum amount of money to be decided by the class teacher.
6. Cameras must be the responsibility of the children and should be loaded with film before the start of the journey. Teachers should not be expected to load cameras.
7. Eating should only take place as directed by the teacher.
8. Never leave litter.
9. At mealtimes children to remain seated until everyone has finished.
10. Regularly check the number of children in the class are present eg., after a visit to the toilet or when boarding the coach.
11. To carry a waterproof coat and to wear comfortable shoes.
12. When shopping ask children to check their change and encourage them to buy goods in one go to cut down on queueing.
13. Check the coach at the end of the visit for missing items.
14. Return the first aid box etc. to the stock cupboard.
15. If returning to school after 3.30pm ensure that all children are collected or that they have parental permission to go home on their own.
16. Please ensure that pupils/parents know whether school uniform should be worn.

Remember you are responsible for the health and safety of the children. Be aware of dangers in the place or area of the visit. You may not wish to be a “spoilsport” but safety comes before enjoyment.