



# SAFETY OF STUDENTS WHEN ON JOURNEYS

## Introduction

As a school which utilises many off-site facilities, student journeys form a regular part of school life. Journeys take place at all scales, from local to international, with groups of varying sizes and age groups and use many forms of public, private hire, school and private transport. Every journey must be effectively supervised and risk-assessed in either a generic or specific form.

This policy references OEAP NG\* documents:

- Refer to NG document: [“Ratios and Effective Supervision”](#)
- Refer to NG document: [“Group management and Supervision”](#)

(\*Outdoor Education Advisors Panel National Guidance)

RGS Policies:

- Educational Visits
- Minibus
- First Aid

## Aims

The aims of the Safety of Students when on Journeys Policy is:

- To allow for all students to remain safe on journeys
- To make the management of journeys practical for staff involved

## Principles

- A school journey can be defined as travelling from one place to another, as part of a school activity.
- Journeys must be effectively supervised.
  - Effective supervision takes into account:
    - The method of transport
    - The length of journey
    - The age and gender of the young people to be supervised.
    - The ability of the young people (including their behavioural, medical, emotional and educational needs).
    - Staff competence.
- Repeat journeys must be reviewed to ensure that they continue to take into account the above.
- Students quickly learn the required routines and the behaviour of RGS students is generally excellent. However, this must not lead to complacency and effective supervision should still be provided.
- Unless the risk assessment states otherwise, students must always be supervised on school journeys.

**Reviewed by:** Assistant Head (Co-curricular) and Bursar

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