

Educational Visits Policy

Date of Policy:	Autumn 2023
Review Date:	Summer 2024
Member of staff responsible:	Miss G Taylor

Safeguarding Statement

At Leigh St Peter's CE Primary School, we respect and value all pupils and are committed to providing a caring, friendly, and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm.

This is the responsibility of every adult employed by or invited to deliver services at Leigh St Peter's CE Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual, and emotional abuse, neglect and bullying.

Contents

1. Overview
2. Head Teacher/Senior Leadership Team Responsibilities
3. The Visit Leader
4. Other teachers and adults involved in an educational visit
5. Pupil responsibilities
6. Parents/ Guardians
7. Risk Assessment
8. Exploratory Visit
9. First Aid
10. Supervision
11. Photography
12. Preparing pupils
13. Transport
14. Pupils- SEN and medical needs
15. Communicating with parents/guardians
17. Swimming
18. Using an External Provider

1. Overview

Educational visits provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience and offer a valuable enhancement to the curriculum. We regard them as an essential element of good teaching practice. We recognise that thorough planning and risk assessments of educational visits are crucial to ensure their success and safeguard children, teachers, and volunteers. Each visit is designed to provide a rich, learning experience for pupils in a safe, managed environment. The following guidelines support the planning and implementation of educational visits at Leigh St Peter's CE Primary School.

2. Headteacher/ Senior Leadership Team responsibilities

- A suitable Visit Leader is appointed;
- All required actions have been completed before the visit begins;
- Risk assessment templates are completed and authorised prior to the visit taking place;
- Any identified training requirements, pertinent to the nature of the educational visit, have been met;
- A named Visit Leader will be assigned with overall responsibility for the organisation (including completing the Risk Assessment) and monitoring of the visit together with liaising with school staff (this may be delegated to a suitably qualified member of staff);
- The Visit Leader has experience in managing, supervising, and controlling the age groups going on the visit and has the skills to organise the group effectively;
- The Visit Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor;
- The Visit Leader and other supporting adults are aware of school's policies and protocols for offsite emergency situations (e.g., pupil missing/absconded);
- All supervisors on the visit are appropriate people to supervise pupils and have appropriate vetting clearance.
- All supervisors supporting volunteers and accompanying pupils on residential visits will have DBS (formerly CRB) vetting check clearance.
- The Governing Board has approved the visit if necessary (an essential requirement for residential visits);
- Signed parental consent forms are completed for all pupils;
- Agreed arrangements have been made for all known medical and special educational needs;
- The mode of travel is appropriate, safe and risk assessed;
- Expected travel times, both departure and return, are known and monitored;
- There is adequate and relevant insurance cover;
- Full details of the visit venue including the address, phone number and a contact name will be retained in school;
- There is a register of all the adults and pupils in the travelling group with the contact details of parents/guardians and the staff and volunteers' next of kin. A copy will be retained in school.

The Visit Leader

- A suitable Visit Leader is appointed;
- All required actions have been completed before the visit begins;
- Risk assessment templates are completed and authorised prior to the visit taking place;
- Any identified training requirements, pertinent to the nature of the educational visit, have been met;
- A named Visit Leader will be assigned with overall responsibility for the organisation and monitoring of the visit together with liaising with school staff (this may be delegated to a suitably qualified member of staff);

- The Visit Leader has experience in managing, supervising, and controlling the age groups going on the visit and has the skills to organise the group effectively;
- The Visit Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor;
- The Visit Leader and other supporting adults are aware of school's policies and protocols for offsite emergency situations (e.g., pupil missing/absconded);
- All supervisors on the visit are appropriate people to supervise pupils and have appropriate vetting clearance. All supervisors supporting volunteers and accompanying pupils on residential visits will have DBS (formerly CRB) vetting check clearance.
- The Governing Board has approved the visit if necessary (an essential requirement for residential visits);
- Signed parental consent forms are completed for all pupils;
- Agreed arrangements have been made for all known medical and special educational needs;
- The mode of travel is appropriate, safe and risk assessed;
- Expected travel times, both departure and return, are known and monitored;
- There is adequate and relevant insurance cover;
- Full details of the visit venue including the address, phone number and a contact name will be retained in school;
- There is a register of all the adults and pupils in the travelling group with the contact details of parents/guardians and the staff and volunteers' next of kin. A copy will be retained in school.

3. Other teachers and adults involved in an educational visit

- Teachers on school-led visits act as employees within the terms and conditions of their employment contract. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with the Headteacher and Governing Board if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

- Undertake to fully familiarise themselves with all aspects of the visit to include educational outcomes and risk assessments;
- Ensure the health and safety of everyone in the group;
- Care for each individual pupil as would any reasonable parent/guardian;
- Ensure they follow the instructions of the Visit Leader and help with control, discipline, and attainment of learning outcomes. Non-teachers will not have sole charge of pupils except where risks to health and safety are minimal;
- Cease the visit or any activity if they think the risk to the health or safety of the children in their charge or adults is unacceptable;
- If the visit entails volunteers to work in an unsupervised capacity volunteers must agree to provide information to school to enable a DBS with enhanced check for regulated activity (barred list check).

