



EDUCATIONAL TRIPS, VISITS AND ACTIVITIES POLICY AND GUIDANCE

INTRODUCTION

1. All children need a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life.
2. At Willington, to enrich the curriculum for all our pupils, we also offer a range of educational visits and other activities that add to what they learn in School.

ORGANISATION

3. The curriculum defines what we teach the children and is the basis for each class' programme of learning for each School year. In addition, we agree a corresponding programme of visits and activities.
4. Within each year group, the teachers plan educational visits and activities that support their pupils' learning. We give details of these visits and activities to parents as the year progresses.
5. Visits and activities usually take place within the School day, and the EVC (Educational Visits Co-ordinator) approves such visits in advance once the guidelines have been approved. We follow guidelines relating to health and safety and we notify parents if their child is to take part in any activity that takes the pupils off the School site. All parents sign the following waiver for day & local trips:

We have no objection to our child joining any trip or outing arranged by the School, which may take place during the academic year. We understand that we will be advised of all relevant details relating to the trip, including any costs involved, prior to the trip taking place. At this time, we reserve the right to withdraw our child from a particular trip for financial or other reasons.

6. For longer trips or potentially hazardous activities, we require written consent from parents.

CHARGING FOR SCHOOL ACTIVITIES

7. The School may need to raise additional charges to cover the cost of off-site activities.

CURRICULUM LINKS

8. All educational visits and activities support and enrich the work we do in School. There are a number of people who visit the School to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children. We could also have visits from our neighbourhood police officer, fire officers and local religious leaders to support the personal, social and health education of our pupils. Our likely curriculum links include:

English	Visits from authors, dramatic performances
Science	Visits to museums, gardens or farms
Mathematics	Use of shape and number trails in the local environment
History	Study of local buildings and museums
RE	Visits to local centres of worship, visits by local vicar, rabbi and ministers
Art & Design	Art gallery visits, use of the locality, visits from artists and sculptors
Music	Specialist music teaching, extra-curricular activities, local productions, concerts

SCHOOL MINIBUS AND COACH COMPANIES

9. The School may need to raise a charge if children are transported in a School minibus or a hired coach to places of interest.
10. We instruct all children travelling by coach or minibus to wear a seat belt at all times and until told to remove them by a member of staff.



GUIDANCE FOR STAFF

11. Members of staff planning for a School trip should:
 - a. Follow the School procedures (See Appendix 1 – Checklist for visits)
 - b. Do a risk assessment (See Appendix 2 – Risk Assessment)
 - c. For overnight stays ensure that the establishment has the required security checks.
 - d. For adventurous or hazardous activities, the journey must be approved by the Head in advance
 - e. Ensure in advance that enough parents are willing to support an expensive School visit
12. Visits may have to be cancelled if permission slips, money or helper numbers are not sufficient.
13. When writing to inform parents of a visit the letter should include:
 - a. Purpose
 - b. Dates and times
 - c. Food arrangements
 - d. Travel
 - e. Additional clothing needed, uniform or casuals
 - f. Request for parental permission
 - g. Request for any medical information of which we should be aware
 - h. Request for emergency number of parent/guardian to leave in the office on trip day
 - i. Cost and final date for collection
 - j. Explanation of inclusion of spending money in collected cost or not
14. Groupings. Split children carefully to make groups manageable and safe.
15. Health & Safety.
 - a. In advance: A risk assessment is to be carried out for every trip or visit (See Appendix 2).
 - b. Check you are happy with car park areas, safety of toilets and safety along the way.
16. Getting There. When taking:
 - a. A coach. (see full separate Risk Assessment on Teacher's Shared)
 - (1) Make sure that the coach door always opens to the pavement away from the traffic
 - (2) Always ensure that an adult is first off and last on to supervise outside the coach
 - (3) Establish clear procedures at stopping points
 - (4) Make sure that all pupils are Registered on-board every time before pulling away
 - (5) Make sure that seatbelts are fastened every time before pulling away
 - b. A train. (see full separate Risk Assessment on Teacher's Shared)
 - (1) Phone ahead to reserve a carriage where possible
 - (2) Ensure that all children and helpers get on to the same carriage and that children are seated
 - (3) Do not get on a train if it is too crowded for all children and carers to be in the same section
 - (4) Staff should stand in the doorway preventing the doors from closing until all the children are in or off the train
 - (5) On a platform, ensure pupils are surrounded by staff and not obstructing other passengers
 - (6) Try to plan the outing so that you are not using public transport at peak times in the day
 - c. Walking. (see full separate Risk Assessment on Teacher's Shared)
 - (1) Ensure children are sensible and walk well away from the edge of the pavement
 - (2) Talk to supervisors about crossing procedures before leaving school
 - (3) Ensure a supervisor stands in the middle of the road as children cross
 - (4) Always have an adult at the beginning and end of the line of children



