

# The Boulders Learning and Skills Centre

## Out and About Procedure

At the beginning of each term staff should make the Lead Teacher aware of all proposed trips for the coming term.

Once trips have been agreed, the Lead Teacher will collate from the venue the appropriate Health and Safety Information.

The Health and Safety information provided by the venue is to be kept in the School Office and will be provided to the members of staff designated as responsible for a particular trip.

The responsible and accompanying members of staff must then compile the final Risk Assessment for the trip using the information provided by the venue and their previous experience of the venue.

The risk assessment must then be submitted to the Lead Teacher. A decision will be made as to the number of pupils and the number of responsible adults appropriate for the venue.

All members of staff and accompanying adults are required to read, understand and sign the relevant risk assessment register which is held in the School Office for each trip they attend.

No children will be allowed to travel without the appropriate number of supervising adults or without the appropriate risk assessments having been read, made and fully understood.