

Our school is a Rights Respecting School whereby all respect the United Nations Convention on the rights of the child and the responsibilities that come with those rights.

St Michael in the Hamlet Community Primary School

Educational Visits Policy for Day Trips (2018 – 2019)

Introduction

The purpose of a school trip should be educational. The management of the school and the staff involved have a professional and legal responsibility for the safety and success of a trip. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

All visits should be organised by school employees. The Educational Visit's policy for day trips should be issued to all staff involved with educational visits. Staff must sign to say that they have read the policy every year.

Planning an Educational Visit

There are three types of educational visit:

Category A: activities that present no significant risks- they should be supervised by a teacher

Category B: activities that are higher risk or higher profile activities. Local Authority (LA) approval is required. Group Leaders should have undergone familiarisation with the activity and location e.g. camping or cycling on roads.

Category C: the most demanding category with five subsections- includes residential trips. See p10-p11 of LA policy. LA approval is needed 28 days in advance. Approval should be obtained from the LA at the earliest opportunity before offering the visit to children. Use Form 1 to notify the LA at least 28 days in advance.

The majority of our trips are Category A trips.

Planning a Visit

Decide on the educational aims and objectives of the trip.

Decide on the date, duration and venue.

Decide on the group/class/year group and staffing arrangements.

Estimate the cost of the trip and what resources will be needed.

Determine if the trip is Category A, B or C.

Contact the venue.

Arrange the transport.

Decide on who will be the Group Leaders and supervisors.

Decide on funding.

Complete the risk assessment form.

Go on an exploratory visit if Category B or C- if residential trip exploratory visit only needed if venue not known to staff.

Day visit organiser's form, school risk assessment and risk assessment from venue to be filed in junior office by the Friday before the trip. Copy to be taken on trip and shared with staff.

Evaluate visit after it has taken place on front of risk assessment.

Roles and Responsibilities

1. The Governing Body should ensure the Headteacher (HT) and Educational Visit's Co-ordinator (EVC) are supported in matters relating to educational visits.
2. The Governing Body should ensure that educational visits offer value; have specific and stated aims and objectives and are appropriate to the age and abilities of the group.
3. The Governing Body should ensure the HT informs them regarding less routine visits well in advance.
4. The Governing Body should ensure the HT and EVC have taken all reasonably practicable measures to include children with SEN, physical or medical needs.
5. The HT should ensure that school trips comply with the requirements of the Local authority, the Governing Body and the school's own Health and Safety policy.
6. The HT has overall responsibility for the safety of educational visits.
7. The HT is responsible for making sure the EVC has sufficient resources and training to do the job effectively.
8. The HT should ensure that the Group Leader is competent to monitor risks- (GL should be a teacher employed by the school or a Cover Supervisor for School Council Trips.)
9. The EVC should be aware of the current LA policy.
10. The HT should ensure all adult volunteers have an enhanced Disclosure and Barring (DBS) check.
11. The HT should ensure that the Educational Day Visit's Form is completed and available prior to and during the trip.

12. The EVC should assist the HT in effective implementation of the school's policy.
13. The EVC should be involved in the planning and management of educational visits and share this information with staff.
14. The Group Leader (one teacher per trip), has overall responsibility for the supervision and conduct of those on the visit. The Group Leader must be a teacher, (except for school council trips when it can be a Cover Supervisor) and must be named on the Day Visit Organiser's Form.
15. The Group Leader should appoint a deputy and their separate roles should be clearly defined.
16. The Group Leader should be aware of issues relating to safeguarding and also inclusion and be included in the planning of the trip and completing the risk assessment.
17. The Group Leader should have sufficient information on the children on the trip to assess the suitability of the visit; ensure the ratio of staff to children is appropriate; ensure that the group's adults have the relevant details of any SEN or medical needs and ensure parents / guardians are aware of how to prepare their child for the trip. The SEN information and medical information should be recorded on the risk assessment in the pupil section.
18. The Group Leader should obtain the HT's permission for the trip.
19. The Group Leader should ensure adequate first aid provision is available including a suitably trained first aider. Take into account if there is a first aider at the venue.
20. The Group Leader should ensure supervisors of groups have phones and the school phone number and other member of staff's phone numbers who are leading groups on the trip. If the trip is out of school hours teachers need to take two phone numbers per child as emergency contact details.
21. The Group Leader should report any significant accidents or incidents to the HT / DHT or SMT in school.
22. Teachers should follow the instructions of the Group Leader and help with group control and discipline, reporting any accidents or incidents or unacceptable risks to the Group Leader.
23. LSAs should not be left in sole charge of children except where it has previously been agreed as part of the risk assessment.
24. Children should not take any unnecessary risks, pay attention to and follow all safety instructions and follow the instructions of the Group Leader.
25. Children should be excluded from going on an educational visit where their behaviour is considered to be an unacceptable potential danger to themselves or to the group and following a suitable risk assessment. See p25 of LA policy.
26. Parents should be given sufficient information in writing to make an informed decision on whether their child should go on a particular educational visit.
27. If parents withhold consent the child must not be taken on the trip. Where possible the curricular aims should be delivered in some other way.

