



Inspire Partnership Academy Trust

Educational Visits Policy



DATE APPROVED BY CEO: July 2022

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at West Thornton.

Successful trips provide memorable learning experiences and enhance the children's education in ways that are not always possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independence, investigative learning skills, and to build their experience of the local and wider world. Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school staff have a responsibility to familiarise themselves with this policy and the school procedures.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Visits abroad

Key contacts and additional information

This policy has drawn on guidance from the Department for Education (DFE) and the Outdoor Education Advisors' Panel (OEAP)

- Headteacher – Ms A New
- Associate Headteachers: Mrs D Callaghan/Mr J Owen
- School EVC (Educational Visits Coordinator) – Mr S Carroll
- DFE guidance <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- OEAP website for additional guidance for school, EVC and leaders - <http://oeapng.info/>

Aims and expectations

Children in the school will have at least one educational visit each half term. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as opportunities to participate in sports competitions, attend citizenship events or perform in music concerts.

We believe that there are many key outcomes and benefits that come from frequent educational visits:

- Enjoyment and fulfilment: children enjoy participating and adopt a positive attitude to challenge and adventure
- Confidence: children gain personal confidence and self-esteem
- Social awareness: children develop their self-awareness and social skills; they appreciate the contributions and achievements of themselves and others

- Environmental awareness: children become alive to the environment, natural and man-made, in which they live, and understand important concepts including sustainable development and conservation
- Personal qualities: children demonstrate increased initiative, self-reliance, responsibility, independence, perseverance and commitment
- Key skills: children develop and extend their skills of communication, problem solving, leadership and teamwork
- Health and fitness: children learn to appreciate the benefits of physical exercise and activity and the lifelong value of participation in leisure activities
- Motivation for learning: children display an increased motivation and appetite for learning that contributes to raised levels of attainment and achievement in other aspects of their education
- Broadening experiences and understanding of life in modern Britain : Children become open to a wider, diverse range of opportunities, for example through exploring different cultures and religions, and meeting people from all walks of life. They gain a deepening understanding of life in modern Britain.

Equal opportunities and inclusion

We have a firm commitment to and ensure that every effort is made to include all children, irrespective of their special educational or medical need, disability, ethnic origin, sex or religion. This is in line with our school ethos and the Equality Act 2010. Accessibility issues will be considered as part of the planning process and realistic modification or adaptations will be made wherever possible.

Roles and responsibilities

The Headteacher / Associate Headteachers

This is the key role for ensuring that the management of visits and trips meets the regulations and conforms to the school's Health and Safety and Safeguarding Policies. Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities, the aims and objectives; and the risk assessments required. The Headteacher will ensure:

- The school's educational visit policy and guidance is adhered to at all times and kept up to date
- Visits comply with guidance and are notified and submitted in advance
- risk assessments and suitable safeguarding arrangements are in place (including DBS checks)
- Educational Visits Coordinator (EVC) and staff training is up to date and effective
- Staff leading visits are competent and experienced, and are clear about their role and that of any accompanying adults, including volunteers
- Arrangements for medical needs and any other inclusion considerations have been met
- Transport and insurance arrangements are appropriate and meet requirements
- Where the activity or visit involves a third party provider: appropriate checks have been made and assurances obtained; a clear contract is in place setting out what the contractor is to provide; the provider holds sufficient indemnity insurance
- Emergency procedures and contacts are clear and in place
- Where charges are made, these are within legal and employer requirements; procedures are in place to account for finance of activities and visits
- The breadth of educational visits planned across the school and pupil attendance on visits is continuously monitored and reviewed to ensure equity of experience for all children

The Educational Visits Coordinator (EVC)

The school has appointed an Educational Visits Coordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least four weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. The EVC will:

- Be appointed by/be the Headteacher
- Have appropriate training to fulfil the role, and have experience of leading educational visits
- Keep the policy and guidance up to date
- Support staff; be involved in the planning and management of visits, and monitor planning and delivery of visits; evaluate visits with staff
- Oversee the necessary paperwork and risk assessments, ensuring they meet guidance requirements; will maintain records of visits
- Ensure the Department for Education (DFE) guidance is adhered to, and keep abreast of advice from the Outdoor Education Advisors' Panel (OEAP)
- Ensure medical and first aid issues are addressed
- Ensure emergency procedures are in place, clear to all staff, and adhered to

The Trip Leader

This is the person with overall responsibility for the risk assessment, administration, programme, supervision and conduct of the venture. They are therefore an important part of the health and safety and good practice support system, and should both understand their own responsibilities and those of the other people in the process who contribute to their support, success and confidence. The Trip Leader has full responsibility for the safe running of the activity including pre-planning and following guidance, and ensuring all participants are aware of their roles.