Responsibilities

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer:

- a) For community schools, community special schools, voluntary controlled schools, maintained nursery schools and statutory youth groups, the employer is the local authority. These establishments must adhere to this guidance document.
- b) For Academies, Foundation schools, and Voluntary Aided schools, the employer is usually the governing body or proprietor. Although welcome to do so, these establishments are not obliged to use the guidance

of the LA. If using LA guidance, this should be clearly stated. If not using LA guidance, establishments are advised to ensure that the systems in place are equally as robust as those of the LA.

- c) It is the responsibility of the governing body or LA as employer to ensure that the visit leader is competent in all circumstances to lead the visit (Residential, Adventurous and Overseas visits). In line with your policy document and be mindful that this is not overlooked in any last-minute changes to staffing.

4. Pupil Responsibilities

The Visit Leader will prepare pupils prior to the educational visit to ensure they understand that:

- They must follow the instructions of the Visit Leader and other supporting adults;
- They dress and behave sensibly and responsibly;
- They know who to talk to/seek help from if they are worried or concerned;
- They should not undertake any task/action that they may endanger themselves or the group. Any pupils whose behaviour may be considered to be a danger to themselves or to the group will not be permitted to attend the visit. The curricular aims of the visit for these pupils will be fulfilled in other ways.

5. Parents and Guardians

The Visit Leader will ensure that parents are given full information about the purpose and details of the visit. Where appropriate, parents/guardians will be invited to a briefing session prior to the visit. The Visit Leader will also inform parents/guardians how they can help prepare their child for the visit.

Parents/guardians must:

- Sign the Visit Consent Forms;
- Provide the Visit Leader with two named emergency contacts & telephone numbers;
- Give the Visit Leader all known relevant information about their child's health which might be relevant to the visit;
- Where there are known health requirements, they must ensure school has the appropriate medication e.g., inhalers, EpiPens. Where school does not have the required medication for a pupil with known health requirements, such pupils will not be allowed to participate in the planned visit.

Parental Consent

Section 35 of the Education Act 2004 states: 'Where a visit is part of a planned curriculum in normal curriculum time, then **parental consent is not necessary although it is recommended good practice** to ensure that parents are informed'. **Annual consent is appropriate for regular routine activities.** For all other visits, consent should be obtained on an individual visit basis. Information provided to parents prior to granting consent should include full details of the activities and any other significant information.

Parental consent must always be sought prior to any swimming activity.

6. Risk Assessment

A risk assessment will always be carried out in adequate time prior to the visit. The risk assessment will include the following considerations:

- Identification of known/possible risks;
- Detail safety measures needed to reduce risks to an acceptable level;
- Emergency procedures;
- Acceptable ratios of adults to pupils for this visit;

- Any unsupervised contact between volunteers and pupils to ensure appropriate vetting measures are in place.

Approval of visits

- Approval of all visits is delegated to the Headteacher for all local and day return visits (Level 1).
- Overseas, residential, and adventurous activities (Level 2) require approval by the LA on the EVOLVE system. In approving visits, the Headteacher and EVC should ensure that the visit leader is competent to lead the visit.
- A member of staff intending to supervise or instruct an adventurous activity must be competent, qualified and have had recent experience in that specific discipline. Staff who wish to lead adventurous activities must have the approval of the LA.

The Visit Leader and other visit supporters will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety. When assessing the risks consideration will be given to:

- The type of activity and the level at which it is being undertaken;
- The location;
- The competence, experience, and qualifications of supervisory staff;
- The group members' age, competence, fitness, and temperament;
- The supporting adult's competence and vetting clearance;
- Pupils with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather, and timing.

7. Exploratory Visits

Wherever possible the Visit Leader or nominated person will undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit;
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group;
- Ensure that the Visit Leader and/or participating adult are familiar with the area/venue. In exceptional circumstances where it is not feasible to carry out an exploratory visit, contact will be made with the venue to seek assurance about the venue's appropriateness for the visiting group. This will include obtaining the venue's risk assessments for review and attach to Evolve.

8. First Aid

For all visits there **MUST be a named responsible adult with a good working knowledge of first aid appropriate to the environment** (eg. urban, remote, water, etc).

'Basic Skills' is a level which may be suitable for routine urban visits, however the nature of the visit may indicate that a higher level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. Based on the nature of the particular visit, the EVC and/or visit leader should make a professional judgement regarding the level of first aid required. However, any residential visit or adventurous activity should be accompanied by, or have access to, qualified first aid provision (minimum 2 day award). For residential visits, the visit leader should ensure that **first aid is available at all times**. A first aid kit appropriate to the visit should be carried, and there should **always be someone who is nominated to deal with first aid issues**. The first aid requirements relating to EYFS settings are specified and must be adhered to.

