

Wardley CE Primary School Educational Trips & Visits Policy



Name of Reviewer	Mark Foster
Date of Approval of Governing Body	October 2017
Signature of Chair	<i>Alan Johns</i>
Signature of Head	<i>Mark Foster</i>
Date Due for Review	October 2019

EQUALITY STATEMENT

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We review all policies and procedures we operate to ensure there are no negative equality impacts based on age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation as outlined in the Equality Act 2010. If you feel, on reading this policy that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

CONTENTS

- Educational Trips and Visits Policy Statement.
- Special Educational Needs
- Arranging a Trip/Visit – Process and Procedures
- Roles and Responsibilities
- Pre Visit Requirements
- Instructions to Access Risk Assessments
- Behaviour Code
- Staffing Levels Guidance
- Trip/Visit Approval Form (W1)
- Trip Guidance Document for Parents (W2)
- Volunteer drivers form (W3)
- Consent for my child to be transported by a volunteer driver (W4)
- Trip Costing Sheet (W5)

Note: Forms (W1-5) can be found on the shared drive

EDUCATIONAL TRIPS AND VISIT POLICY **STATEMENT**

At Wardley Primary School we acknowledge that educational trips and visits provide a valuable opportunity for young people to participate in positive experiences, which are not available to them in the classroom, or youth centre. These trips and visits can enable young people to develop their initiative, resourcefulness and independence. However, it is essential that all such visits are carried out with the highest regard for the health and safety of those taking part in them.

The value of young people's active involvement in educational trips and visits, throughout the entire process must be recognised as it directly impacts on raising their confidence, self esteem, social development and environmental awareness.

We accept and adhere to Salford City Council's Code of Practice for Educational Trips and Visits. The planning and control of visits is exercised rigorously with commitment and clear management to meet the increased expectations and legal demands now in force.

The named Educational Visits Co-ordinator for Wardley is the Deputy Headteacher

Monitoring of the policies, procedures for trips and visits will be an ongoing process undertaken by the Educational Visits Co-ordinator.

The attached booklet gives guidelines to all Party Leaders on how to organise a trip/visit. Once agreement has been given by the Head Teacher for the trip to go ahead the Party Leader must complete the trip form on the EVOLVE site attaching all relevant information such as risk assessments to the form. This is then checked by the EVC and is finally approved by the Head Teacher. If the trip/visit falls into the Higher Risk category the form must be submitted to the LA at least 4 weeks in advance.

SPECIAL EDUCATIONAL NEEDS

HASPEV (paragraphs 107-108) relates to pupils with special educational needs being taken on visits. Changes to the law bring educational visits into scope of disability legislation. From September 2002, changes to the Disability Discrimination Act (1995) place new duties on LEAs and schools not to discriminate against disabled pupils for reasons relating to their disabilities.

The school's EVC and the LEA's outdoor education adviser should check that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits; and to include those disabled pupils who wish to take part in educational visits out of school hours. This will usually entail discussion with the pupil, parents, group leader and other supervisors, the manager of the venue to be visited, the tour operator etc.

The Department's guidance, *Accessible Schools: Planning to increase access to schools for disabled pupils'* was sent to LEAs. The Department has also published a 6-page summary of the guidance, entitled *Accessible Schools: Summary Guidance*. This was sent to schools. Both documents are available from the Department's publication centre.

The Disability Rights Commission is producing two Codes of Practice on the new disability duties: one for schools and one for post-16 providers of education, which will illustrate the new legislation with examples, and help those affected by it to understand their rights and responsibilities.

April 2011

ARRANGING A TRIP/VISIT PROCESS AND PROCEDURES

The following points must be considered when arranging after school matches and sporting fixtures:

- There should be a minimum of two adults on any off site visit, at least one of whom should be a qualified teacher.
- All helpers should be made aware of their responsibilities on the visit.
- The driver of a coach/ minibus must not be held responsible for the supervision of the children on board.
- If members of the school staff team are to transport children (other than their own) in their own vehicle, they must have fully comprehensive car insurance with full business use.
- Parent volunteers must have fully comprehensive car insurance and have a roadworthy vehicle. Parent drivers must complete the relevant form W3
- Parents who wish their child to be transported by another parent must complete form W4
- If children are to be transported to venues parental consent for this must be requested. This can be either an annual consent or individual requests.

PURPOSE AND VALUE OF TRIP

You will need to seek approval for your trip from the Head Teacher – see form attached – it should include the following information:

- Consideration should be given to the main purpose, the secondary purpose and the aims of the trip (it is a requirement of DCFS that information is completed on the application form on EVOLVE)
- Consider how the trip benefits the children
- Consider the choice of venue – could the aims be achieved at a venue closer to home?
- Carry out a pre-visit (see copy of pre visit requirements)
- Consider any safety/health and safety issues
- Prepare costing information

COMPLETION OF TRIP FORM ON EVOLVE

Once approval has been obtained from the Head Teacher the visit needs to be entered on the evolve site (all teaching staff have a log-on and password to access EVOLVE – any problems see the EVC, Educational Visits Co-ordinator).