To achieve this, the Trip Leader will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation, and obtain approval from the Headteacher/ EVC for any visit off-site, no matter how short its duration.
 - Have prior knowledge of the venue – the trip leader should normally have made an exploratory pre-visit.
- Carry out, and provide a comprehensive risk assessment, including individual risk assessments for children who require additional support or adjustments in order to access the visit
- Ensure that all proper means of transport have been catered for.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- Arrange briefing meetings with parents, as appropriate, for high risk, residential and visits abroad.
- Liaise with the office to ensure that any specific medical or health issues of pupils or accompanying staff are taken into consideration within the planning and that their needs are catered for.
 - Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for, and to ensure that each pupil knows which adult is responsible for them.
- Brief any parent volunteers before the visit the risk assessment, expectations and procedures
- Continuously monitor the appropriateness of the activity

Members of the group with specific responsibilities

These people will assist the Trip Leader in all their tasks and activities and will need to demonstrate person specific, pastoral, technical and management expertise. The list of responsibilities and competencies for the members of the group will need to be supplemented according to circumstances.

Responsibilities of the children

As school trips and visits are an extension of the curriculum, West Thornton expects its pupils to adhere to the principles stated in the school's Behaviour Policy. Whilst we acknowledge that enjoyment is a fundamental ingredient of any visit or trip, pupil safety is paramount.

- It is essential that all groups are made as aware and active in the process of managing the visit or trip as they can be.
- Procedures, group and supervision arrangements/strategies must be explained and understood.
- Children with an individual risk assessment for a specific need or behaviour to be aware of the arrangements and procedures as necessary.

Parents and Carers

- a. Parents and Carers also have an important role in working with the school to ensure that their child
- b. accesses a visit or activity successfully.
- c. Parents should:
 - Inform the Trip Leader about any medical, psychological or physical condition their child may have that is relevant to the visit
 - Provide emergency contact numbers
 - Sign the consent form – usually electronically via ParentPay or as dictated in the letter
 - For further information on the role of parents, go to <http://oeapng.info/parents/>

Planning and Preparation for a trip

Planning of Trips

The majority of educational visits will be set by year group/phase teams at the beginning of the academic year to enable the school to get the best value for money in terms of tickets and transport, as well as ensuring equity of offer across year groups. This will also support parents in planning for any costs arising well in advance and also in booking time off work to support. Parents will be informed of the calendar of visits in autumn 1. Additional local trips may also be added to the calendar throughout the year, as well as any opportunities that arise. These will be communicated with parents in good time.

The EVC will work with year group teams at the beginning of each academic year to ensure that educational visits are mapped out appropriately and link with purpose to the curriculum. The EVC will ensure there is an equity of offer across the school and ensure that all paperwork linked to these visits is completed at least 4 weeks before the trip takes place.

Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- When planning for an educational visit, teachers should consult with the EVC and Phase Leader to discuss the purpose and appropriateness of the proposed trip.
- The designated Trip Leader must then complete **SCHOOL TRIPS PROCEDURE & BOOKING FORM** and give it to the EVC, Headteacher and Associate Headteachers for approval at least four weeks prior to the proposed date of the trip.
- Once approved, the Trip Leader can begin to arrange the trip using the **SCHOOL VISITS CHECKLIST**
- This will include:
 - Completing the order form for school packed lunches to be given to the kitchen at least two weeks before the visit
 - Ensure a thorough risk assessment is completed **TRIP RISK ASSESSMENT** and given to the EVC for approval at least two weeks prior to the proposed date of the trip.
 - Ensuring parent messaging is sent out at least three weeks in advance, more if there is an expense **TRIPS & VISIT TEMPLATE LETTER**
- On the day of the trip, the Trip Leader should use the **TRIP PROTOCOL FOR VOLUNTEERS** document to ensure that everyone going on the trip is well informed.
- This will include:
 - Giving the emergency contact information to the school office and all school staff who are supporting on the trip
 - Ensuring that a staff member has fully briefed any parent volunteers on the expectations