17. Pupil/Supervisor Ratio. (See Appendix 5). When going on a trip it is essential to have the appropriate ratio of adults to children. All adults should be responsible to the trip leader, inform him/her of any incidents and obtain permission before leaving the main group:
- a. Supervisors must be responsible and stay with their group throughout the trip
 - b. Supervisors may not bring other children with them, as we are not insured for their care
 - c. If possible take more adults than are recommended in order that you do not have to supervise a group yourself
 - d. Ensure that you have a first aid kit and any medicines that the children may need throughout the day. Make sure you know how to administer them and have the appropriate permission to do so. Also ensure you have emergency medicines e.g. epi-pen etc.
 - e. You should have a list of children with allergies so that you can be aware of any contact
18. Equal Opportunities. When organising a trip it is important to ensure that access is appropriate for all children i.e. disabled toilets, lifts or ramps if necessary. You should also consider the multi-cultural and gender aspects of exhibitions and ensure that messages are in line with School values or accepted as areas to discuss.
19. Above all, you are in charge and responsible for the safety of all your children on the visit.

Review period: Annual

Reviewed by: Deputy Head



CHECKLIST FOR VISITS

Appendix 1

Year/Class:..... Visit to.....

WELL BEFORE THE VISIT

- Read Educational Visits Policy
- Do pre-visit. On visit do risk assessment form (Appendix 2)
- Check arrangements with staff at visit
- Check procedures on entrance
- Check arrangements for the whole day and see all areas that the children will have access to
- Consult Headmaster on the visit date and arrangements for the day
- Check School diary in the Office for possible dates
- Book visit and talks etc
- Check parents are financially willing to support trips
- Order coaches with seat belt if necessary

FOUR WEEKS BEFOREHAND

- Issue letter via email to parents including all details outlined in policy & copy to Office
- Collect consent forms (if necessary) and money

THREE WEEKS BEFOREHAND

- Chase up any missing consent forms and contributions from parents – every child must have a signed permission note if the trip is **not** local
- If insufficient funds or permission slips are received discuss with Deputy Head

ONE WEEK BEFOREHAND

- Check that transport details are correct
- Confirm visit booking, lunch time arrangements and guides with place of visit
- Make a supervisor/pupil list
- Confirm with accompanying staff the time of set off and arrival back at School
- Request First Aid Kit and any individual medicines from Matron
- Ensure you are aware of allergies and have permission to administer emergency medicines
- Hand final list of groups/ parental consent and details of itinerary to EVC

THE DAY BEFORE THE VISIT

- Charge mobile phone to be used on visit
- Remind the children of items to take eg packed lunch, sensible shoes, coat, school uniform
- Check that duties/activities will be covered
- Phone coach company to confirm details
- Confirm details of the trip with parents – brief supervisors i.e. worksheets, time of return, safety issues, groups and reporting back to teacher

ON THE DAY

- Update emergency contact information forms.
- Add any additional Helpers / Adults emergency contact numbers and information to list
- Take a copy of all paperwork on trip
- Collect the First Aid kit, individual medicines and sick bags from Matron.
- Check the Office has a contact telephone number and is aware of the days' arrangements
- Check that you have payment and emergency money
- Advise EVC of last minute changes
- Ensure the appropriate supervisor/pupil ratio (Appendix 5)
- Camera
- Lunches
- Equipment for children (paper, pencil, clipboards)

Permission forms are not necessary for local trips but parents/guardians should be informed using the same criteria written out in procedures, please ensure the Office is copied in via email to the information you send to the parents.



RISK ASSESSMENT

Appendix 2

Party Leader.....

Date (s).....

VISITING.....

Degree of risk	The Activity	The Pupils	Leader/Teachers	The Environment	Access to 1 st Aid	External Factors
1	Within the everyday experience of the individual/group	Very experienced at appropriate level	Experienced and qualified at the appropriate level	Urban or rural with hazards that are predictable	1 st Aid & emergency support is readily available at appropriate level	Weather appropriate to the activity, any changes will have no adverse effect on the group
2	Outside the every-day experience of the individual but some tasks have familiar aspects	Regular exposure to the activity. An adequate level of competency	Low level qualifications. Regular participant	Urban and rural with hazards that change quickly.	1 st Aid & emergency support is readily available. Staff have low level 1 st Aid qualification	Weather appropriate to the activity. Any change will have minimal effect and will not affect safety.
3	Tasks unfamiliar but competency has been or will be achieved through training	Experience at a recreational level. Some competency	Low level qualifications. Some participant experience	Industrial. Overnight stays. Close proximity to water in conditions that are predictable	1 st Aid and emergency support readily available. Staff unqualified in 1 st Aid	Weather changes could lead to serious problems if the group is not competent in the activity or are poorly equipped.
4	Tasks unfamiliar but training has been given	Some experience at an introductory level. Not competent	Some experience as a leader limited or recreational participant only	Close proximity to water, cliffs or other hazardous features. Travel abroad in urban areas	No 1 st Aid and emergency support readily available. Staff hold a relevant 1 st Aid certificate	Weather changes could lead to serious problems if the group is not competent in the activity or are poorly equipped
5	Tasks unfamiliar. No training has been or will be received or given	Novice. No experience of the activity	No experience of the activity as a leader. Some experience as participant	Travel abroad in demanding terrain	No support readily available. Staff have no qualifications in 1 st Aid	Weather changes could have serious consequences for the group

TOTAL RISK ASSESSMENT SCORE.....

<u>Score</u>	<u>Risk</u>	<u>Meaning</u>
10 or less	LOW	The possibility and nature of an accident occurring are not substantially different to those occurring in every day experience
20 or less	MEDIUM	The hazards encountered are outside the groups experience but by adopting principles of good practice it should bring them to an acceptable level
25 or less	HIGH	The hazards encountered are beyond the everyday experience of the group. The repercussions of an accident could lead to serious consequences.
26 or more	UNACCEPTABLE	The hazards encountered are far beyond the experience of the group and the party leader. The visit should not go ahead.

Additional comments

Compiled by.....

Signed.....

Date.....

Appendix 2 cont.



Other sheets enclosed with this form

Areas identified as particularly hazardous

Staff : pupil ratio

Particular areas where extra care should be taken on advice to be borne in mind

Other

Compiled by.....

Signed.....

Dated.....



APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS

Appendix 3

Not all sections will be relevant to proposed visit:

Teacher/Group Leaders full name: _____

The teacher should complete this form as soon as possible once the preparations are complete. He/she should have already received approval of the proposed visit in principle and should have regularly updated the EVC on the progress of the preparations. The teacher should obtain parental consent.

When approval is given, one copy should be retained by the EVC and another by the teacher. The EVC should be informed of any subsequent changes in planning, organisation or staffing. If required, the EVC should seek advice from the Headmaster.