- Complete all information
- Higher Risk visits must be submitted to the LA at least 4 weeks in advance.
- When asked for 'Intended Attendees' put the maximum number
- Upload all relevant risk assessments and attach to form. (see step by step procedure attached).
- Prepare a programme/itinerary for visit and attach to form
- Prepare a letter for parents informing them about the proposed visit and detailing where the children are going, the purpose of the visit and what activities the children will be taking part in. You may also request a contribution towards the cost of the visit. A copy of this letter should also be attached to the form.
- The visit form should then be submitted to the EVC (see Role of the EVC)
- The form is then submitted to the Head Teacher for final approval. (See role of Head Teacher and Governors)
- On the day of the visit the Party Leader should ensure that they have copies of:
 - relevant risk assessments
 - contact telephone numbers (staff and pupils)
 - medical information
 - school trip folder
- The Party Leader should also ensure that all necessary briefing, with pupils and accompanying staff, has been carried out prior to leaving.
- After the visit enter exact number of attendees and note any child who was absent on the form. (This can be amended on the Evolve form after the trip)
- Complete accident forms and records of any near misses if necessary.

ROLES AND RESPONSIBILITIES

What is an Educational Trip or Visit?

- Any activity that involved leaving the School.
- Can involve any number of young people
- Can take place during normal lesson times, or extend considerably beyond these.

What is a Risk Assessment

A risk assessment is a legal obligation.

It is a systematic identification of hazards associated with an activity and the evaluation of the risks associated with those hazards. In simple terms it is a record of findings following the assessment.

Categories of risk assessment are:

- Generic – skeleton on web to be adapted for specific trip/visit
- Site/location/activity specific
- Ongoing ie for activities such as Swimming, Netball, Football, Cross Country, Sports Day

First Aid

First Aid provision should be considered when assessing the risk of a visit. For adventurous activities it is sensible to have at least one trained first aider. For children in the Foundation Stage, a suitably qualified first aider is essential on any visit. The group leader should have a working knowledge of first-aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- * A suitably stocked first-aid box
- * A person appointed to be in charge of first-aid arrangements
- * Ensure ALL inhalers are taken off site and go with the child's group

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Head Teacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of the first-aid kit will depend on what activities are planned.

The Role of the Head Teacher

The Head Teacher has ultimate responsibility for all off-site activities and is held to account.

The Head Teacher should:

- Assign competent people to lead or supervise a trip
- Assess the competence of Party Leaders and other adults proposed for a visit.
- Organise emergency arrangements
- Review systems and on occasion monitor practice.

The Role of the Governing Body

The Governing Body are there to challenge and question all off site activities:

- The chosen venue
- Aims of the visit
- Are the children being challenged and educated
- Are there other options

The Role of the EVC – Educational Visits Co-ordinator

The role of the EVC together with the Head Teacher is to:

- Liaise with LA to ensure educational visits meet requirements of all current legislation and including those of risk assessments.
- Support the Head Teacher and Governors with approval and other decisions.
- Organise the training of leaders when necessary.
- Ensure all CRB disclosures are in place as necessary.
- Work with party leader to ensure that parents are informed and appropriate consent is obtained.
- Ensure staff are aware of all Emergency Procedures.
- Ensure that all records are completed and kept for all trips and visits including reports of accidents and near misses.
- Review systems and, on occasion, monitor practice.

The Role of the Party Leader

The Party Leader has overall responsibility for the organisation, supervision and conduct of the trip/visit, including direct responsibility for the young people's health, safety and welfare. The Party Leader does not have to be a Teacher.

The Party Leader MUST:

- Obtain approval for the visit.
- Be approved to carry out the visit.

- Be suitably competent and knowledgeable about the policies and procedures relating to trips and visits.
- Plan and prepare for the visit and assess the risks.
- Define the roles and responsibilities of other staff and young people
- Ensure effective supervision
- Ensure all CRB disclosures are in place as necessary (see role of EVC also)
- Ensure class lists are provided showing groupings if necessary eg. If the children are travelling on two coaches

NOTE: The Deputy Party Leader assumes responsibility for the party in the absence of the Party Leader.

PRE-VISIT REQUIREMENTS

The role of the LA is to provide guidance to schools and educational establishments so that they can make informed choices and decisions. The guidance provided by the LA is always taken directly from advice provided by the DCSF.