Risk assessments

A full risk assessment must be completed at least two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server. The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. Staff are encouraged to detail 'plan B' in their risk assessment.

o Individual Risk Assessments

In line with West Thornton's commitment to ensure that all children access educational visits as part of their curriculum offer, detailed individual risk assessments must be drawn up for any child who requires more support, for example in regards to behaviour or SEND need. This will be written with input from the school's SENCO, EVC, Associate Headteachers and Headteacher. All children will be expected to go on an education visit, unless other plans have been discussed with the SENCO, EVC, Associate Headteachers and/or Headteacher in collaboration with the parents.

o Preliminary Visits to inform the risk assessment

It is best practice that Trip Leaders planning an off-site visit should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the Trip leader should take careful account of the facilities available, with due regard to the proposed size of the group. The Trip Leader should also assess the site's suitability with regards to the age and

any particular needs of the children. They should also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the Trip Leader to experience the activity beforehand, or if they lack the skills required to make informed judgements about the risks it may involve.

Parental consent and communication

Parents and carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off-site activity. When a child starts at West Thornton in Reception, parents will be asked to give blanket permission for their child to attend local school trips. Local trips refer to any trips or off site activities that are within walking distance of the school site. However, parents will still be informed that the visit is taking place.

Written consent will be requested from parents each time that a visit takes place that involves taking public transport and/or for which there is a cost. Consent will be collected on ParentPay or via a letter. Communication about any trip will go out to parents well in advance of the visit and at least 4 weeks before a trip that has a cost attached.

If a parent has any concerns or questions about a school visit, the school welcomes this dialogue and would encourage them to speak with their child's class teacher in the first instance, which will be followed up by the leadership team if needed. The school is committed to working in partnership and ensuring that parents feel confident with any trips and visits that take place.

Staffing supervision

West Thornton recognises that accompanying staff possess a key role in ensuring the high standards of learning, challenge and safety on a school trip. The levels of supervision will determine not only the health and safety of the children and their leaders, but also the quality of the overall experience. All trips should be individually risk assessed to ascertain the safe level of adult supervision required.

A general guide is outlined below:

- Nursery classes: a ratio of 1 adult for every 2 children
- Reception classes: a ratio of 1 adult for every 4 children
- Years 1 to 3: a ratio of 1 adult for every 6 pupils.
- Years 4 to 6: a ratio of 1 adult for every 10-15 pupils.

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

Safeguarding and Trip safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- ECTs to be accompanied by an experienced member of the teaching staff on their first visit and ongoing support to be provided if necessary

- Supervising adults to include a member of staff who is trained in first aid where possible
- For EYFS trips, at least one paediatric first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken
- School trip mobile phones are to be taken by the Trip Leader
- Children are to wear wristbands printed with the school trip mobile phone number

First Aid

The School's Health and Safety Policy ensures that, as far as possible, the school buildings are an accident-free environment. The same standards apply to off-site, including all forms of visit and trips.

The provision of a first-aider does not prevent accidents, but it is an important part of the control measures that follow risk assessment. The school provides adequate and appropriate equipment, facilities and personnel at its locations to enable staff, pupils and visitors to be given first aid.

Decisions about the deployment of first aiders on visits and trips are based on risk assessments, which consider:

- The hazards in any environment and the risks they present.
- Any generic policies in place.
- The group and its needs (including medical)
- The leaders and activities to be undertaken
- The transport arrangements.
- The remoteness of any location and the ability to summon support.
- What first aid qualifications and experience are available at the trips provider's locations/centres.
- The history of any incidents or accidents in similar contexts.

Cover is proportional to the risk, rather than to group numbers or similar criteria.

Recording and reporting incidents and accidents

Accidents to children, leaders and volunteers will be recorded or reported in accordance with the established procedures. All accidents and emergencies will be recorded, no matter how minor. In the case of a serious injury, the parents and the Headteacher will be informed as soon as possible.

