



St. Saviour's Church, Coalpit Heath.

The Manor C of E Primary School

Policy: Educational Visits

Author: Hilary Eade

Date: July 2010

Approved:

.....
.....

Headteacher

Chair of Governors

1. Rationale

The Manor C of E Primary School regards trips and educational visits as a valuable and integral part of a pupil's education and acknowledges the voluntary contribution that teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site. Such trips do, however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. By following the procedures within this policy, the degree of risk will be reduced to an acceptable level.

2. Purposes

- 2.1 To extend and enrich the delivery of the National Curriculum and place a strong emphasis on promoting the personal and social strands of the curriculum.
- 2.2 To extend the classroom learning further by widening and contrasting the learning experiences on offer in a different situation.
- 2.3 To develop the cross-curricular links within the Curriculum.
- 2.4 To ensure that the trips and visits are well planned so that each individual child gains the most out of each trip.
- 2.5 To ensure that all pupils have equal opportunity and therefore entitlement to benefit from trips and visits.

3. Guidelines

- 3.1 All educational trips and visits are planned in direct line with the schools Curriculum, Health and Safety and Charging and Remission Policies.
- 3.2 All trips and visits are planned in line with Government and Local Education Authority guidelines.
- 3.3 The designated teacher in charge of a proposed trip or visit carries out a risk assessment that is in line with the risk assessment process.
- 3.4 A trip or visit letter is sent out to parents/carers detailing the trip's aims and how it benefits the pupils' education. If thought appropriate, a meeting may also be arranged to inform parents of further details.
- 3.5 An initial residential proposal form for a residential visit will be completed by the designated teacher and then sent to the LA for clearance. In addition to this a Notification form must be sent to the LA. Each adult in the party should have a copy plus a list of all the children taking part in the visit.
- 3.6 When staying in overnight accommodation, the designated leader will ensure that the sleeping arrangements are suitable and the accommodation is secure.

4. Supervision

- 4.1 The designated leader of a trip should be a teacher and trips should include a minimum of one teacher and a TA.
- 4.2 Whenever possible, groups of mixed sex will be accompanied by male and female adults.
- 4.3 There is no 'right' level of supervision; it will depend on the age of the children and the nature of the trip.
- 4.4 The ratio of adults to children will be a ratio of 1 adult to 4 children in YR, 1 adult to 6 children (Years 1 to 3) and 1 adult to 15 children (years 4 – 6). 1 adult to 10 children is needed for residential visits.

4.5 If a child's behaviour in school is such that he/she may jeopardise their own or others' safety, then they will not be allowed or be withdrawn from the trip/residential visit and any monies returned to the parent. In the first instance, it will be discussed and agreed by SLT, then the headteacher will agree this with the Chair of Governors. If appropriate, advice from the Behaviour Support Team and the County Health & Safety Department will be sought.

5. Definitions

5.1 School Trip - This is any activity which involves pupils leaving the site.

5.2 Residential Visit - This is any trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.

6. Type of School Trips to be undertaken & Charging Policy

6.1 The School will undertake a range of school trips relating to the curriculum. Parents will be asked for voluntary contributions to fund the activity. However, if insufficient funds are collected to cover the cost of the trip, the trip will be cancelled.

7. Risk Assessment Process

For any proposed school trip a risk assessment will be completed. This will involve the following steps:

5.1 STEP 1 - INITIAL PROPOSAL & HAZARD RATING - The person proposing a trip will complete the initial proposal form for a school trip (see appendix 1). This form is designed to provide sufficient information to enable the School Trip Approval Group (SLT) to decide whether it should proceed to the formal planning stage.

5.2 STEP 2 - INITIAL APPROVAL – The School Trip Approval Group (SLT) will assess the information provided and decide whether the trip:

- a) conforms to the type of school trip the school will undertake and
- b) is able to be organised effectively in order to minimise/control the risks associated with it.

5.3 If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved. If additional information is requested, then the Proposer will need to resubmit the initial School Trip Proposal Form with the additional information.

5.4 If approval is given then an individual will be appointed as the School Trip Organiser for the trip and the trip given a risk assessment classification by the School Trip Approvals Group (SLT). The risk assessment classification will be High, Medium or Low. This is based on the following:

High Risk - Trips abroad and/or involving adventurous activities

Medium Risk - Other residential trips.

Low Risk - Short duration trips in the local vicinity or regular trips. This would include visits to local shops, park

This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the trip.