First Aid provision will be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad one trained first aider will accompany the group. All adults in the group will be advised how to contact emergency services and procedures for liaising with school should an emergency occur.

The minimum first-aid provision is:

- A suitably stocked first-aid box to be taken;
- A named person will be appointed to be in charge of first-aid arrangements;
- An emergency contact sheet will be included in the first-aid box. When signing consent to the educational visit, Head Teacher and, in the case of residential visits, Chair of Governors will assess if the level of first aid is adequate.

9. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. *The factors to take into consideration include:*

- Sex, age and ability of group;
- Special needs children;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Type of any accommodation;
- Competence of staff, general and related to specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Regardless of general supervision ratios, each visit will be assessed individually through the school's risk assessment procedure for educational visits. Where assessment indicates need staff to pupil ratios will be increased. **Note:** generic ratios do not apply to residential visits.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents/volunteers may be used to supplement the supervision ratio. They will be carefully selected, vetted (as detailed earlier) and ideally, they should be well known to the school and the pupil group. All parents/volunteers assisting residential visits will be vetted and have DBS/enhanced checks for regulated activity clearance.

All adult supervisors, including school staff and parent helpers must understand their specific roles and responsibilities at all times. In particular, all supervisors should be aware of any pupil who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one-to-one situation with a pupil.

If the school is leading an adventure activity, e.g., canoeing, caving, **Wigan Council** and the **Governing Body must** ensure that the Visit Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. In such cases qualifications will be checked with the national governing body of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and ensure all pupils know what to do if they become separated from the party. The Visit Leader will ensure all participating adults are aware of school's emergency situation protocols and their roles in implementing such protocols. **These include:**

- Pupil Missing whilst on an Educational Visit
- Pupil Absconding from an Educational Visit
- Accident or Injury whilst on an Educational Visit

Mobile telephone numbers of the Visit Leader and all adults supporting the visit will be exchanged prior to commencing the visit.

Staffing Ratios

There must be effective supervision on all visits that have been approved by the EVC and Headteacher. Ratios for Early Years are specified in the [Statutory Framework for the Early Years Foundation Stage](#) and must be adhered to.

For all other visits, the visit leader, EVC and Headteacher will make a professional judgment regarding the number and suitability of staffing on an individual visit basis after consideration of the following: the type, level, and duration of activity, nature and requirements of individuals within the group, including those with additional needs, experience and competence of staff and other adults, the venue, time of year and prevailing/predicted conditions, the contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

Ratios taken from National Guidance:

- School Year 1 – 3 1:6
- School Year 4 – 6 1:15
- School Year 7 – 11 1:20
- Residential/Out of Country 1:10

It must be remembered that the National Guidelines are just that, and staffing levels must be increased if the group or nature of the visit dictates.

Staff who are assigned to support the specific needs of an individual, cannot be included in the overall staffing ratio and their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Staff and volunteers who work frequently or intensively with or have regular access to young people or vulnerable adults, must undergo an enhanced DSB check as part of their recruitment process. It must be remembered that you are in Loco-Parentis 24 hours a day and that alcohol, drugs or other substances must not be used at any time. The expectations of the school management of their staff are those stated in the schools policies, procedures, and contracts.

10. Insurance

Advice regarding insurance may be sought from the Local Authority's Insurance section although Academies should in the first instance approach their own Insurers.

Except for Academies, schools may buy into Wigan Council's travel insurance scheme. This covers all educational visits and includes overnight stays, day trips, site visits and adventurous activities. The cover relates to all staff, pupils, and helpers. For all visits it is the responsibility of the Governing Body, Headteacher and Educational Visits Coordinator (EVC) to determine whether any additional insurance should be taken out. The responsibility for arranging adequate insurance cover rests with the Head of Establishment in conjunction with the organiser for each journey.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card).

11. Photography

Leigh St Peter's CE Primary School does not permit the use of personal mobile phones to video or photograph pupils whilst travelling to or on-site at educational visits. All video or photographs should be taken using equipment owned and issued by the school. Please note this includes data memory cards. Adults supporting the educational visit who will be using school's equipment will be required to read and sign school's ICT Acceptable Use Agreement prior to commencement of the visit. The Visit Leader and other teaching staff on the visit will ensure that consent has been received for taking photographs before the visit takes place. This will include ensuring that school has consent for any use of images on school's website, the internet or release to the media.

12. Preparing Pupils

Wherever possible, pupils will be involved in planning, implementing, and evaluating their own curricular work and have opportunities to take different roles within an activity. This may include considering health and safety issues.