Supervision and Staffing Ratios

1. There **must** be a designated Group leader who oversees the entire visit and has the overall responsibility.
2. If groups are split each group should have a competent supervisor who is a teacher or other competent member of staff- this needs to be recorded on the risk assessment.
3. Supervisors should have a reasonable knowledge of the children and know the headcount procedures.
4. There are three types of supervision- close, distant and remote. Large groups that require close supervision should allow the Group Leader to be free to deal with any necessary interventions. Distant supervision involves monitoring groups e.g. a museum visit. In this case at least one supervisor should be in a known position for children to approach if necessary. Remote supervision is not appropriate for our pupils.
5. **Headcounts:** Regular headcounts **MUST** take place by a responsible member of staff, at every departure and change of location within a venue, including arrival back at school. All supervisors should carry a list of all children and adults at all times. Children in Y1, Y2 and Y3 should be easily identifiable- but they should not wear name badges.
6. **Adult to Child Ratios:** These depend upon the age of pupils, the group size and the location.

FS Better than 1:6 ratio

Y1-Y3 1:6 ratio

Y4-Y6 1:10 to 1:15 ratio

These are the minimum ratios. They are also dependent on the cohort and the location of the trip. There should be a minimum of two adults per trip. Supervisors should reflect the gender of the group and it is good practice to have the majority of the adults known to the children.

Staff **must** use parents from the Parent Bank for trips. Parents who are not on the Parent Bank cannot be used, except for FS trips where all parents are invited. Students and class governors may be invited on trips. When teachers make decisions on class ratios they need to base this knowledge on the competence of the supervisors. The number of adults should be increased if it is known that a groups' or child's needs require particular management. If there is no First aider at the venue for the trip a First Sider must go on the trip.

7. **Crossing Roads:** This is one of the more dangerous activities that Group Leaders and supervisors will manage. There should be three supervisors present if crossing a group across a main road. A wave of children crossing is

recommended over the 'crocodile' approach. Please see LA policy p35-p36 for more details.

RISK ASSESSMENTS

1. Risk assessments and risk management are legal requirements. Risk assessments should be proportionate to the hazards associated with the visit. Risk assessments **must** be recorded. The aim of the risk assessment is to ensure nobody gets hurt or becomes ill during the course of, or as a result of the visit. A risk assessment involves five simple stages:
 1. Identify the hazards. Identify what could reasonably be expected to cause harm. Concentrate on significant hazards, or those that could harm several people.
 2. Decide who might be harmed and how. Consider all children and adults going on the trip.
 3. Evaluate the risks. How likely is it that harm will be done? How severe would that harm be likely to be? Decide if each hazard is a low, medium or high risk. Decide what safety measures need to be in place to get rid of the hazard, or reduce the risk so that harm is unlikely. Any risk remaining once control measures have been put in place must be low.
 4. Record your findings and control measures on the risk assessment. You **must** be able to demonstrate that a proper check was made; that the risk assessment acknowledges those who may be affected and that all significant hazards were dealt with, as precautions have been put in place and the remaining risk is low.
 5. Evaluate your trip after it has taken place and write a comment on the first page of your risk assessment in the trips file.

For more detail please visit 'Five Steps to Risk Assessment' at <http://www.hse.gov.uk/pubns/indg163.pdf>

Insurance

No educational visit should go ahead unless there is adequate insurance in place. Educational visits are covered by the LA's external insurance. Centres to be visited should be suitably insured. All vehicles used for transport during an educational visit should carry fully comprehensive business use insurance.

Transport

All buses and coaches used for a school trip must be fitted with seatbelts for all pupils. Teachers and staff must check that all children fasten their seatbelt and keep it fastened until they are told to release it, to avoid accidents when a bus or coach is

parking. Children are to remain seated at all times during a bus or coach journey. Toilets on coaches should only be used in an emergency.

Buses should be used for short local journeys with 30 mile per hour urban speed restrictions and coaches should be used for longer journeys or those using high speed roads.

Minibus- see the LA minibus policy: p42-44

Private cars- see the LA policy: p44-45

Coaches: see the LA policy: p45

Public Service vehicles: see LA policy: p45

Swimming in Public Pools

1. Permission should be obtained from the parents or guardians of any pupil prior to including them in swimming activities, via the family data form.
2. Groups must be observed at all times.
3. There must be constant supervision by a qualified lifeguard.
4. Ratios for supervision are Y4-Y6 ratio of 1 adult per 12 children minimum
5. The Group Leader has overall responsibility of children / young people during the educational visit.
6. Staff must complete the swimming risk assessment for their class prior to them going on the trip.

See LA policy p46-48 for more detail.