Safety and emergency procedures

The Trip Leader must always complete a full risk assessment prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents. In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the Trip Leader can retrace their steps to locate the child
- If a child has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them

The Trip Leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the Trip Leader to maintain the safety and well-being of the other children. If the child is not found after approximately 10 minutes, the Trip Leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents. The Trip Leader will contact the police after approximately 15 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The Trip Leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children. When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

i. Frequently Occurring Day Visits

Examples of these would be swimming sessions (which form part of the PE curriculum), sports fixtures and library visits that occur frequently throughout the school year. Parents will be informed of these visits and consent sought initially. The EVC should ensure that there is a risk assessment in place for these visits and that this is reviewed termly.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. The school believes that every child is entitled to the full offer of trips and visits, and that cost should not be a barrier. West Thornton Primary School is committed to working in partnership with parents in this regard.

Excessively expensive trips will be avoided wherever possible and if a trip is over £15 this will be discussed with the Headteacher, Associate Headteachers and EVC.. All payments by parents for school trips are made in the form of a voluntary contribution and all payments are made online via the school payment system. In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to. For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost. In certain cases, the school may be able to subsidise the cost of school trips.

Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting

as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Photography and recording equipment

Only school cameras and devices should be used for trips. No photographs of children should be taken by staff or volunteers using their own mobile phones. There must be permission to use any photographs or recordings of individual children before publishing to social media accounts, newsletters or websites. Permissions can be checked through the school Office.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Curriculum Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Equal Opportunity Policy

Appendix A

West Thornton Primary School School Trips/Visits Procedure

STEP	ACTION
Step 1:	<p>All trips are to be authorised by the Headteacher, both Associate Headteachers and the EVC using the 'Visit Approval from Headteacher, Associate Headteachers and EVC' and 'Trip Booking Request' (attached).</p> <p>These must be signed off before moving on to Step 2.</p>
Step 2:	<p>Forward the Trip Booking Request (attached) to the office.</p> <p>Remember to attach:</p> <ul style="list-style-type: none"> • travel route details if you are using public transport • risk assessment signed by the Headteacher/Associate Headteachers <p>When you book the trip, please email the booking confirmation details to the office. Please note that you will still need to complete the booking form.</p> <p>Please check the school calendar first before booking any trips/visits.</p>
Step 2:	Complete a purchase order form
Step 3:	<p>A week before please, inform the kitchen of the visit and the number of packed lunches required.</p> <p>Two days before the trip, complete final check of permissions, lunch bookings, travel tickets, wrist bands, medication and high visibility vests.</p>
Step 4:	Provide the office & SLT with final "On the Day Checklist" and group lists showing children/parents/adults attending the trip.

Once fully completed and signed please copy and give to:

- **Office team**

Trip Booking Request

Fully complete booking forms should be submitted to the office at least 4 weeks prior to the proposed trip date, once approved by Headteacher and Associate Headteachers

	Rosecourt Road	Canterbury Road
Name of Teacher/s		
	Rosecourt Road	Canterbury Road
Proposed Date(s)		
	Rosecourt Road	Canterbury Road
Departure & Return Times		
	Rosecourt Road	Canterbury Road
Year Group/Class(es)		
	Rosecourt Road	Canterbury Road
Number of Children & Adults		
Medical Needs of Children (asthma pump, epi pen etc)	Child's Name	Site
Medical Condition		
Trip Venue	Include the full address, telephone number and email	
Reason for the Trip/Learning Expectations		
School Packed Lunch Needed	YES NO *A list of the children needing a packed lunch should be given to the kitchen 1 week before the trip	

Is this a Paid or Free Trip?	FREE PAID <u>TOTAL</u> COST OF VISIT (incl. travel) £ Workshop/Venue Cost: £ Travel: £
Contribution being requested	Parental Contribution £ Total expected Income £ Expected total cost to school £
Mode of Travel:	
*Public Transport <input type="checkbox"/> Coach <input type="checkbox"/> Minibus <input type="checkbox"/> Walk <input type="checkbox"/> *(NOTE: TFL school travel tickets must be organised a minimum of 2 weeks in advance. Please attach details of your planned route eg;. bus, tram, train)	

Letter to parents/carers attached	Yes No
Letter agreed and signed off by:	Signed off by: _____

(Risk assessment to be handed in with this form)

OFFICE USE ONLY

Travel booked

Company: _____

Travel Cost: £ _____

Venue Booked

Venue Cost: £ _____

Agreed contribution per pupil / adult	£
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Trip letter sent to parents/carers on: _____

Due date for trip payments: _____

Trip on school calendar

Risk assessment on file

Visit Approval from Headteacher, Associate Headteachers and EVC

To be completed by the Headteacher, both Associate Headteachers and EVC

To the group leader:

- We have studied this application and are satisfied with all aspects including the planning, organisation, costing and staffing of the visit. Approval is given.
- Please ensure that we have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.