The aims and objectives of the visit/activity;

- Background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from pupils;
- Who is responsible for the group;
- What to do if approached by a stranger;
- What to do if separated from the group; • Emergency procedures;
- Rendezvous procedures.

13. Transport

All pupils should be made aware of basic safety rules including:

- Arrive on time and to wait in a safe place; when crossing roads to get to the transport do so safely and listen to the adult's instructions;
- Not to rush towards the transport when it arrives;
- Seat belts must be worn and pupils must stay seated while travelling on transport; if pupils feel unwell while travelling they must tell a teacher or the person who is otherwise responsible for the group;
- Make sure their bags do not block aisles on the transport;
- They should never attempt to get on or off the transport whilst in transit;

- They must not throw things out of the transport vehicle's windows;
- Only exit the vehicle when directed by an adult (unless in the case of an emergency where adult direction cannot be made);
- Never try to pass someone on steps or stairs;
- Never distract or disturb the driver;
- Stay clear of automatic doors/manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road.

Visits to Farms

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken. There is a small chance that persons involved in petting animals can contract E-coli 157 and thorough handwashing after the event must take place. It is also unwise for pregnant women (particularly in the first three months) to visit farms.

Water-Margin Activities

Activities that take place near or in water – such as a walk along a riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water (knee deep). It does not apply to swimming and other activities that require water safety or rescue qualifications and equipment, or water-going craft.

As with all visits, where appropriate there should be an approved alternative 'Plan B' that could be used where conditions dictate, and for which parental consent has been obtained.

LA approval is not required for water-margin activities, but the leader must have previous relevant experience, and must have been assessed as competent to lead the activity by the EVC and/or Headteacher.

14. Pupils with special educational and medical needs

The Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures will be addressed at the planning stage. Input by (Special Educational Needs Coordinator) will inform this planning.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

15. Communicating with Parents/ Guardians

Parents/guardians need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil's health and safety will be included in a letter to parents/guardians prior to each visit:

- Dates of the visit;

- Times of departure and return;
- Mode(s) of travel including the name of any travel company;
- Details of accommodation with security and supervisory arrangements on site;
- Names of the Visit Leader, staff and other accompanying adults;
- Visit's learning objectives;
- Details of the activities planned and of how the assessed risks will be managed;
- Insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
 - Clothing and equipment to be taken;
 - Money to be taken;
 - The information to be supplied by parents and details of what they will be asked to consent to.

16. Swimming

All swimming activities and venues must be included within the visit plan, and lifeguarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

- Parental consent must be obtained for all swimming activities.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency & lack of transferable knowledge.
- Adherence to local advice.
- Preparation and knowledge of young people, ie. Is it a planned activity?

Young people must be always supervised by a competent adult whilst undertaking swimming activities.

Open Water Swimming

LA Approval (Level 2 activity) is required via EVOLVE.

The designated lifeguard must be dedicated exclusively to the group, and the location used must fall within the RNLI/RLSS definition of a 'safer bathing area'. Local advice must always be sought.

Swimming pools (lifeguarded)

- LA Approval is not required
- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly lifeguarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.

Hotel (and other) Swimming pools

If lifeguarding arrangements are not provided at the pool, then the visit leader **MUST** ensure the suitability of the venue and that competent staff are available and present during all water activities approval to lead the activity will be required via EVOLVE. Staff must be aware of the procedures in the event of an

emergency, and who at the venue will provide back up. Staff should also know if they have exclusive use of the pool, as other pool users may increase the supervision role of your lifeguard.

Whilst residential visits have been referred to in this document, they require further procedures to be in place. For details, please refer to our Residential Educational Visits Policy.

17. Using an External Provider

An 'External Provider' is defined as where there is an element of instruction, staffing, or guiding, for example:

- Activity Centre
- Ski Company
- Educational Tour Operator
- Overseas Expedition Provider
- Climbing Wall where instruction is provided by climbing wall staff
- Freelance instructor of adventurous activities
- Youth Hostel (where instruction is provided)
- Voluntary organisation (e.g., Scout Association), where instruction is provided

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

The Provider holds a LOtC (Learning Outside the Classroom) Quality Badge www.lotcqualitybadge.org.uk

If so, no further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

For Providers that do not hold an LOtC Quality Badge:

- Download a Provider Form from EVOLVE.
- Complete the top section.
- Send Provider Form to the provider (email, fax, post).
- On its return check that it has been satisfactorily completed.
- Keep Provider Form on file together with all other relevant documentation.
- It is not necessary to attach the Provider Form to EVOLVE.

Important: If the Provider has made any alterations to the wording of the Provider Form or is unable to comply, then you must discuss this with the Provider, and if necessary, seek advice from the LA prior to making a commitment with the Provider.

The Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

The satisfactory completion of a Provider Form does not necessarily signify that the service on offer will be appropriate for the young people from your establishment. A pre-visit and recommendation from previous users will help you decide on its suitability.

Trampoline Parks and Bouncy Castles

Wigan Council and its insurers does not condone the use of Trampoline Parks or Bouncy Castles – this is due to the number and severity of accidents that occur at these venues, the staffing ratios, and the potential for public liability claims.

School Trip Documentation Required:

There are three forms to be completed when organising a trip/visit.

1. The Checklist – to be used to support the trip organiser to ensure that all procedures are followed.
2. The Proforma – required by internal audit to ensure the cost of the trip is viable and fully accounted for before the trip takes place.
3. The itinerary and Evolve Risk Assessment (included the highlighted Risk Assessment document) – to ensure that all pupils are safeguarded, and the trip takes account of any associated risks.

All Staff have access to Evolve. If you do not know your login details, please speak to a member of the Senior Leadership Team who will organise this for you.

Once the trip has been completed, the copies of the paperwork need to be handed to Laraine for central storage.

Leigh St Peter's CE Primary School

School Trips and Visits Proforma



Context:

Teacher/ Visit Organiser:	
Planned Date:	
Place(s) to visit:	

Costs:

Entrance cost, etc:	Per pupil	
	Per Adult	
	Per Volunteer	

Transport:

Specify coach/travel company, etc:	
Cost of Transport in Total:	
Cost per pupil:	
Minimum number of pupils needed to make voluntary contributions to make the trip viable:	
% of subsidy needed from school:	

Authorisation:

Trip authorised by:	
Date:	

For Office Use:

		Planned	Actual
Number of:	Pupils:		
	Teachers on trip:		
	Other adults on trip:		

Total Expenditure for Trip:	£
Total Income Received for Trip:	£
Final Cost of Trip:	£

