

Ashford CE Primary School



School Trips and Visits Policy

New Policy: April 2015
Ratified 19 March 2015 by Families and Community Committee
Approved by FGB: 26 March 2015

School Trips and Visits Policy

Although most educational visits occur without incident or injury, working with pupils out of school brings significant additional responsibilities. Vigilance is required at all times, and even the most experienced visit leaders should never become complacent.

Initial planning of a Trip/Visit

When planning a trip please ensure

- You are realistic, bearing in mind the financial and staffing resources available in the school.
- You establish the place of the visit within the broad curriculum of the school.
- The visit is appropriate to the pupils for whom the visit is intended, taking into account their age, ability, maturity, and previous experience

Each off-site visit must have a designated Teacher-in-Charge who will be responsible for managing the visit as a whole. The Deputy Headteacher must be satisfied that the teacher is experienced and confident enough to manage the visit. It is recommended that a Deputy Teacher-in-Charge also be identified.

Following detailed planning the visit must be authorised by the Head Teacher and a named Governor before parents are informed of the visit. (Trip Authorisation form)

Visits involving overnight accommodation, adventure activities or high risk environments will use the EVOLVE system to ensure that these are sent to the appropriate body for approval.

A Risk Assessment must be completed (form available from the office or on the shared drive) along with a grouping list and travel arrangements list. and left in Head's Office or with Admin staff. Staff should always familiarise themselves with the venue and the journey before taking children to it.

Office staff can help organise transport –getting quotes for coaches (several weeks' notice is required)

Adult to children supervision ratios

The teacher in charge will have overall responsibility for the whole group when out of school. Ratio of adults to children:

- a) A local visit (e.g. in and around Ashford)
 - Juniors - 1 adult to 10 children
 - Infants - 1 adult to 6 children
- b) Visits involving transport and beyond the local area
 - Juniors- 1 adult to 10 children including a first aider (some trips require further adults)
 - Infants - 1 adult to 6 children including a first aider
 - Reception- 1 adult to 5 children including a first aider
 - Infants - 1 adult to 6 children including a first aider

Once the Trip/Visit is agreed

- Parents should receive information about the proposed visit as soon as possible after the Head Teacher and Governors have approved the arrangements.
- The Standard school format of letter to parents must be used. ALL letters must be sent via the school office. Instrumental music teachers and club leaders must be informed if you are taking children out on the day of their lessons/ late back for the club – this should be avoided if possible.
- The office must be reminded to cancel lunch if necessary.
- Consent forms should be checked by the class teacher and handed in at the office.

- Contact details of adults should be kept in the office along with any medical needs they may have. Information regarding any particular needs is given on the initial contact form to school
- The visit leader must discuss the visit with all staff attending at least a week before the visit to organise groupings, adult support and with reference to any particular children attending who may need extra support or have medical needs. Any issues need to be resolved in advance of the trip.
- All parent helpers must also be in place at least a week in advance.
- Those accepting responsibility for supervision are effectively on duty continuously. A clear structure for the adequate supervision of pupils must be in place at all times.
- A briefing should be held for all volunteers before the visit commences. Teachers, non-teaching staff, parents and other adults may all be helpful but their roles and responsibilities should be clearly defined.
- A full briefing on the programme, the itinerary and the activities should take place together with any safety briefing. When on the visit, rendezvous points and times should be established and adhered to, and pupils told what to do if separated from the group.
- Proper instructions and pupil lists should be provided and the teacher(s) must retain overall responsibility for supervision. Issue the new parent guidelines to all helpers and ensure they understand the requirements fully.
- Children should be well prepared for any off-site visit with clear links to the curriculum before and after the trip.
- Only adults with full DBS/CRB clearance may take children to the toilets and as much as possible parents should be accompanied by an adult from school.
- Expectations of children's behaviour should be high and the school code of conduct should apply at all times.
- In case of emergency or likely travel delay, the school should be contacted as soon as possible to agree an action plan. In the case of visits which take place out of school hours, a member of staff will be designated as the school contact (usually the Head Teacher). At least one mobile phone must be taken on the trip.
- A First-Aid Kit should be taken on every off-site visit as provided by the appointed first-aider. Additional kits may be needed depending how the visit is organised. Wherever possible, every visit will include at least one adult who is responsible for and has a working knowledge of first-aid.
- Any accidents should be recorded and reported following the usual procedures in school including informing parents as appropriate.
- Any special medical requirements, including travel sickness, must be noted and the adult(s) in charge of the group aware of any special needs.
- Local visits that take place do not need specific consent from parents as this is covered in the initial form that is returned to school. These need to be checked before the children go out, along with the photograph list. These visits could include walking to the library, another school, church, the local park, etc. The adult/child ratios still remain in place.
- Parents will need to be informed that the children will not be in school and offered the opportunity to come in and discuss any concerns

On the day of the Trip/Visit

- Re check all of the above criteria are in place and included in the day's plan.
- An accurate list of everyone involved in a visit, Parental Consent Slips, coach lists, risk assessment and details of the itinerary must be left at the office prior to departure.
- Pink trip emergency cards must be carried by all school staff.
- Ensure all equipment needed including first aid and medication are prepared in advance and allocated appropriately.
- A briefing should be held for all volunteers before the visit commences. Teachers, non-teaching staff, parents and other adults may all be helpful but their roles and responsibilities should be clearly defined.

- Ensure that both the adults and the pupils in each group know that they must not wander from their group, but work and behave in the expected manner at all times. Keep a constant check on their movements.
- Clear arrangements must be in place for when the pupils return home at the end of the visit.

During the Trip/Visit

- A full briefing on the programme, the itinerary and the activities should take place together with any safety briefing. When on the visit, rendezvous points and times should be established and adhered to, and pupils told what to do if separated from the group.
- Children should know which adult(s) they will be working with during the visit. Adults will have a list of their group of children and the class teacher and visit leader will have a list of all the children attending the trip.
- When crossing roads ensure that the adults are well spaced along the line and that they walk on the road edge. Find a safe place to cross and do not cross until all the children are ready. An adult must stand either side of the line in view of the traffic and must not leave the road until all the children have crossed. If the whole school is walking to the junior school/church, etc ensure that we all stay together and that the youngest children are 'sandwiched' in the middle.
- Adequate adult supervision must be shared out amongst all the children.
- Children and adults must wear seatbelts on the coach. Children must not sit on the front seat. Any children with particular needs or travel sickness will sit near the front.
- Ensure that pupils are courteous to members of the general public e.g. allowing people to pass in the street, letting others go first etc.
- Look ahead to anticipate any unforeseen dangers e.g. busy roads, dangerous crossings, rivers etc.
- A head count should be taken regularly throughout the trip and always on regrouping before and after toilet trips, lunch, freetime, arriving and departure and boarding and disembarking transport
- Those accepting responsibility for supervision are effectively on duty continuously. A clear structure for the adequate supervision of pupils must be in place at all times.
- Any accidents should be recorded and reported following the usual procedures in school including informing parents as appropriate.
- Any issues must be reported to school by the visit leader or nominated staff member as soon as possible.

School Journeys

Ashford C E School currently offers one school journey –in June/July for year 6

The Governing Body must approve these visits each year and staff should follow the Surrey Guidelines for School Journeys and Educational Visits. A Risk Assessment must be shared with the Headteacher. Trips which involve night's away, water or hazardous activity must be registered through the Surrey EVOLVE online registration system. The school visit co-ordinator will advise on this.