- 5.5 STEP 3 - SPECIFIC RISK ASSESSMENT** - The School Trip Risk Assessment (See Appendix 2 and 3) is to be completed by the School Trip Organiser. This will include, or have attached, all relevant information about the trip and may involve the School Trip Organiser in a preliminary visit to the venue. This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be. In the case of residential visits, the risk assessments from the camp organisers will be sought, including the qualifications of any instructors and written confirmation that all staff have CRB checks. The camp organisers will need to detail the qualification for outdoor pursuits using the County proforma.
- 5.6 STEP 4 - FORMAL APPROVAL OF TRIP** - Once completed the Risk Assessment Form will be submitted to the School Trip Approvals Group (SLT), together with any supporting paperwork. They will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate. Risk assessments for residential visits will be discussed with the Governors Health and Safety Committee.
- 5.7 STEP 5 - PARENTAL INTEREST** - A letter is to be sent to parents/guardians explaining in detail what the trip aims to do and asking them to indicate whether they would be prepared for their child to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the likely cost. Provided sufficient interest is indicated then the process will move to the next step. Parents will need to sign agreement (usually a slip at the end of the letter).
- 5.8 STEP 6 - CONFIRMATION OF VENUES ETC.** - This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.
- 5.9 STEP 7 - LETTER TO PARENTS** - Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non prescribed medication. (See Appendix 4)
- 5.10 STEP 8 - BRIEFING OF PUPILS** - This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must include where they are to meet, clothing etc. required, what papers they need to bring with them
- 5.11 STEP 9 - EMERGENCY** - Details relating to Emergency provision will be finalised
- 5.12 STEP 10 - COMPLETION OF NOTIFICATION FORM** - If the trip is to involve a residential stay then the Risk Assessments and the Residential School Trips Notification Form (available on LA Intranet) must be sent in to the Health and Safety Unit of the Personnel Section in advance of the trip (minimum 4 weeks before).
- 5.13 STEP 11 - THE TRIP** - The trip takes place.
- 5.14 STEP 12 - DEBRIEF & EVALUATION** - Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to highlight where things worked out positively.

The Manor C of E Primary School
INITIAL PROPOSAL FORM FOR SCHOOL TRIP

PURPOSE OF VISIT AND EDUCATIONAL OBJECTIVE(S)
LOCATION(S) & PROPOSED DATES
DURATION OF VISIT
IF ADVENTUROUS ACTIVITIES ARE TO BE UNDERTAKEN PROVIDE DETAILS BELOW
WHAT TRANSPORT WILL BE REQUIRED
IF THE TRIP WILL INVOLVE AN OVERNIGHT STAY - GIVE DETAILS OF ACCOMMODATION
NAME OF PROPOSER
ESTIMATED COST (THIS WILL BE BASED ON OTHER TRIPS OR INVOLVE SOME INVESTIGATION OF COSTS RELATING TO TRANSPORT, ACCOMMODATION ENTRANCE FEES ETC.)
APPROVED FOR FORMAL PLANNING? YEST/NO (IF NO GIVE REASONS)
APPROVED, INDICATE BELOW THE NAME OF SCHOOL TRIP ORGANISER APPOINTED

SCHOOL TRIP RISK ASSESSMENT PROFORMA/CHECKLIST

1 - DESCRIPTION OF SCHOOL TRIP
Type of Trip: (Local, residential, foreign, adventurous): Duration of Trip: Pupils to Attend: _____ Boys _____ Girls : Total : _____ Name of Party Leader _____ Name of Deputy/ies _____ _____ Other Competent Adults Attending: _____ _____ Educational Aims of Trip _____ _____ _____

2 - DETAILED ITINERARY
A detailed itinerary needs to be attached to the risk assessment. This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.

3 - PERSONS AFFECTED BY THE TRIP
The persons affected by the activities will be the staff, pupils and volunteers participating in the trip.

4 - HAZARDS
The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

5 - CONTROL MEASURES
The control measures provided must be identified. The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed

5.1 - Accommodation.
a) Give details of venue(s): Include name, address and type of venue(s) _____ _____ _____ _____ _____ <i>It is generally recommended that a pre visit inspection take place or that you make contact with someone who has stayed at the facility recently. A plan of the sleeping accommodation and emergency exits is useful, as is a brochure, so that parents and pupils get an appreciation of the type of facilities available.</i>
b) Does the venue provide separate accommodation for:
<ul style="list-style-type: none"> • Staff and Pupils? YES/NO • Boys & Girls? YES/NO • School Party and other users? YES/NO
NB: If the answer to any of these questions is no, very careful consideration will need to be given as to whether to proceed or consider other accommodation. Some exceptions exist, e.g. it may be acceptable for staff to share a single sex bunk-room with pupils, whilst a camp site could require that the party share facilities with other users.