With regards to the requirement of a pre-visit, the following advice is as given directly by the DCSF:

Health and Safety of Pupils on Educational Visits (HASPEV), DfES 1998

The group leader should undertake an exploratory visit (if possible) to:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit.
- Assess potential areas and levels of risk
- Ensure the venue can cater for the needs of the staff and pupils in the group
- Become familiar with the area before taking a group of young people there

Part 1 of a 3 part supplement to HASPEV – Standards for LA's in overseeing educational visits. DfES 2002

- It is good practice for the teacher or other member of school staff leading a group to visit the site beforehand to gain first-hand knowledge of the area and route. This knowledge will then inform the risk assessment and pre-planning.
- Exploratory visits will give the group leader greater confidence in his or her ability to supervise the pupils. It will help the group leader to concentrate on the needs of the group rather than the unexpected demands of the environment.

- When a visit is booked through a tour operator, the exploratory visit will enable the group leader to gain a direct experience of the venue and environment and assist their appraisal of the contractor's risk assessment.

The DCSF do go on to say that if it is not possible to visit the site beforehand, the LA Educational Visits Adviser will want to be satisfied that alternative arrangements are sufficient for an assessment to be made. Such alternatives might include:

- Obtaining advice from those with experience gained from previous visits
- Heeding reports from previous visits
- The use of experienced and reliable local guides
- A reconnaissance visit by the group leader on arrival at the venue whilst the group remain in a secure location.

The DCSF do go on to say that any one of these or other measure might not be enough for an adequate risk assessment.

It is the advice of Salford City Council that the planning for any residential visit, visit abroad or visit including the instruction/leading of an outdoor activity should include a pre-visit.

INSTRUCTIONS TO ACCESS RISK ASSESSMENTS

Risk Assessments from previous trips are stored on the shared area. Generic risk assessments are available from both the Salford City Council website and the Evolve system. Once you have found a relevant risk assessment you will need to download it and save it either on your desk top or in word. It might be an idea to save it on the i:drive so that everyone can access it and amend it to suit their trip. Complete the risk assessment(s)

When you are completing the trip form on the EVOLVE system you will be able to upload your risk assessments from whichever file you have save it in.

If you have any documents ie a risk assessment from a provider that you want to attach to your form, we have a scanner in the staff room which will enable us to carry out this process.

BEHAVIOUR CODE

COACH TRAVEL

- Children may eat or drink on the coach at teacher's discretion in accordance with any rules of the coach company.
- Cans or bottles must never be allowed on the coach.
- Children must not sit on the front seats of the coach or on the centre back seat that faces down the aisle or next to the emergency exits.
- Children must ALWAYS wear seatbelts when the coach is moving.
- Children must not undo seatbelts to reach items or to move place if the coach is moving.
- Children must never play with emergency doors.
- Children must show respect towards the driver of the coach and people they meet or pass on route.
- Decision to use the on-board toilet is at the discretion of the driver.
- The driver has the right to stop the coach at any time and/or ask staff to discipline children who have been behaving badly.
- Reading or playing appropriate games on a journey is at the discretion of the staff. The children must be told beforehand what is acceptable.
- Children must always be counted on and off the coach.

THE VISIT

- Children are expected to behave very well and show respect to all people they meet on a visit.
- All litter from lunchtimes etc must always be cleared away by the children.
- Chewing gum is never acceptable. Sweets (but not lollipops) may be acceptable in certain circumstances that children are made aware of beforehand.
- Children whose behaviour is very poor may not be allowed to go on a further trip during that school year unless accompanied by a parent or responsible adult. If this is thought appropriate it must be discussed with the Head Teacher and the child and parent must be made fully aware of this as soon as possible after the visit and they must be reminded again if another visit is planned.
- In extreme cases of poor behaviour (and depending on the time of day and distance to the venue) school can be contacted to send a member of staff to return children to school.
- Children must be counted at regular intervals during the day and whenever the group moves from one area to another.

STAFFING LEVELS GUIDANCE

- MINIMUM OF 2 ADULTS – ONE SHOULD BE A QUALIFIED MEMBER OF STAFF.
- THE MINIMUM RATIO OF PUPILS TO TEACHER/ADULT MUST NOT EXCEED:

NURSERY CLASS PUPILS:	1:2	(Statutory)
RECEPTION CLASS PUPILS:	1:4	(Statutory)

YEARS 1 – 3	1:6	(Guidance)
YEARS 4 – 6	1:10 – 1:15	(Guidance)



Wardley CE Primary School

TRIPS AND APPROVAL FORM (W1)

Purpose of Visit

Aims and objectives of the visit must be clearly identified at an early stage. These must be relevant to pupil and curriculum needs, and take account of age, ability, previous experience and resources available. Clear, appropriate objectives will contribute significantly to pupil safety and well-being as well as to the educational outcomes. They will ensure:

- An appropriate structure and discipline for the visit
- Maximum pupil motivation
- A choice of environment and activity appropriate to pupil maturity and experience
- Consideration of appropriate training, staffing and resources.