Signed: _____ Date: _____

Headteacher: Alex New

Signed: _____ Date: _____

Associate Headteacher: Donna Callaghan

Signed: _____ Date: _____

Associate Headteacher: Jonathan Owen

Signed: _____ Date: _____

EVC: Sam Carroll

Appendix B

Order Form to Kitchen for School Packed Lunches

To be given to the school kitchen at least 2 weeks before the visit.

Teacher requesting school packed lunches _____

For Class/es _____ Year Group _____

Date of Visit _____

Total number of packed lunches requested _____

of which _____ are free school meals and _____
pay.

Special requests _____

Appendix C

Protocol for Parent Volunteers on School Trips

Thank you for volunteering to accompany the children on this trip and we hope you enjoy it. Without your valuable help, this trip would not have been able to take place. Please remember however, that your priority during is to supervise a small group of children. Also, ensure that you have a list of the children in your group and that you do regular checks and headcounts throughout.

Please read the following carefully:

- be clear of your roles and responsibilities throughout the trip – if you are not sure about anything – please ask the class teacher or visit leader.
- do your best to ensure the Health and Safety of everyone in your group, ensuring you keep the children with you in your group at all times.
- only take sole charge of a group if this has been arranged in advance by the visit leader – in this case, please make sure you are clear about *at what times* and *where* you need to re-join the main group.
- the use of mobile phones is strictly forbidden and these must not be visible at any point and switched to silent throughout the day. In line with our child protection and safeguarding policy, no photos of any children may be taken whilst you are on the trip using any personal mobile devices.
- always ensure that you have a way to contact the class teacher or visit leader in case of an emergency.
- in the event of a major incident (for which we have a clear procedure), do not contact any other parents or relatives or take any photos or film anything; the visit leader will remind you of this should it be necessary (which of course we hope it is not).
- support the children in your group with any tasks or activities.
- help with the control and discipline of the children in your group, expecting high standards of behaviour from all children at all times.
- speak to the class teacher and/or visit leader if you are concerned about any Health and Safety and/or organisational issues.
- inform the visit leader/class teacher if any of your children need to use the toilet and they will accompany them.
- do not take charge of children's spending money without the visit leader or class teacher's agreement.

By choosing to support the children on the trip you are agreeing to follow this protocol.

Failure to do so could mean you are not invited to join us on future visits.

Signed: _____

Print Name: _____

Date: _____

Child's Name: _____

Appendix D

What do I need to know? Checklist for Pupils and Adults

All pupils and adults must be informed of the following:

- Who is the Trip Leader?
- Where are we going to visit?
- How can I contact my Party Leader?
- What do I do if I need help, get lost or into difficulties on the visit?
- What code of conduct should I follow?
- What do I do to keep my money/valuables/possessions safe?
- What should I wear for the visit?

Appendix E

West Thornton Primary School Visit Risk Assessment

Venue:		Date/Time of Trip:	
Activity:		Assessment Date:	
Year group/class:		Completed by:	
No. of Pupils:	First Aiders:	Person in charge of the activity:	
Ratio:	Number of Staff:	Parents:	Signature of person in charge:
Transport to be used: (please circle) walk bus train underground tram coach cab other _____			
Has an individual R.A been completed for any children? Yes No		Has the venue provided its own RA? Yes - attached No	

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	Risk Rating Low/ medium	Any Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Getting lost	Children	<ul style="list-style-type: none"> Children given safety talk before leaving school. Children always accompanied by an adult and in groups. At venue children told where to report if they get lost. Regular head counts – before leaving school, getting on/off transport, on arrival at venue, before leaving venue, on return to school - as a minimum. Adults to hold hand of children at risk (). 	Low	Contact school immediately if any problems.
Street walking and crossing roads	All	<ul style="list-style-type: none"> Route checked out in advance. 	Low	Contact school immediately if any problems.