Leigh St Peter's CE Primary School

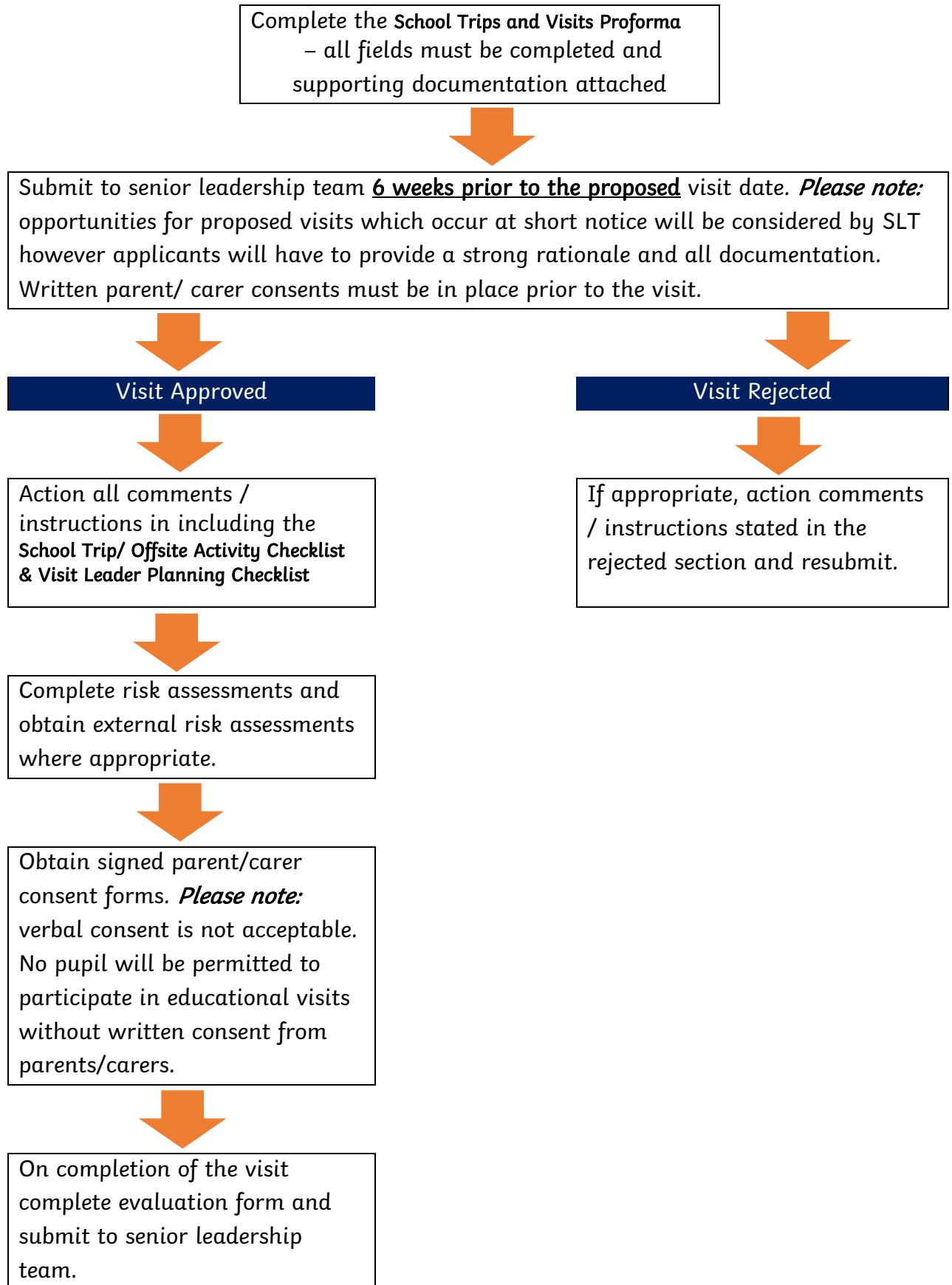
School Trip/ Offsite Activity Checklist



Organised by (Staff Name):	
Event:	
Date of Event:	
Year Group:	
Number of Pupils:	
Number of Adults:	
Number of Volunteers (if any):	

Activity	Date When Actioned	Staff Initials
<i>If coach /taxi/minibus required:</i> ⇒ Complete coach request form and give to Nikki Burton to obtain quotes.		
<i>If a contribution is required from parents/carers:</i> ⇒ Complete trip proforma and give to Laraine Green to calculate contributions.		
<i>Headteacher Authorisation of Trip:</i>		
⇒ Check calendar for clashes & add event to school calendar. ⇒ Confirm booking and raise an official order if there is a cost. ⇒ Draft information letter to parents and get HT to check. ⇒ If packed lunches are required, inform Ruth Rowe who will order them (a minimum of two weeks is required). ⇒ Ask Nikki to Burton to book the coaches/taxi/minibus (trip organiser to raise purchase order requisition) ⇒ Hand signed order purchase requisition to Nikki Burton to raise an official purchase order. ⇒ Trip organiser to contact venue to check if they provide Risk Assessment documentation. ⇒ Trip Organiser to complete risk assessment using Evolve system (at least 7 days before the trip takes place/ at least one month before if the trip involves water). ⇒ Headteacher to authorise the trip. ⇒ Trip organiser to prepare first aid bags, if required. ⇒ Trip Organiser to prepare materials needed for the trip (registers with multiple check points, collate medical information, contact information for school and parent information, contact details of coach driver, etc)		
<i>On the day of the trip:</i>		
⇒ Hand in copy of the Risk Assessment to the Main Office ⇒ Collect Packed Lunches if required. ⇒ Ensure that you have all First Aid bags/resources ⇒ Hand this form to the Main Office.		

Leigh St Peter's CE Primary School



This checklist is a tool to assist the EVC and Group Leader to plan a proposed visit and can be used as a formal record for the Headteacher to ensure;

- The health, safety and wellbeing of young people and staff.
- The maximum educational value to children and young people.
- Effective management, planning, organization and leadership.

Visit Leader

Is there a clearly identified Visit Leader, sufficiently experienced and competent to assess the risks and manage the proposed visit activity?	
If required, is there a named deputy leader?	
Has the visit leader retained copies of all relevant information, medical needs, documents and forms and copies passed to the Headteacher/EVC?	

Purpose

Is there a clearly defined purpose for the whole program and any of its constituent parts appropriate to the age and ability of the young people?	
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Risk Assessment

Has the group leader assessed the risks involved in all aspects of the visit/ activities including travel, the venue, relaxation time, environmental, ability of the young people and recorded the significant findings?	
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Location

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?	
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Advice

Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice? (This may be via the LA or a member of staff who has a coordinating role for off-site activities within your establishment)	
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Approval

Have the Head/Governors/Manager been given all relevant information and their approval obtained?	
Does the proposed activity fall within Category 2? (You will need to notify the LA's EVA for approval to proceed.)	

Venue

Does the visit involve hazardous activities booked through commercial, charitable, or other external providers?	
Has the group leader made a preliminary visit to the venue/ centre to check arrangements?	
If this is not possible, the group leader must gather as much information as possible in the area to be visited from reliable sources.	
Is there a contact name, address and contact number known for the proposed venue?	

Staff

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced/competent to do so? Have qualifications been checked?	
Have members of staff or adult volunteers been vetted, (DBS) regarding child protection?	
Does the number of staff where necessary include both male and female supervision?	

Staff/Pupil Ratio

Does the group ratio have an acceptable staff/pupil ratio for the proposed activity?	
Do management plans and staffing ratios reflect the support of those pupils with specific needs?	

Parental Consent

Have parents been fully informed on all aspects of the visit through written communication and/or formal briefing meetings?	
Has parental consent been obtained for the visit as a whole and for any hazardous activities that are planned?	