Class: _____ Proposed Date of Visit: _____

Venue and Reason for Venue Choice:

Aims and Objectives:

Pre-Visit Findings ie Risks/Facilities etc:

Staffing:

Costing:

Signed Party Leader _____ Date _____

APPROVAL GIVEN/NOT GIVEN

Reason:

Signed _____ Head Teacher _____ Date _____

TRIP GUIDANCE FOR PARENTS (W2)

To make sure that we all have an enjoyable time on the trip and to ensure your own safety and the safety of the children please can you read through the following safety guidelines (and carry out where appropriate).

On the coach

- Ensure that none of the children are sat next to a fire door or fire window.
- Please check that the children and your self remain seated at all times with their/your seatbelts fastened throughout the entire journey. (If you feel the children are not sitting appropriately inform a member of staff who will either sit with the child or speak to them)
- No eating or drinking should take place on the coach unless agreed by member of staff.
- Bags to be placed on knee or floor.

At the venue (Make this section specific to individual trip)

- *Keep the children close to you at all times.*
- *Please inform a member of staff if you or a child in the group need the toilet (do not leave the group under any circumstances without informing a member of staff)*
- *Carry out frequent head counts especially when moving from one area to another.*
- *Point out any dangers, animals, vehicles, slippery surfaces (if wet),*
- *Remind children no running, pushing, shouting etc.*
- *Ensure that children wear Wellingtons/ boots and coats if necessary.*
- *No eating or drinking while touring the venue.*
- *After contact with animals, hands should be washed, and again before leaving a farm. Please make sure that children do not put their fingers in their mouths whilst walking around a farm.*
- *Children should remain seated on a trailer ride.*

Lunchtime

- Hands should be washed thoroughly before eating.
- Ensure area is free from glass /litter before sitting down.
- Ensure all children have washed their hands before eating.
- Do not let children wonder off when finished eating.
- Collect any rubbish after eating and a member of staff will provide bin bags for rubbish.

In an Emergency

- Try to keep calm and reassure children.
- Follow the guidance of the staff at the venue in case of an emergency e.g. Fire
- If you find you have lost contact with the group we will meet at a rendezvous point.
- If a child or your self are feeling unwell please inform a member of staff.
- If a child or yourself has an accident no matter how small please again inform a member of staff of the details of the accident noting where, how and what happened to you.
- If you are a smoker please inform a member of staff so that a time away from the group can be arranged for you.

It is important that the trip is safe and successful, and that the children gain maximum benefit from it. If you have any concerns or are unsure about anything please feel free to speak to myself or any other member of staff and we will do our best to help.

Thank you so much for coming on our trip as we wouldn't be able to do it without you all.
Have a great day!!

I confirm that I have read the Trip Guidance.

Signed: _____ Date _____

PLEASE RETURN THIS PAGE TO A MEMBER OF STAFF.
THANKYOU



VOLUNTEER DRIVERS FORM (W3)

To: The Headteacher

I confirm that I am willing to use my own vehicle for transporting pupils on school visits and will use the appropriate child seat. I accept responsibility for maintaining appropriate insurance cover (Social, Domestic and Pleasure). I have a current valid driving license and will ensure that my vehicle is roadworthy in all respects.

I confirm that I accept a duty of care for the children I am transporting. I understand my responsibility that all children are restrained in an appropriate car seat or seat belt. I understand that children are not to be left unattended in the vehicle.

Signed:

Address:

Date:

The LA and the school reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving License.

To accompany this document please include a copy of:

- Insurance
- Registration document
- Driving License



CONSENT FOR MY CHILD TO BE TRANSPORTED BY A VOLUNTEER DRIVER (W4)

To: The Headteacher

Name of my child:

Please tick one box only

1. I give permission for the following volunteer drivers to transport my child
 2. I am happy for my child to be transported by any other adult who has a valid driving license and insurance certificate. (Form W1)
- If you ticked 1 please write the names below*

Signed:

Address:

Date:

**TRIP COSTING SHEET (W5)**

CLASS: _____ TRIP: _____

TEACHER - INITIAL CALCULATIONS:

COACH :

ENTRANCE :

EXTRAS :

TOTAL :

NUMBER OF CHILDREN :

COST PER CHILD :

TOTAL MONEY COLLECTED:

FOR OFFICE USE:

MONEY COLLECTED:

COACH PAID :

ENTRANCE PAID :

EXTRAS PAID:

TOTAL :

VARIATION:

SIGNED: