



# Safety and Supervision on School Journeys Policy

This policy applies to Steephill School, including the EYFS setting.

Last updated: May 2023

## **Supervision**

For school trips the staff-child ratio is 1:8, EYFS ratio is 1:4.

## **Coach/Minibus Trips**

We only use reputable coach companies that are known to us.

## **Minibus Trips**

Although the School is responsible for the maintenance of all vehicles, the law directs that the driver is responsible for ensuring that the vehicle is fit for use. Therefore, before departure basic checks on the vehicle must be carried out:

- Lights (including hazard warning lights)
- Tyre pressures and wear
- Fluid levels: oil, brakes, radiator, windscreen washer
- Wipers and horn

After three hours of driving, drivers **MUST** take a break of at least 20 minutes (except where a relief driver is available)

## **Seatbelts**

The minibus chaperone (or driver for journeys where there is no chaperone) should check that all passengers have correctly adjusted and fastened their seatbelts. Chaperones should ensure that children under 1.4m and under 12 years of age are using the correct child restraint in cars. Only

child restraints supplied by the School may be used. On coaches this should be checked by the person in charge of the trip.

### **General safety**

- The driver should check that all doors/storage areas are properly closed before departure.
- Ensure that any loose items (bags etc.) are safely stowed at floor level and are not blocking the way out of the coach.
- Speed limits must be adhered to at all times.
- Loud music must not be played.

### **Accidents / Incidents / Vehicle Faults**

If the event of a breakdown/accident the adult in charge should assess if the vehicle has stopped in a safe position. If so then the passengers should remain in their seats with their seat belts on. If it is deemed to be in a dangerous position the adult in charge is to disembark first and find a suitable place to evacuate to. The group should then disembark together.

The adult in charge should then telephone for assistance. All school minibuses are covered by Breakdown Insurance, details of the number to call are in the vehicle. Any of the above must be reported to the School Office as soon as it is safe to do so.

**Always take a mobile phone on every outing.** A member of staff should phone the school office on departure to confirm an E.T.A. back at school, and keep the school updated should any significant delays occur.

### **Minibus/Coach Rules**

- Stay seated
- Wear seatbelt until told by driver to remove it
- Do not turn around. Always face forward
- Speak only to person next to you
- Don't shout
- Pass messages to driver by passing it forward
- Nothing to be loose on the floor - everything kept in zipped bag
- Walk, don't run, in aisles and on steps