

## Essential Reading:

- ⇒ Safety in Adventurous Activities : Regulations and Guidance Sept 2011 (HCC)
- ⇒ Off site Activities and Educational Visits, Regulations and Guidance Jan 2003 (HCC)

## Useful Contacts :

- ⇒ School trips .com
- ⇒ Outdoors Activity Officer  
(Hampshireoutdoors.com)
- ⇒ Specialist Teachers Advisory Service
- ⇒ PD Inclusion Support Officer
- ⇒ Hampshire Residential Sites
- ⇒ Hampshire Bus Services



Hampshire  
County Council

# Planning School Trips

In the UK and abroad



Developed by the  
Specialist Teachers Advisory Service (PD)

Please note that before offering a trip to your pupils in school you should always conduct a detailed risk assessment and ensure that **all** pupils are able to access the trip.

Failure to do so would be in breach of the Equality Act 2010 and the Disability Discrimination Act 1995

## Straight away

- ◇ Consider date and destination of trip
- ◇ Look at the class or year group going on the trip
- ◇ Discuss reasonable adjustments
- ◇ Talk to those who went last year
- ◇ Enquire about Transport costs
- ◇ Do an inspection visit
  - ⇒ Risk Assessment—access and possible problem areas.
  - ⇒ Accommodation
  - ⇒ Suitable trips / activities
- ◇ Think about staffing
- ◇ Look into insurance
- ◇ Discuss ratio student / adult
- ◇ Discuss alternative activities



## Conduct a detailed Risk Assessment incorporating:

- ⇒ Transport / transfers
- ⇒ Access through airport / Has the airline been notified about a wheelchair user ?
- ⇒ Accommodation
  - ⇒ Suitable ground floor rooms
  - ⇒ Accessible shower and toilet
  - ⇒ Eating
- ⇒ Activities / Trips
  - ⇒ Suitable reasonable adjustment

We strongly recommend that a member of the school staff makes a pre-visit in order to make an informed risk assessment.



## Contacts :

- ◇ Make sure to carry contact numbers, on person at all times, in case of emergency.
- ◇ Adequate travel, medical and repatriation Insurance to be in place.

## Accommodation :

- ◇ Check security and accessibility, consider emergency evacuation.
- ◇ Consider sleeping, washing and toileting arrangements.
- ◇ Is any extra equipment needed - steps, toilet frame or hoist ?
- ◇ Are all staff / students aware of the location and evacuation procedure during a fire drill ?



## 6 months to go

- ◇ Finalise staff (Volunteers, parents, DBS checks)
- ◇ Gather medical and dietary information and share with travel company
- ◇ Meet with parents and discuss trip arrangements
- ◇ Confirm booking of trip and finalise transport



## 3 months to go

- ◇ Gather necessary information to :
  - ⇒ Write up care plans and individual Risk Assessments
  - ⇒ Share details with parents and other professionals involved.



**Have regular staff meetings to discuss Changes, update Care plan and risk assessments.**

## 1 month to go

- ◇ Meet with parents and discuss final arrangements
- ◇ Check with transport



## In the final week

- ◇ Contact parents and update medical information and contact numbers
- ◇ Medication and instructions in school
- ◇ Specialist equipment in school.



## Every day while you're away

- ◇ Check the weather for the next day and make any reasonable adjustments
- ◇ Evaluate the health, stamina and fatigue of the young person.

**Have a great time !**

## Additional Information :

### Wheelchair :

- ◇ If using an Electric Wheelchair make sure the power pack is fully functioning and look into an adaptor for a foreign plug.
- ◇ Spare Manual Wheelchair – (necessary if taking a powered chair and puncture repair kit. )
- ◇ Pushing of wheelchair should be by an adult - 20 minutes maximum at a time.

### Ratio adults : students

- ◇ 1 to 10 in the UK ; 1 to 8 abroad
- ◇ If a student has an EHCP, the hours provided should be used and additional hours met by the school.
- ◇ All adults should be DBS checked for the trip.

### Transport:

- ◇ Use a coach with provision for a wheelchair to preserve students dignity.
- ◇ Provision for safe evacuation in case of breakdown or accident.
- ◇ Someone has an up to date first aid qualification.