5.1 - Accommodation (cont.)	
c) Does the venue have the following Security arrangements	
• CCTV?	YES/NO
• Secured access operated by employees of venue?	YES/NO
• Securable rooms, e.g. door and window locks?	YES/NO
• Secured accommodation for valuables and personal possessions?	YES/NO
• Are shower/toilet facilities for single use?	YES/NO
• Are shower/toilet facilities for communal use?	YES/NO
d) Is there a history of security problems, e.g. theft, assault, at venue or in neighbourhood?	YES/NO
e) Are evacuation arrangements in place for:	
• fire?	YES/NO
• bomb alerts?	YES/NO
f) Are there arrangements in place for first aid?	YES/NO

5.2 - Activities	
<i>Details are required on any activity which may be undertaken and full information needs to be provided to parents. Activities usually fall under two broad headings, formal and informal.</i>	
Formal – These activities usually involve visits to museums or activities classed as outdoor activities. There is usually very specific information available on the type of precautions required, e.g. see outdoor pursuits checklist.	
<i>Informal – These tend to be the social events associated with trips, they can involve simply walking along a beach, to shopping, to possibly swimming. If there is a possibility of these events taking place, then clear procedures need to be drawn up for them.</i>	

5.2.1 - Activities - Formal (Canoeing, Skiing etc.)	
a) (UK) Is the centre registered with the Adventure Activities Licensing Authority? If Yes give reference number and what licensed for : _____	YES/NO
b) For any adventurous activity, whether in the UK or abroad, has the advice in the Education Service H&S Manual and 'Safe Practice in PE', produced by BAALPE, been followed?	YES/NO
c) Has the qualifications checklist, a copy of which is contained in the Education Service Manual, been completed?	YES/NO
d) If no specific detail is contained in H&S Manual/Safe Practice in PE, has it been confirmed that the activity is to be organised/run in line with the practice approved by the governing body for the Activity?	YES/NO
e) If there is no governing body for the activity, have full details on the activity been provided? (This must include details of what the activity will involve, where it is to be undertaken, qualifications of leaders and levels of supervision and what personal protective equipment is to be used. An example of an activity which has no governing body is raft building)	YES/NO

5.2.2 - Activities - Informal (Shopping, Sightseeing etc.)	
a) Have you identified the location where these activities will take place?	YES/NO
b) Have you identified if the area is known to have a problem with crime?	YES/NO
c) Have you identified whether there are any special weather conditions required for the activity?	YES/NO
d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?	YES/NO
e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with	
• Emergency contact details?	YES/NO
• Location of member of staff?	YES/NO
• Information on how to contact emergency services?	YES/NO
f) If pupils are abroad have they been briefed on local customs?	YES/NO

5.3 - Disability	
a) Has the venue been confirmed as able to provide activities for disabled.	YES/NO
b) Has the accommodation been confirmed as being accessible. Specifically does it have	
• suitable disabled toilet and washing facilities?	YES/NO
• access to rooms via ramps, lift or stair lift?	YES/NO
• accessible dining facilities?	YES/NO
c) Are the emergency evacuation arrangements at the venue suitable to deal with the persons disability?	YES/NO

5.4 - Insurance	
a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming? (If Yes the same insurance arrangements will apply as for a normal school day.)	YES/NO
b) Does the trip involve an overnight stay?	YES/NO

(If Yes, then School Journey type insurance is strongly recommended.)	
c) Does the trip involve travel abroad?	YES/NO
(If Yes, then School Journey type insurance is strongly recommended.)	

5.5 - Parents/Guardians	
Have parents/guardians been informed of the	
a) educational aims of visit?	YES/NO
b) itinerary and both organised and ad hoc activities?	YES/NO
c) clothing etc. is required?	YES/NO
d) need to inform staff of any medical/dietary needs of their child?	YES/NO
e) insurance arrangements in place for the trip?	YES/NO

5.6 - Personal Needs	
Have pupils been notified	
a) what clothing they will need?	YES/NO
b) what footwear is required?	YES/NO
c) if a packed lunch is required?	YES/NO
d) if they will need money?	YES/NO
e) the itinerary?	YES/NO

5.7 - Security	
There are many aspects of security and these will vary depending on the type and duration of trip. The following need to be considered	
a) Have pupils been advised of what they can expect and how to summon assistance?	YES/NO
b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?	YES/NO
c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?	YES/NO

5.8 - Staffing & Supervision	
<u>(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)</u>	
a) What is the level of competent adults to pupils? ___ Adults ___ Pupils = Ratio ___ :	
b) <u>Does the trip comprise a mixed sex group?</u>	YES/NO
c) If yes to b), are there competent adults of each sex present?	YES/NO
d) <u>Are there any pupils with special or medical needs?</u>	YES/NO
e) <u>If yes have all staff been informed of relevant details?</u>	YES/NO
f) Have all staff/volunteers going on trip had Police clearance?	YES/NO

5.9 - Transport	
<u>There are many possible means of transport to a venue. The following is a guide to some of the different types.</u>	
5.9.1 - Transport - Hired (This will usually be some form of motor vehicle)	
a) <u>Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?</u>	YES/NO
b) <u>Is the vehicle fitted with seatbelts?</u>	YES/NO
c) <u>Is there one seat for each of the party?</u>	YES/NO
(NB the three for two rule is no longer in operation.)	

5.9.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)	
a) <u>Have the tickets been booked in advance?</u> YES/NO	
b) <u>Is the party to be sat together?</u> YES/NO	
c) <u>Does the party have all the necessary paperwork for travel abroad:</u>	
• Passports & Visa's if necessary	YES/NO
• Form E111(available from post offices) Provides entitlement, in reciprocating countries, to free or reduced cost medical assistance.	YES/NO

5.9.3 - Transport - School Minibus	
a) Is the service/log book of the vehicle up to date?	YES/NO
b) Does the driver of the vehicle hold the South Gloucestershire 'Certificate of Competence' to drive a minibus?	YES/NO
c) Is the use and operation of the minibus in line with the Council Policy?	YES/NO

5.10 - Emergency Arrangements	
a) First Aid - Is there	
• a qualified first aider in the party?	YES/NO
• an appointed person in the party?	YES/NO
NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.	
b) Medical Needs - have staff been	
• made aware of those in the party with medical needs?	YES/NO
• provided, where appropriate, with a copy of the health care plan?	YES/NO
• informed where the medication is kept?	YES/NO
• trained, where appropriate, to administer the medication?	YES/NO
• advised, whether non prescription medication can be provided to individual pupils?	YES/NO
c) Notification to Parents - In the event of an accident or incident have arrangements been made for	
• Someone in the party to contact the parent(s)?	YES/NO
• Someone in the party to contact a designated person who will then contact parents?	YES/NO
d) Arrangements for sending someone home - In the event of misbehaviour or injury have arrangements been established for sending someone home?	
	YES/NO
e) Emergency Plan - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for	
• Staff?	YES/NO
• Pupils?	YES/NO
• Parents?	YES/NO
f) Interpretation Service - For trips abroad has the school obtained details of the Councils current interpretation service provider and briefed staff and pupils on how to access the service?	
	YES/NO

6 - Specific Considerations	
6.1 - Exchange Visits - These trips have been highlighted as having the potential for Child abuse. Before a child is placed with a family a check on the suitability of the family must be undertaken. It is not always possible or practicable to undertake Police Checks. Even where this is possible steps must be taken to provide the pupils with support. This means there is someone they can talk too and a facility for the child to be relocated, if the exchange proves a problem, or to come home early.	
6.2 - Age of Consent - Pupils and parents should be made aware of the differing ages of consent that apply in different countries. This information must therefore be obtained well in advance of the trip. The expectation is that pupils on school trips will conform to the legal position in force in this country rather than in the country visited.	
6.3 - Alcohol - No alcohol is to offered or consumed by any pupils of any age whilst in the care of the school, except in he case of visits to foreign countries where appreciation of the culture of the country would include the pupils sampling local wines. In such cases the consent of the parent(s)/guardian(s) of the child must be obtained in writing.	
6.4 - Body/Ear Piercing and Tattooing - Pupils and parents are to be informed that the school does not allow pupils who are under loco parentis to have ears/bodies pierced or permanent tattoos. This should be viewed as a serious disciplinary issue which will result in pupils being sent home early.	

The Manor C of E Primary School - MEDICAL INFORMATION AND SCHOOL TRIP CONSENT FORM
DETAILS OF PUPIL

Surname _____ Forename(s) _____

Home Address _____

Date of Birth _____ Class _____

MEDICAL INFORMATION

a) Are you aware that your child has any medical condition YES / NO

Type of Condition or Illness _____

Name & Type of Medication _____
 (as described on container)

How long will your child require the medication _____

FULL DIRECTIONS ON USE

Dosage and Method _____

Timing _____

Special Precautions _____

MEDICAL INFORMATION

Name of Doctor _____

Address and tel. no. _____

Medical Card No. (if known) _____ Date of last tetanus injection _____

CONTACT DETAILS

Name of Parent/Guardian _____

Address _____

Daytime tel. no. _____ Alternative tel. no. _____

DIETARY REQUIREMENTS

Does your child have any particular dietary requirements YES/NO

If yes please detail below

Declaration (1) I agree that my child may participate in the school trip
 (2) I agree that my child is fit to participate in the activities to be undertaken

I give permission that where staff are unable to contact me, they may give permission for any emergency dental, medical or surgical treatment. Staff will give permission for treatment as advised by the medical authorities present.

Date _____ Signed _____ (Parent/Guardian)