



## St John & St Francis Church School Educational Visits Policy (School Trips)

**Purpose:** To establish a clear and coherent structure for the planning and evaluation of off-site visits in order to manage and minimise risk ensuring the safety and health of all pupils, staff and volunteers at all times. Within these limits, we seek to make our visits available to all pupils and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school/working day.

Date of issue: November 2017

Date for review: September 2018

Approved by Local Governing Body: on 15.11.17

Signed: *Jane Woulter*

Chair of Governors

Date: 20.11.2017

All school staff are asked to read this policy (and all Health and Safety Policies) at the beginning of each school year.

### Rationale

Teaching staff, governors and staff working with children and young people believe that off-site activities can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

### On every trip

You must phone school when you arrive, at lunch and when leaving so that a text message can be sent to parents. Communication on all levels is important and vital.

### Trip leader (Teacher)

If you are late returning to school you must contact the school straight away and keep in contact so that the school can keep parents informed. Communication is vital and your responsibility.

### Aims and objective of off-site and residential trips

- To enhance curricular and recreational opportunities for pupils;
- To provide a wider range of experiences and activities for pupils than can be provided on the school site, or within the school day.

- To promote the independence of children as learners
- To enhance learning across a range of curriculum areas
- To give the children happy memorable experiences in their primary school years.

### Classification of external visits

Categories A and B visits and activities, Notification Approval and Endorsement clarification is available on the Outdoor Education and External

Visits: <http://www.six.somerset.gov.uk/sccoea/content.asp?did=25626>

#### (i) Local Walking Visits

During the school year children will visit different parts of Bridgwater on foot. In Foundation these may take the form of regular or weekly welly walks; we also take children to the church at least once a term; children may do traffic surveys; visit local shops or the library.

#### Risk Assessments for Local (Walking) Visits

- The visit leader (teacher) should re-read the generic school Risk Assessment for local walking visits
- The visit leader (teacher) must complete a more detailed Risk Assessment (on line EECLive) if additional activities (e.g. A visit to the post office) are planned.

Wherever we take children out on these local (walking) visits we ensure:

- The correct adult: child ratio (1:8 KS1 and 1:10 KS2) is maintained; additional adult support may be needed for specific children with more complex needs;
- Adults and children wear fluorescent jackets;
- A mobile phone is always taken;
- A first aid kit is always taken;
- The school office know which class/group of children and which adults are off site (it should be written into the staff signing in and out book)
- And all aspects of risk are considered before the visit (e.g. where to cross the road safely). This will be written down and discussed with all adults.

We ask that parents sign the permission for these local, walking visits on the Pupil Information Form as their child starts at our school.

#### (ii) Category A Visits/Activities

(Local day, non-adventurous visits using a coach e.g. to Wells Cathedral, ASDA, Theatre, Bristol Museum, local National Trust Properties etc.)

If a teacher wants to take their class on a trip they should:

1. Ask permission, and confirm date and timings, with the Headteacher
  - a. Avoid their PPA/SLT day
  - b. Not arrange pick-up coaches to be on school site between 8.45 and 9.15
  - c. Not arrange return coaches to be on school site between 2.45 and 3.15
2. Put the visit date into the electronic school diary
3. Do a pre-visit and/or a substantial website check **and** phone call to the venue so the teacher has enough information to create a Risk Assessment. This must be recorded.
4. The teacher then goes onto EECLive and completes a Risk Assessment for the venue at least 5 working days before the trip. There may already be a Risk Assessment for the venue they are visiting which can simply be updated and amended. The teacher should see EVC co-ordinator Hannah Dyer if they have any problems.