Farm Visits

See LA policy p49-p50

Financing School Trips

1. Schools cannot charge for any visit that takes place during school hours. Schools cannot charge for transport provided in connection with an educational visit.
2. Letters to parents asking for money for school trips must state that this is a voluntary contribution. The Governing Body or HT must make it clear to parents that there is no obligation to make any contribution. No child should be excluded because

their parent is unwilling or unable to pay. If insufficient voluntary contributions are raised for a trip then it must be cancelled. Schools must make sure that they make this clear to parents. You must not charge pupils for adults above the number recommended by the LA ratios. Any free places offered must be taken by a qualified / experienced member of staff.

3. All trip money should be sent to the office on the day it is brought into school. It should be logged in the class money book and marked off on the teacher's class list for the trip, including the date when it was paid. All money for trips should go directly to the class teacher and not be paid through the office.

4. Appropriate consideration should be given to obtaining best value for money on trips, without compromising safety.

Emergency Procedures

1. Office staff in the infant and junior offices must be briefed about trips.

2. For day trips staff must complete the Day Visit Organisers Form, the LA risk assessment form and read and annotate the risk assessment form the venue. These must be filed in the trips file in the junior office on the Friday before the trip takes place. Trips must be entered into the diary so that office staff know to check that the paperwork is in the file.

3. For day trips office staff need to be given a list of pupils and their classes if the group on the trip is not a specific class.

4. The Group Leader should contact the school in an emergency and speak to the HT or DHT.

5. First Aid should form part of the educational visit risk assessment. The Group Leader should assess the level of first aid that may be required. For visits to venues with their own first aider one is not required on the trip. If visiting a venue that does not have a first aider, then one is required.

6. The Group Leader will remain in overall charge if there is an accident, but the first aider will be in charge of the first aid treatment. Where possible the first aider should accompany the injured or sick person to the hospital, to the doctor or to their home.

7. The school should have emergency procedures in place in case of a major incident on an educational visit, with named people to make decisions.

For full details on Emergency Procedures and Accident Reporting please refer to the LA Educational Visits Policy p62 - p69.

Communication with Parents

Parents must be informed about all school trips. They must be asked for a voluntary contribution for the trip. Letters detailing the trip must state the destination of the trip, transport arrangements and the cost of the trip. They must state that if there are not enough voluntary contributions the trip will have to be cancelled. Details about spending money must be included if appropriate. Parents need to be given enough information about the trip to make an informed decision before they give permission. Class teachers must keep the permission slips. A letter from a parent giving permission for them to go on the trip is acceptable, in place of a completed reply slip.

If a parent fails to provide permission for a trip a member of staff can obtain permission over the phone and record this permission in writing for the class teacher, only if written consent for trips has been given at the start of the year, as part of the family data pack. If permission cannot be obtained the HT or EVC should be informed.

What to take with you on a Day Trip

1. The person in charge of the trip must have sufficient money to meet any emergency that is reasonably foreseen. (Cash may be borrowed from the office for the duration of the trip.)
2. Staff are required to take a charged mobile phone with enough credit to cover any eventuality. The Group Leader and supervisors need to swap phone numbers, especially if the groups are undertaking separate activities.
3. Take a copy of your Day Visit Organiser's Form, your risk assessment and the venues risk assessment.
4. Take inhalers and any other medicines.
5. Take a First Aid kit for each group.
6. Take spare clothes if appropriate.

Filming and Photography

Prior written permission must be obtained from all venues that wish to film or photograph our pupils.

Packed Lunches

Pupils who are entitled to free school meals are entitled to a school packed lunch. Please state this in letters to parents or ask parents individually. Please inform the kitchen at least one week in advance if you are going on a school trip and place your orders for packed lunches in advance.

Latest Advice from Local Authority for when terrorist threat level is at CRITICAL

All trips to major cities and places where risk may be greater, such as sports stadiums, arenas and major public transport hubs, MUST be registered on EVOLVE.

In your risk assessment you need to have shown that you have considered:

- You are aware of the latest news relating to your destination
- You know the threat level, available at www.mi5.gov.uk/threat-levels
- You have considered the threat of terrorism as part of visit risk management and include it within visit emergency plans.
- When visiting a major city, venue or event, where the risk of attack may be greater, consider within your planning:
 1. Possible safe areas or venues, near where you intend to be, that you could use as emergency shelter.
 2. How to minimise waiting time at busy transport venues- give the bus company the Group Leader's mobile number
 3. How you would get away in an emergency, bearing in mind that the direct route and planned transport might not be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
 4. The possibility of an overnight stay and what this might entail - for example- do you need a reserve of any critical medication?
 5. How the Group Leader might manage an enforced group split.

During the visit:

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- When staying at any place for more than 30 minutes identify emergency meeting points in case the group is forced to move or split.
- Children and staff to have identity cards with their name, school name and contact information – use identity bands.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers.
www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe-terrorist-firearms-and-weapons-attacks

Other factors to consider:

- Consider increasing supervision ratios
- Assess the needs of students with special educational needs or disabilities and their ability to react and respond to dynamic situations

School Improvement Liverpool will give up to date advice on whether trips should be cancelled. We will take national advice in this event.

Policy reviewed: October 2018

Next policy review: October 2019