



CHRIST CHURCH CHORLEYWOOD



"What we nurture today, flourishes tomorrow."

"I am the vine, and you are the branches. Those who remain in me, and I in them, will bear much fruit; for you can do nothing without me." John 15

love | joy | peace | patience | kindness | goodness | faithfulness | gentleness | self-control

Policy Review: Autumn 2025

Policy due for review: Autumn 2027

School Day Trips and Transport Policy

1. Introduction

Day trips and educational visits are an important part of school life. They provide valuable opportunities for pupils to learn beyond the classroom, develop social skills, and experience new environments. This policy outlines how our school organises and manages day trips, with a particular focus on transport arrangements, to ensure safety, inclusion, and enjoyment for all pupils.

2. Aims

- To provide enriching and safe experiences for pupils through well-planned day trips.
- To ensure all transport arrangements are safe, reliable, and age-appropriate.
- To comply with statutory health and safety guidance, safeguarding policies, and insurance requirements.
- To ensure parents and carers are well informed and confident about trip arrangements.

3. Planning and Approval

- All trips must have a clear educational purpose linked to the curriculum.
- Staff must complete a risk assessment in advance, covering transport, activities, and supervision.
- Senior Leadership Team (SLT) approval must be obtained before informing parents.
- Parents/carers will be notified in writing of all details, including cost, timings, transport, and supervision.

4. Transport Arrangements

a) Coaches/Minibuses

- The school will use reputable, licensed coach or minibus companies that comply with national safety standards.
- All vehicles must have seatbelts for every passenger, which must be worn at all times.
- Drivers must hold the appropriate licence and undergo relevant safeguarding checks.

b) Parent Transport

- On some occasions, the school may ask parents to transport their own child/children to and from a trip venue.
- With prior consent, parents may also be asked to transport other pupils; this will only be arranged through the school and with written permission from the parents/carers of those pupils.

c) Staff Driving Pupils

- Staff may only transport pupils in their own vehicle with prior approval from the Headteacher, proof of business insurance, MOT, and licence checks.
- A second adult should be present where possible.

d) Walking Trips

- For local trips within walking distance, pupils will walk in an organised group with a clear adult-to-pupil ratio.
- Road safety procedures will always be followed.

e) Public Transport

- Where public transport is used, pupils will be supervised closely and travel together as a group.

Chess Valley Primary Learning Trust

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- Staff will plan routes in advance and carry contingency arrangements in case of delays.

5. Supervision

- Adequate adult-to-pupil ratios will be maintained at all times, depending on the age and needs of the children.
- All supervising adults must be briefed on their roles and responsibilities.
- At least one member of staff trained in first aid will accompany the group.

6. Safety and Safeguarding

- Risk assessments will cover transport, venues, and activities.
- Staff will carry a first aid kit, emergency contact information, and mobile phones.
- Pupils will be briefed on behaviour expectations, safety rules, and meeting points.

7. Inclusion

- The school will make every effort to ensure that all pupils can participate, including those with special educational needs, medical requirements, or disabilities.
- Reasonable adjustments will be made to transport and activities where necessary.

8. Costs and Funding

- Trips will be funded through parental contributions, though no child will be excluded due to financial hardship.
- The school may subsidise trips where necessary.

9. Communication with Parents/Carers

- Parents will be informed in writing about the purpose, itinerary, transport, costs, and supervision arrangements.
- Consent forms must be signed and returned before any child can attend.
- Parents will be notified promptly in the event of delays or emergencies.
- For safety, inclusion and safeguarding reasons, parents must not arrange their own coaches, minibuses, or alternative group transport. All transport is to be organised solely by the school.

10. Review of Policy

This policy will be reviewed every two years, or sooner if legislation or best practice guidance change