



School of the Holy Spirit
School Trips/Excursions Protocol

School trips will be arranged by the school to present students with a new environment in which they can observe, investigate and relate their findings to their own environment, and to provide an enjoyable, social and educational experience for all students.

On all trips/excursions, students will be accompanied by their teacher and SNAs.

Extra staff may be drafted in to help, depending on the assessed needs of the class.

Students' behaviour on trips must comply with the standard set down in the school's Code of Behaviour.

Prior to the trip, the class teacher will complete a Risk Assessment to identify and mitigate against any potential risks or harm.

Trips at primary level will be kept mainly to the local area, while senior students may travel further for educational purposes. Teachers will ensure the cost of the trip is reasonable and represents value for money.

Parents will be required to give permission for their child to go on the trip in advance, either on Aladdin Connect permissions or in written form. They will also be provided with all the required information about the itinerary, timetable, food and clothing requirements.

Teacher will prepare the students for the trip in advance and will ensure that students who need additional help will get it e.g. visual schedules, social story.

On the day of the trip, the staff will bring a trip pack of emergency numbers, refuse bags, tissues, a first aid pack and any other items deemed necessary. The roll will be called before leaving the school.

In the case of an accident or emergency, the teacher will accompany an injured student to hospital, while the SNAs remain with the rest of the students and contact the school for support.

If necessary, a review of the day will be made with suggestions for the future noted.