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	Risk Rating Low/medium	Any Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
		<ul style="list-style-type: none"> • Pedestrian crossing points used as much as possible. • When pedestrian crossings not available, two members of staff will hold up traffic in both directions. • Adults to ensure traffic has stopped before anyone crosses, even if green man showing on pedestrian crossing. 		
Refusal to follow instructions	Children	<ul style="list-style-type: none"> • Remind children of expected behaviour, rules and regulations prior to trip. • Follow school Behaviour Policy 	Low	School to be informed as soon as possible if incident occurs. Member of SLT to collect pupil if necessary and return to school immediately.
Police Incident	All	<ul style="list-style-type: none"> • Follow police advice at all times. • Adults to remove children from incident as soon as possible – following police advice. • Group Leader to inform police that there are children in the vicinity as soon as safely possible. • Group Leader to inform SLT of incident as soon as possible. • Adults to follow school advice unless this conflicts with police advice. • School to arrange for Group Leader to take children to nearest school if necessary. • Ensure Teacher in Charge sign out and bring along 2 School Trip Bags from Una (see separate document for contents) 	Low	<p>School to inform parents/carers as soon as appropriate.</p> <p>Do not speak to the press – refer them to Local Authority Press Office or to the police</p> <p>No use of mobile phones except by group leader.</p> <p>British Transport Police, text 61016 to discreetly report crime or incidents on your train</p>
Toilets	All	<ul style="list-style-type: none"> • All children to be accompanied by a member of staff, with current/valid DBS, when visiting toilets. 	Low	

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	Risk Rating Low/ medium	Any Further Action <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Illness or injury	All	<ul style="list-style-type: none"> Adults to check first aid list for pre-existing illnesses: [REDACTED]. First aider to carry portable first aid kit and any relevant medications. 	Low	<p>Group to be accompanied by trained Paediatric First Aider.</p> <p>Follow school First Aid Policy.</p>
Infection control	All	<ul style="list-style-type: none"> Individuals with increased risk: [REDACTED] Follow the school's Covid Risk Assessment Follow advice from Public Health Take hand sanitiser with you and use at regular intervals, as per school's Covid Risk Assessment Take tissues and a bag for disposal – ensure everyone follows 'catch it, bin it, kill it' Take Dettol-type wipes to disinfect as necessary Ensure good ventilation at all times 	Low	

Headteacher / Associate Headteachers/ EVC's acceptance		
Name:	Agrees with risk assessment: YES / NO	Date:
Team:		

Appendix F

Trips & Visits Template Letter



WEST THORNTON
PRIMARY SCHOOL

Headteacher: Ms A New

Rosecourt Road Site

Associate Headteacher: Mrs D Callaghan
Rosecourt Road, Croydon, CR0 3BS
rosecourtroad@westthornton.croydon.sch.uk

Canterbury Road Site

Associate Headteacher: Mr J Owen
103 Canterbury Road, Croydon, CR0 3HH
canterburyroad@westthornton.croydon.sch.uk

T: 020 8684 3497

www.westthornton.croydon.sch.uk

@WestThorntonSch

Date:

Dear Parents and Carers

Year XX visit to XXXXXX

On XXXXXXXX, Year XX are visiting XXXXXXXX, linking with our XXXXX topic on XXXX.

We will be leaving school at XXXXXX and will be travelling by XXXXXXXX. We will return to school by XXXXXXXX.

Children will need to bring XXXXXXXXXX

Children should wear full school uniform, a suitable coat/jacket and sensible, comfortable shoes for the trip.

A contribution of £XXX is requested towards the cost of the visit. This includes the travel and cost of workshops/activities.

If your child requires a school packed lunch please indicate on the permission slip below.

If you are able to assist on the day of the trip please also indicate this on the permission slip and the teachers will get back to you. We thank you in advance for your support.

Yours sincerely

XXX Team

PERMISSION SLIP

I agree to my child in Year Class
 attending the class trip to XXXXXXXXXXXXXXXXXXXXXXXX on
 XXXXXXXXXXXXXXXXXXXXXXXX.