The Itinerary

Do young people and staff have the appropriate clothing and equipment necessary for the proposed activities and allowing for a range of weather conditions?	
If not, will the provider be offering additional suitable clothing and equipment to undertake the activity?	
Are the young people prepared for and physically capable to take part in the activity?	

Organisation

Are sufficient staff aware of special dietary and medical needs for the young people and/or staff within the group, attending the visit?	
Have all relevant people within the school/organization been informed/considered with regards to the visit?	
Have staffing implications been considered; Lesson cover? Duty cover?	
Have suitable and sufficient first aid arrangements been made?	
If relevant, have the kitchen staff been informed of the visit?	
If required, have lunches been booked?	
Has the trip been entered into the school/projects calendar?	
Have you informed the EVC and added a notification onto the EVOLVE system?	

Transport

Is appropriate and road worthy transport available?	
Are there suitable and sufficient drivers for the duration of the planned journey?	
Are drivers licensed to drive the type of vehicle? (School Minibus - License D1 required)	
Will departure and return times be made known to staff, young people and parents?	
Is there a contingency plan (Plan B) in the event of a delay, incident or early return?	
If using a travel agent or company have appropriate checks been undertaken to validate them?	
If the visit is to be self-drive, can the vehicle be secured?	
If self-drive, has the vehicle been inspected, documentation checked to prove its road worthiness?	
Is the vehicle suitable for its purpose?	
Is a trailer or baggage vehicle required? (If so does the driver have the correct license?)	

Finance and Insurance

Have adequate arrangements been made to finance the visit and manage the finances? Have the following financial implications been considered; <ul style="list-style-type: none">▪ Insurance.▪ Transport.▪ Toll fees.▪ Accommodation and food.▪ Activity passes.	
Has permission been obtained from the Headteacher/Governors/management to proceed?	
Have suitable and adequate insurance cover been obtained to cover all possible situations. Including medical repatriation?	
Have all members of the party been considered including medical history, when obtaining insurance cover?	

Briefing for Young People

<p>Have a briefing(s) been given to the young people and staff involved to raise their awareness and develop ownership of the visit.</p> <p>Briefing to include:</p> <ul style="list-style-type: none"> ▪ Code of conduct. personal behaviour, music equipment and mobile phones, etc. ▪ Appropriate clothing and equipment ▪ Rendezvous procedure. ▪ Safety of the activity. Parson. Personal items, etc. ▪ Significant hazards. ▪ Groupings for study or supervisory purposes. ▪ Recall and emergency procedures ▪ • Relevance to prior and future learning. 	
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Briefing for Staff

<p>Will the group leader also brief adults and voluntary assistants?</p> <p>Briefing to include:</p> <ul style="list-style-type: none"> ▪ Purpose of the visit. ▪ Defined roles and responsibilities of the named staff. ▪ Standards of behaviour from the young people. ▪ List of names pupils allocated to each group. ▪ Careful supervision, to cover the whole period of the visit. ▪ Regular checking of participants. ▪ How much help to be given to the young people in their tasks. ▪ Communication procedures. ▪ Anticipation of hazards and the nature of the activities. ▪ Option to STOP an activity if they feel it is unsafe/not within the ability of the pupil. ▪ Emergency procedures in the event of a serious incident. 	
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Emergency Contacts

Have the named points of contact been identified at the school in the event of an emergency. Who has a list of group members, including staff and a program of events?	
Are sufficient people aware of the procedure and relevant phone numbers in the event of an emergency?	

Preparation and Communication

Is there adequate time and opportunity to prepare for the visit and the activities to be undertaken?	
Have other staff and colleagues whose work may be affected been notified of planned arrangements?	

Crisis Management

<p>Is there a contingency Plan B in place?</p> <p>Consider the following:</p> <ul style="list-style-type: none"> ▪ Bad weather preventing activity going ahead. ▪ Change in accommodation. ▪ Change in transport arrangements. ▪ Change in timetable. ▪ Illness amongst the party requiring a visit to hospital/return home. ▪ Poor or bad behaviour of students resulting in police action. 	
Are the relevant SLT/Governors and others familiar with the establishment's crisis management procedure?	