5. The teacher should print out and sign the Risk Assessment for the venue and give it to the EVC co-ordinator HD. HD will check it, sign it and return to the teacher.  
The Risk Assessment should include reference to, and provision for, children with SEN or medical needs.
6. The teacher checks and prints out a Risk Assessment for the coach journey (these are generic and already saved under 'transport' in EECLive). If the coach journey is different than our generic one (e.g. a stop at the services on the way to London) then a new one must be completed.
7. The teacher goes onto EECLive and completes an online External Visit Application at least 5 working days before the visit. This is automatically e-mailed to the EVC for endorsement. The EVC will check online and e-mail a reply to the teacher confirming all the paper is correct and in place.
8. Teachers must set up a trip file including all Risk Assessments, group lists, emergency contact numbers, medical information, details of venue etc. This must be seen and signed by the EVC.
9. The teacher must get confirmation (granted) before embarking on the trip.

#### On the day of the trip

1. The teacher (visit leader) will share the External Visit Application and the Risk Assessments with all other adults going on the trip.
2. The teacher will take the permission slips with them (phone numbers of children will be on these)
3. The teacher will note any last minute changes to groupings and alert EVC or Headteacher if these affect the Risk Assessment.
4. The correct adult: child ratio (1:8 KS1 and 1:10 KS2) is maintained, with additional support for specific children with complex needs, if required;
5. Adults and children wear fluorescent jackets when walking along roads or when required;
6. A mobile phone is always taken (School mobile and personal to use in case of emergency);
7. A first aid kit is always taken;
8. The school office know which class/group of children and which adults are off site (it should be written into the staff signing in and out book)
9. All aspects of risk are considered before the visit (e.g. where to cross the road safely). This will be written down and discussed with all adults.
10. Take all medication e.g. inhalers, epipens.

**Approval for Category a visits and activities has been delegated by the Governing Body to the Headteacher who has delegated this to the EVC.**

**The Risk Assessment will be signed by the teacher completing it and the EVC.**

**The External Visit Application will be signed by the teacher and the EVC.**

(iii) Category B Visits/Activities

(These are residential or adventurous visits such as Kilve residential visits)

If a teacher wants to take their class on a residential or adventurous trip they should:

1. Ask permission, and confirm dates and timings, with the Head
  - a. Avoid their PPA/SLT day
  - b. Not arrange pick-up coaches to be on school site between 8.45 and 9.15

- c. Not arrange return coaches to be on school site between 2.45 and 3.15
2. Put the visit date into the electronic school diary
3. Do a pre-visit to the venue so the teacher has enough information to create a Risk Assessment
4. The teacher then goes onto EECLive and completes a Risk Assessment for the venue at least 1 month before the trip. There may be a Risk Assessment for the venue they are visiting which can be updated and amended. Details of the activities and leaders of adventurous activities must be included. The teacher should see EVC co-ordinator if they have any problems.
5. The teacher should print out and sign the Risk Assessment for the venue and give it to the EV co-ordinator, HD. HD will check it, sign it and pass it to the Head. She will check it, sign it and return it to the teacher.  
The Risk Assessment should include reference to, and provision for, children with SEN or medical needs.
6. The teacher checks and prints out a Risk Assessment for the coach journey (these are generic and already saved under 'transport' in EECLive. If the coach journey is different to our generic one (e.g. a stop at services on the way to London) then a new one must be completed.
7. The teacher goes onto EECLive and completes an online External Visit Application at least 7 working days before the visit. This is automatically e-mailed to the Local Authority for endorsement. The Local Authority checks online and e-mails a reply to the teacher confirming all the paper is correct and in place.
8. The teacher must get confirmation (granted) before embarking on the trip.
9. Teachers must set up a trip file including all Risk Assessments, group lists, emergency contact numbers, medical information, details of venue etc. This must be seen and signed by the EVC.
10. The teacher (visit leader) will print out and share the External Visit Application and the Risk Assessments with the Head all other adults going on the trip at least 48 hours before departure date.

