



# The Parkside School

learn grow thrive

## The Parkside School Standard Operating Procedures

**Approved by:**

STEVEN HOBBS

**Date:** May 2022

**Signed:**

**Next review due:  
by:**

Careers Leader  
Debbie Wicks  
May 2023

These procedures should be followed for all trips (Level 1, 2, 3) with an Event Specific Risk Assessment being completed that highlights any particular risks for that particular event.

*Note, Level 1 visits are those local (within 5 miles of Parkside) & regular visits as listed as an appendix within our Visits Policy [Agreed by SLT, EVC & Governors]*

Standard Operating Procedures (SOP) need to be based on an adequate and current risk assessment which has specific regard to the A, E & D of SAGED. i.e. the local context of the visit.

This risk assessment (RA) is based on a walk-through of the visit, and dated and recorded including who was involved. The wider the group/input the better. Revise when any significant changes occur.

The SOP that is developed from your site specific RA will form the induction and training of all staff who may undertake key roles in leading or assisting on such visits.

**Below are some key procedures to adhere to when undertaking Level 1 Trips but an event specific Risk Assessment should be completed for any new Level 1 trips.**

### **Approval**

- Complete the Trip Request Form if other lessons are affected or any cover or cost is required.
- Staff that need covering are entered into the cover diary.
- Enter staff, pupils and timings of the day to the calendar and cover diary.

### **Emergency backup**

- Staff to take their personal mobile phones and reception called if any assistance is needed.

### **Consent**

- Check block consent from parents includes this visit.
- Photo consent should be checked if taking photos at the event.

### Providers Contract

- If going to a venue where they supply the provision for the activity then a providers contract must be completed. If a staff member is running the activity then this will not need to be provided.
- This will not be required for venues that hold the Learning Outside the Classroom (LOTC) Quality Badge.

### Staff Competence

- You will need a competent member of staff leading who has lead/been trained on trips before. They need to have read this SOP and the policy.

### Ratios

- Minimum level of adults required – please refer to RAG sheet of pupils going to inform your decision.

### Behaviour

- Follow the behaviour plan set out by the school – this may have to be adapted due to the location of the trip.
- Use the pupil RAG to inform any pupil specific risks and procedures.
- Set group expectations before and remind during the trip. Speak to individual pupils about any specific issues highlighted in the pupil RAG.

### First Aid

- If the venue is greater than 5 miles away or there is no first aider at the venue, a qualified First Aider must be taken.
- First aid kit to be taken with any trip.
- Check RAG sheet to decide if specific First Aid needs to be taken and whether they need particular training for the pupil.

### Communication

- Staff to take their personal mobile phones and ensure they have each other's phone numbers. Reception to be called if any assistance is needed.
- For some trips it may be useful for pupils to have access to their personal mobile phones.
- The lead member of staff may put the pupil's telephone number into their phone for the duration of the trip **only**.
- When calling a pupil from a staff mobile phone, the needs to be withheld.
- Pupils should have the school number **01603 441126** in case of emergency. Another manned number will be provided for out of school hours.

- Staff should sign out any pupils/check pupils have signed out correctly and ensure they sign back in upon return.
- Staff leaving the site must sign out and ensure they sign back in upon their return.

### **Documents to be taken**

- Unless a lead staff member can access EVOLVE whilst out, documents with personal details should be kept in a secure place and looked after by a designated, responsible member of staff.
- Event specific Risk assessment (if required.)
- Pupil RAG
- Care Plans
- Medication
- Register – including pupils DOB, address, phone number and phone number. There will be 2 copies of the register taken, one to be held by the trip leader and another given to an alternative member of staff.
- Mobile Phones (staff to take their personal phones.)
- First Aid Kit
- Any event details, route plan

### **Transport**

- Minibus:
  - Minibus meets "M2" standard
  - Minibus driver has PVC or NCC Permit to drive (PCV licence if abroad)
  - Bus has small bus permit in windscreen
  - Driver ensures seat belts are used
  - Luggage in vehicle securely fastened and clear of aisles
  - Driver must read and follow LEA policy for educational visits re minibuses
  - Care always taken in parking in suitable place for disembarkation. This may mean pupils disembarking at the entrance of the venue and the driver then parking the minibus elsewhere (As long as staff/pupil ratios are correct)
  - Close supervision and head counts during any breaks in journey and getting in and out of bus
  - Pre-journey checks will be undertaken and recorded on the School checklists.
  - Where possible, pull up outside the venue, offload the pupils and then park up (as long as staff/pupil ratios are still maintained.)

## Public Buses

- When waiting for the bus, make sure to face the road and stand back from the road
- Member of staff at the front and back (unless group size is small.)
- Staff to sit in a position where they can monitor as appropriate.
- Pupils to wear a lanyard with first name only and school emergency contact number.

## Supervision

### Route

- If new to the route then ideally perform a pre-visit or look on Google maps etc. in order to assess any potential danger points.
- When walking, staff should position themselves appropriately to monitor the group.
- When crossing roads TITAN guidelines should be applied. There may be need of a staff member to cross the road first or walk to a corner in order to be a spotter for traffic.
- Head counts/register should be taken before, during and after walking and transitions between buses, venues etc. It may be required for you to use a buddy system (older with younger or more sensible with less sensible, split the group into smaller groups with a staff member to lead or number off the group.
- Make sure to highlight to the group a clear meeting point if lost or separated from the group (this should be highlighted in the event specific RA.
- Toileting: Pupils to inform staff if they need the toilet. Staff should monitor pupils appropriately – male staff to take boys and female staff to take girls. Staff should ideally take 2 pupils at a time. If pupils are able to use toilets independently they should be sent in twos and told to wait at the hand basins for one another. Group age, needs, size and specific venue will determine how this occurs. Be prudent with safeguarding when using public toilets.

### **Near water or other significant hazard?**

- Staff positioned between the pupils and water edge where possible.
- Make pupils aware of the danger of water
- If the trip is around a large portion of water for a longer period of time then a separate risk assessment should be completed



---

**Event specific assessment requirements:**

**Staff:** Competence & Experience? First Aid? NQT's etc. shadow and then monitored?

**Group:** Any significant behaviour or medical conditions in group. Adjust ratios, to attend? Carry medication etc?

**On the day:** Weather, road works? Any significant variation to the norm?

Signed by EVC: ..... Date:.....

Signed by HT: ..... Date:.....