

Ashford CE Primary School



School Trips and Visits Policy

New Policy: April 2015 (Reviewed Sept 2022)

Latest reviewed: September 2025

Signed: ____ L Bowman _____

Approved by FGB: September 2025

Chair of Governors

To be reviewed academic year: 2027-2028

School Trips and Visits Policy

Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

Philippians 4v13

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

(Sporting events are subject to different procedures outlined under Competition and Involvement in Off-Site Sporting Events below.)

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 Educational Visits Co-ordinator (EVC) 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 Headteacher 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 Surrey reporting system 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. This needs to be provided to the Headteacher. 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 subject to the advice of the venue:

- 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 (some trips require further adults)
 - Reception 1 adult to 5 children including a first aider

In reviewing the supervision ratios, the school will be guided by the venue and their requirements and therefore this can differ from the ratio outlined in the guidance above.

Once the Trip/Visit is Agreed

- Parents should receive information about the proposed visit as soon as possible after the Headteacher and Governors have approved the arrangements.
- The Standard school format of letter to parents must be used and this should go through the school office. 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 and may be late for or absent from clubs – this should be avoided if possible.
- The office must be reminded to cancel lunch if necessary or order packed lunches for pupils eligible for benefits related free school meals.
- Permission for trips should be done by the office through the computer booking system, along with payments.
- 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.
- Ensure if any adults have break duty or other responsibilities on the day of the visit, that these are covered.
- All volunteer 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.
- Clear instructions and pupil lists should be provided and the teacher(s) must retain overall responsibility for supervision. Guidelines should be issued 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 clearance may take children to the toilets.
- Expectations of children's behaviour should be high and the school rules 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 Headteacher). At least one mobile phone must be taken on the trip.
- A First-Aid Kit should be taken on every off-site visit. This is available from the medical room. 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. Most staff have attended first aid for school training in the last three years.
- 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 made 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 check on their movements.
- Clear arrangements must be in place for when the pupils return to school 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 anywhere ensure that we all stay together and that the youngest children are 'sandwiched' in the middle.
- Children in years Reception to Year 2 will wear a Hi-Vis, Ashford CE, jacket when attending any trip.
- 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 of a coach. 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, objects on the path that need to be avoided like signs or posts etc.
- A head count should be taken regularly throughout the trip and always on regrouping before and after toilet trips, lunch, free time, 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 CE Primary School currently offers one residential 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.

Competition and Involvement in Off-Site Sporting Events

At Ashford CE Primary School provision is made for a healthy level of competition for all pupils.

Competition occurs at the intra-school and inter-school level as well as on a less formal, social basis and is conducted at a level that is appropriate for the age and experience of the pupils.

The school may use a third-party sports coach to support an activity or training. However, all external activities will have a member of staff present. The school seeks to ensure that all pupils participating in the sport programme are aware that, although everyone likes to win, participating is equally as important.

Ashford CE Primary School is a member of the Spelthorne Schools Sport Association who centrally organise a programme of sporting inter school festivals, tournaments and events. The programme involves both participation (just taking part) and performance (leading to knock out) events, to ensure a varied and appropriate range of participation and competition for all levels of ability. A calendar of events is scheduled yearly and communicated with schools across Spelthorne.

Ashford CE Primary School also has links with local schools and arranges local fixtures to broaden the opportunities for the pupils at the school.

Participation, medals and trophies won will be celebrated and mentioned in ACE Highlights in order to share these achievements and opportunities with the whole school community.

Safety

The provision of a healthy and safe environment for pupils and teachers in the school is essential. Teachers, coaches and other members of the school community involved in the delivery of PE and school sport need to ensure the following safety issues are addressed and follow school policies where applicable. Providers also need to recognise the difference between pupil and adult physical and emotional characteristics:

- At all times the school's Health & Safety and Safeguarding Children Policies will be followed.
- Understand the short and long-term medical conditions of pupils (this includes previous and existing illnesses and injuries).
- Ensure that the equipment and facilities are safe and in good working order.
- Enforce the use of recommended protective equipment required for a particular game or sport for example, a gum shield or shin pads where appropriate.
- Advise parents to ensure pupils arrive with additional water and a snack if needed.
- Arrange transport where necessary, ensuring that all pupils involved have the equality of opportunity to take part even if parents are not able to transport them or collect them from the venue. Safety rules for the use of the minibus are highlighted below.
- Provide access to appropriate first aid facilities and equipment. Wherever possible parents will be advised directly by the staff member/coach of any accident/ injury occurring as part of the event. A record will be made back at school and where necessary a report added to the Surrey OSHENS reporting system. Where the parent is not present at the event the staff member/coach will report back to the school for minor injuries and ensure the parent or collecting adult is made aware of the incident. At all times the Staff member/Coaches will follow their first aid training and seek medical attention for the child if necessary. Staff members/Coaches have the contact details for the school and a member of SLT will be available; to support over the phone or can attend the event if required.

Communication with Parents/Guardians

The school will inform parents or guardians of their child's involvement with the specific activity and give them information about the activity programme. This information should include:

- That the event is being accompanied by school staff.
- Days, times and dates of any practices and competition games.
- Arrangements for how the children will get to the event and whether parents need to take and collect their child to and from the event.
- Opportunities to attend as a spectator and the code of conduct expected.
- What equipment and refreshments the child needs to bring with them.

Behaviour

Teachers, coaches and other members of the school staff or community involved in the delivery of sporting events need to:

- Ensure pupils are aware that their behaviour is expected to be consistent with behaviour expected at school or home, before, during and after any sporting event or recreational activity.
- Manage pupils who fail to comply with the above codes of behaviour as set out in the school's Positive Behaviour Management Policy.

Spectators

It is just as important for spectators to behave in an appropriate manner at any sporting event. The school will:

- Provide guidelines/expectations of behaviour of spectators and parents and other members of the school community and provide signposting about codes of behaviour in the letter related to the event.

Travel to events

The school, are aware that providing transport for sporting events can be difficult for parents and could result in some pupils being disadvantaged and unable to take part. To ensure equality of opportunity the school will work with parents to make arrangements to take pupils to and from events where they are within in a safe travelling distance of the school. However, staff members cannot take pupils in their own cars and parents will need to agree arrangements between themselves.