#### On the day of the trip

1. The teacher will take the permission slips with them (phone numbers of children will be on these)
2. The teacher will note any last minute changes to groupings and alert EVC or Headteacher if these affect the Risk Assessment.
3. The correct adult: child ratio (1:8 KS1 and 1:10 KS2) is maintained, with additional adult support for any children with complex needs;
4. Adults and children wear fluorescent jackets when walking along roads or when required;
5. A mobile phone is always taken (School and personal in case of emergency);
6. School Walkie -Talkie taken if on local visit (range of walkie talkie is 5 miles)
7. A first aid kit is always taken;
8. The school office know which class/group of children and which adults are off site (it should be written into the staff signing in and out book)
9. And all aspects of risk are considered before the visit (e.g. where to cross the road safely). This will be written down and discussed with all adults.
10. Take all medication e.g. inhalers, epipens.

Approval for Category B visits and activities has been delegated by the Governing Body to the Headteacher (who does this in collaboration with the EVC co-ordinator)

The Risk Assessments will be signed by the teacher completing it and the EVC.

The External Visit Application for Category B will be signed by the EVC and the Head.

Category B visits are also sent to the Local Authority for approval.

### **Transport**

Risk Assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by Transporting Somerset.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through Transporting Somerset. Please contact the Drive Training Coordinator on 01823 358133 for further information.

If using staff vehicles, ensure that Driver Risk Assessment F14a has been completed before visit.

Using vehicles belonging to parents is discouraged. If, however, the decision is made to use a parent's vehicle the driver risk assessment (F14a) must be completed.

### **Communication with parents**

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

This should be shared with the Site Manager alongside appropriate driving license and insurance documentation. The Site Manager will then 'sign off' the F14a form and keep these in the Risk Assessment folder.

Staff transporting children must have read and understood the Safeguarding Policy, the Staff Code of Conduct and the Allegations against Staff guidance. Staff will also liaise with parents if Booster Seats are required by individuals. Staff will only transport children if no alternative arrangements can be made or in the event of an emergency situation.

### **Communication with parents**

Parents of pupils taking part in an off-site activity are to be provided with all the appropriate information. Parental permission in writing must be obtained before a child can be involved in Category A and B activities.

Parental consent is given for Local Walking Visits via the Pupil Information Form.

### **Further Health and Safety Considerations**

Adults accompanying the group(s) on the visit/activity should be informed of emergency procedures by the Visit Leader and have an emergency telephone number – normally the school number, but for activities extending beyond the normal school day, that of the designated emergency contact.

The school office will be aware of which classes are out of school on a trip. If a child is left behind (child late to school and coach left) then they will be registered as being on site and arrangements will be made for them to be with another class.

The Visit Leader should be familiar with pupils' medical details and needs. If it is felt that the behaviour of individual pupils may compromise the safety of others, the Visit Leader should discuss with the Headteacher measures to enable the pupil to take part. An individual safety plan supporting extra supervision may be appropriate.

### **Payment for trips**

Parents will be asked for a contribution towards the cost of the trip. If a child is in receipt of FSM (Free School Meals) parents will be asked for a 50% contribution. Classteachers are asked to write a letter to all parents outlining the trip focus, cost, date and non-attendance procedure. However, this letter will be altered for families in receipt of FSM. Classteachers can obtain an up to date list from the School Business Manager.

In the event the trip has to be cancelled parents will be reimbursed the cost paid and the school will pay any outstanding balance.

If a child is unwell / unable to attend and payment has been made a 50% refund will be given to parents.

Parents are asked to use Parent Pay, an online system to alleviate the amount of money on site.

### **Monitoring and review**

This policy is monitored by the appropriate committee of the Governing Body and will be reviewed annually.

#### **Acronyms used in this policy**

**EVC** – Educational Visits Co-ordinator  
**HD** – Hannah Dyer our EVC  
**PPA** – Planning, Preparation and Assessment.  
Allocation of 10% of working week given to all Teaching Staff  
**SLT** – Senior Leadership Team  
**EECLive** – European Education Consultants.  
On-line Health and Safety Systems. Risk Assessment website  
**SEN** – Special Educational Needs