



LANTERN OF KNOWLEDGE  
EDUCATIONAL INSTITUTE

# LoK Safety and Supervision on School Journeys

02/09/2024

# 2024

Amended by S.  
Ahmed

		Next Review Date	Sept 25
Approved BY	Position	Sign	Date
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## **Safety and Supervision on School Journeys**

1. Pupils' physical, moral, health and safety is a priority
2. The school and staff should take precaution to protect the physical, health and moral safety and wellbeing of the students
3. The school and staff will do its best to minimise and eradicate the risk of untoward behaviour or dangerous situations
4. Equal opportunities will be given to everyone regardless of special or medical needs, ethnic origin, religion etc.
5. Summary sheets containing details of pupil's special needs should be prepared. These details should be discussed with the parents of those children with special needs to ensure sufficient support is in place for each child and the teacher.
6. Written parental permission should be sought from the parents
7. Staff supervision should not be more than a ratio of 1:10. This will ensure that students are well cared for and can receive individual attention
8. Volunteers on any trip should be DBS cleared
9. Transport arrangements should be made via registered and regulated operators
10. The following procedure will be followed:
  - Conduct a trip risk assessment
  - Trip request and risk assessment sent to the Principal for approval
  - Wait for approval
  - Plan the trip including:
    - I. Special needs
    - II. First aid provisions including how many first aiders and equipment will be on the trip
    - III. Supervisors
    - IV. Food and drink arrangements
    - V. Emergency contact mobiles (minimum of two per trip)
    - VI. Transport
  - Prepare a letter to send to the parents with the full details of the trip. This letter should be approved and signed by the principal. The letter should also include:
    - I. Purpose of the trip
    - II. aim of the trip
    - III. destination
    - IV. all associated costs
    - V. parental permission sign space
  - Only students whose parents have given written consent will be allowed on the trip
  - A list of all the people on the trip along with emergency contact mobile numbers and parental permission letters should be handed in to the school office before departure
  - Regular contact should be made between the school and the group
11. Special care and attention should be given to ensure:
  - sufficient and acceptable provision of food and drink
  - emergency care and arrangements are made for anyone who falls ill
12. The exact circumstances of any accidents, injuries or illnesses must be:
  - Carefully recorded.
  - Reported to the principal
13. All pupils should observe the highest standards of politeness, courtesy and conduct at all times.
14. No student should be left unsupervised

If at any time, during the trip, the head of delegation feels that the group is under any sought of threat, then the group should immediately contact the police and seek protection. When it is safe to do so to then make appropriate arrangements to return back to Lantern of Knowledge Educational Institute.

### **School journeys and Trips Checklist**

- a) Trip letter sent via school office outlining all information including travel
- b) Consent either by letter or online platform the school may be using
- c) Risk assessments
- d) Tickets
- e) Itinerary
- f) TFL Ticket arrangements
- g) Register
- h) Medical and First aid arrangements
- i) Role of supervisor
- j) Briefing before departure of rules and regulations

#### Upon return Checklist

- a) Concerns?
- b) Referrals?
- c) Medical or injuries
- d) Feedback, if any