Signed: Date:

My child will require a school packed lunch *

I include the contribution of £XXXXXXXX towards the cost of the trip *

I can assist on the trip *

* *Tick to indicate*

Please provide the following information:

Please provide details of allergies that your child has:

Does your child have an Epi pen? Yes / No*

Does your child have an asthma pump? Yes / No*

* *Circle to indicate*

Please provide 2 emergency contact details:

1. Name: Number:

2. Name: Number:

Appendix G

West Thornton Primary School **Checklist for School Visits**

1. Obtain permission from Headteacher, Associate Headteachers and EVC before booking (minimum 6 weeks before).
 This must be signed off by Headteacher and both associate Headteachers If requesting school to subsidize the cost then please calculate the exact cost of the trip including transport.
Confirmation will be given within 48 hours.
2. Check diary: no more than 1 year group out in a week.
3. Contact venue, make booking, email the office to put in diary.
4. Ask Swati to order lunches/organise transport at least 10 working days before date of visit.
5. Letter to go out to parents at least two weeks before. **All reply slips must be returned.**
6. Carry out a pre-visit (at least 1 member of staff MUST do this).
7. R.A handed in to Headteacher or Associate Headteacher at least 1 week before you go – **complete all highlighted sections.**
***Please attach R.A for the activity taking place (most places will have their own). *Please also attach any individual R.A (template can be found on Google Drive).**
***Ensure SEN/medical information is included (ie; visual needs/epilepsy)**
8. **Staffing** – take from class, then borrow from phase, borrow from a different phase. If this is still a challenge then please discuss with SLT.
 *Staffing regarding SEND/behaviour – talk to Inclusion team for advice/cover. If there is a child with behaviour or SEND an individual risk assessment must be completed two weeks before. A meeting must be arranged with the parents to sign this off. If a child is not attending the trip then this must be discussed with Headteacher/Associate Headteachers at least two weeks before. Then parent must be called in to discuss this. Only in

exceptional circumstances can this decision be made last minute in discussion with Headteacher/Associate Headteachers.

9. Emergency contact information completed and given to the office on the day.
10. All adults on the trip MUST have a copy of the risk assessment.
11. Summary of trip with photos (check permissions) to be posted on Twitter

Any questions please let SLT know

Top Tips

Walking/ Crossing Roads

- When walking, there must be one person at the front and one person at the back of line.
- Children must walk in pairs or single file.
- Children must not cross the road unless you give permission.
- 2 adults stood either side of the road to stop traffic before children start crossing.
- Plan your route to use pelican/zebras crossing wherever possible.
- **Do not cross close to a bend.**

Regular Head Counts

- You must be aware of the number of people you have taken.
- Take regular head counts to ensure nobody is missing.
- Count on and off public transport.
- High vis jackets are to be worn to make children and adults more visible.

Guided Ratio + 1:1s

- 1:2 – EYFS
- 1:6 – KS1

- 1:8 – Yr 3/4
- 1:10 – Yr 5/6
- If you have a 1:1 – this is not included in the ratio, depending on the needs of the child.
- Consider amending the ratio depending on the risk of the activity/behaviour of the class.

Shadowing

- All ECTs are expected to shadow an experienced teacher, prior to leading a trip independently.

Parents/Volunteers

- You are still responsible for a child – even if their parent is with them. If the child's parents are attending then please seek their permission of how they would like to support their own child.
- Ensure parents/volunteers are briefed on expectations and roles for the day – see the Educational Visits folder for a briefing on this.
- Parents not to smoke, must wear appropriate dress code, must report bad behaviour to the teacher rather than disciplining them.
- Parents/volunteers must be at least 18 years of age and cannot bring younger children.

Reply/Permission Slips

- A child must only go on a school visit if the reply slips have been returned.
- Verbal consent is also accepted as a last resort (please make a note of date/time)

First Aiders/Specialist Training

- There must be at least 1 up to date first aider per class on any trip.
- First Aider must stay with the group at all times.
- If a child potentially needs an Epi pen etc – an adult must have received specialist training in that area.
- Follow School Policy, particularly regarding the numbers of adults needed and where/how medication is stored.

Head Injury

- Parents informed.
- Accident form completed.
- If unconscious for any amount of time – call an ambulance – send a TA with a mobile
- phone.

Photo Consent

- Check for photo consent before taking pictures and putting them on the school Twitter account.

Other points to consider

- Taking each others mobile numbers in case you split off into smaller groups at the venue or on transport etc.