Does the establishment's emergency procedure include telephone numbers for those contacts in the Peoples Directorate, Risk management & CCTV and Public Relations?	
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Appendix 3: Pupil Absconding during/from an Education Visit Protocol

Leigh St Peter's CE Primary School

Actioned:	Directions:
	Alert all adults supporting the visit. If groups are in different locations, recall all groups to an agreed central meeting point. Mobile telephone numbers MUST be exchanged prior to the commencement of the visit- see Educational Visit Policy.
	Where possible, one adult (preferably a staff member) should follow the pupil at a distance. They should remain in contact with the Visit Leader at all times whilst following. As soon as possible, and if staffing ratios allow, one further adult should be directed to locate and accompany the original staff member who is following.
	The Visit Leader should contact and inform the Head Teacher / SLT of the situation as soon as possible. If the pupil has returned complete steps 5, 7 & 12 and notify school's Chair of Governors (in their absence the Vice Chair should be notified)
	If a pupil has absconded and will not return the Head Teacher / SLT should be advised. They will inform the Police immediately or delegate someone on the visit to dial 999 and provide relevant information.
	If a pupil has absconded and will not return the Headteacher / SLT should be advised. They will inform the Police immediately or delegate someone on the visit to dial 999 and provide relevant information.
	On arrival of the Police ensure all known facts are given to officers. A request can be made for Police assistance with parent liaison.
	Head Teacher / SLT to commence incident log and accurately document all actions / telephone conversations together with relevant information. (Ensure times and dates are recorded).
	Head Teacher / SLT to commence incident log and accurately document all actions / telephone conversations together with relevant information. (Ensure times and dates are recorded).
	Police instructions should be implicitly followed.
	No press briefing should be made unless directed by the Police with the input of the Local Authority Media Relations Office.
	Head Teacher & SLT to hold a staff briefing, when possible, to advise of current situation. Ensure staff are aware of information sharing protocols.
	On return to school: Head Teacher, SLT & Visit Staff members to complete school's critical incident paperwork. A case review should be conducted as a priority together with a meeting with parents/guardians. Ideally this should be conducted PRIOR to the pupil's return to school.

Appendix 4 External Provider Form – completed by anyone not holding the LotC badge.

Please see copy provided in Evolve Policy from the LA. See EVC for more information.

Use of a Private Car to Transport Young People

*If a school wants to transport pupils in private cars for a school trip they **must**:*

1. Ensure that the driver is not alone with any children. These are for safeguarding reasons, but also because a driver cannot supervise children and drive.
2. Ensure the driver understands their legal obligations when transporting pupils.
3. Evidence that drivers (teachers and parents) have a clean and valid driving license without points for speeding, drink/drug driving, talking on a mobile whilst driving, careless or dangerous driving. A copy of the driver's license should be taken and kept on file and reviewed every three months.
4. Evidence that adequate insurance cover is in place.
5. Evidence that the car is road worthy by taking copies of the MOT certificate, records of how often the car is serviced, checking tyres are safe and correctly inflated.
6. Evidence that drivers (teachers and parents) are medically fit to drive and that they have had eye tests to determine if driving glasses are required.
7. Ensure that each driver knows how to get to the destination and not drive in convoy.
8. Ensure that each driver is equipped with a mobile telephone for emergencies.
9. Ensure that drivers are given an emergency plan to follow in the event of breakdown or road traffic collision.
10. Ensure that drivers understand and are familiar with seat belt legislation and that all passengers will be secured properly.
11. Ensure that all children will be provided with child or booster seats if they are under 12 years of age or under 135cms in height, whichever they reach first.
12. Ensure that no child is carried in the front seat of a vehicle where an active airbag is fitted.
13. Ensure that specific written permission is given by each parent for their child to be transported in private cars.

Name of Staff	Car Make and model	MOT renewal	Insurance	DL check (Sept, Jan, Apr)

Emergency Procedures (Visit Leader)

This 'card' must always remain with the Visit Leader

In the event of an incident or accident that **does not** involve serious injury or fatality, and/or is **not** likely to attract media attention, the Visit Leader should seek advice from the school emergency contact(s). This should include a member of staff on the Senior Leadership Team.

In the event of an incident that **does** involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

- Assess the situation;
- Safeguard uninjured members of the group (including self);
- Attend to the casualty/ies (if applicable);
- Call emergency services. (999 or appropriate number if abroad) Then:
- Contact the School Emergency Contact. The School Emergency Contact will request the following information: Nature, date, time and location of incident, names of casualties and the nature of their injuries, names of others involved, the action that has been taken so far, and the action yet to be taken and by whom;
- Contact the British Consulate/Embassy if abroad; (Tel:)
- Agree with the School Emergency Contact who will notify the parents/carers of the casualty/ies. (This should normally be the School Emergency Contact.)
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Write down all relevant facts and witness details and preserve any vital evidence.
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA/headteacher;
- Refer all press or media enquiries to the Media Team on 01942 827222
- Keep receipts of any expenses incurred- insurers will require these;

If you are unable to make contact with the School Emergency Contact(s), phone the Risk Management & CCTV Centre on Tel: 01942 404040 and give a brief summary of the situation and request assistance.

Name	Office Hours	Out of Hours
Headteacher		
Acting Deputy Headteacher		
Chair of Governors		
Educational Visits Advisor		
Health & Safety and Wellbeing		N/A
Director of Children's Services		