Purpose of visit and specific educational objectives: _____

Places to be visited: _____

Departure date: _____ Return date: _____

Departure time: _____ Return time: _____

Transport arrangements including the name of the transport company: _____ -

Proposed cost and financial arrangements: _____

Accommodation to be used: _____

Contact Number: _____

Details of the programme of activities: _____

Details of any hazardous activity and the associated planning, organisation and staffing. Risk Assessment should be completed (Appendix 2):



Names of staff accompanying the party: _____

Names of other adults accompanying the party:

Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:

Existing knowledge of places to be visited and whether there has been an exploratory visit:

Size and composition of the group:

Age range: _____

Number of boys: _____

Adult to pupil ratio: _____ Teacher/Pupil Ratio: _____

Information on parental consent

Information on whether the teacher/group leader has received all consent forms (if necessary) duly completed and signed (parental consent may precede or follow approval):

Names of pupils with special educational or medical needs: _____



Visit Confirmation from the Educational Visits Co-Ordinator

Appendix 4

To be completed by the EVC

To the Teacher/Group Leader:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

Please ensure I 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.

It may be useful to complete an evaluation form after the trip.

Signed: _____

Date: _____

A copy of the completed application form and details of any subsequent changes should be retained by the EVC.



SUPERVISOR/PUPIL RATIO

Appendix 5

Visits (i.e. day visits not involving an overnight stay or adventurous/hazardous activities)

1. It is always advisable to have two supervisors (including one teacher) on every visit but there may be very exceptional occasions when the EVC considers it sufficient for only one teacher to be used. Such an occasion could be when a very small group of trustworthy children are involved. Such arrangements will not be appropriate at Key Stage 1.

2. The recommended minimum staffing ratio for visits not involving adventurous hazardous activities is:

	No. of Pupils	Teachers	Other Supervisors	Total Adults	Recommended Ratio
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Reception	1-8	1	1	2	1-4
	9-12	1	2	3	1-4
	13-16	1	3	4	1-4
	17-20	2	3	5	1-4
	21-24	2	4	6	1-4
	25-28	2	5	7	1-4
	29-32	3	5	8	1-4

KS1	1-12	1	1	2	1-6
	13-18	1	2	3	1-6
	19-24	1	3	4	1-6
	25-30	2	3	5	1-6
	31-36	2	4	6	1-6
	37-42	2	5	7	1-6
	43-48	3	5	8	1-6
	49-54	3	6	9	1-6
	55-60	3	7	10	1-6
61-66	4	7	11	1-6	

KS2	1-30	1	1	2	1-15
	31-45	1	2	3	1-15
	46-60	1	3	4	1-15
	61-75	2	3	5	1-15
	76-90	2	4	6	1-15
	91-105	2	5	7	1-15
	106-120	3	5	8	1-15

KS3/4	1-40	1	1	2	1-20
	41-60	1	2	3	1-20
	61-80	2	2	4	1-20

SPECIAL we may make recommendations on the ratio of adults to pupils taking into account the individual needs of the pupils

* (SEN) Shadow should not be counted in the supervisor/pupil ratio



Willington Critical Incident and Emergency Management Plan

Appendix 6

1. The following list is not exhaustive, but covers emergencies and crises that might arise in the School or during off site activities in response to which this plan might need to be put into action:

- a. Death of a pupil or a member of staff;
- b. Destruction of part of the School;
- c. Violence or assault in the School;
- d. Hostage situation;
- e. Travel accident involving pupils;
- f. Natural disaster in the community;
- g. Death or injury on School journeys or residential visits;
- h. Civil disturbance or terrorism;
- i. Abuse or potential abuse or threatening behaviour towards a pupil outside school.

Critical Incident/Emergency Procedures

2. All necessary steps should be taken in advance of any visit to assess all risks and take necessary precautions. In the event of an incident, the member of staff in charge of the activity and other members of staff in attendance have a primary duty of care to ensure that all pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. In an emergency there should be no hesitation to act and to take life-saving action if necessary.

3. In the event of a serious incident, the priorities should be to:
- a. Provide immediate first aid to preserve life and prevent any further injury.
 - b. Seek assistance, summon the emergency services as necessary.
 - c. Ensure that everyone is moved to and looked after in a place of safety.
 - d. Establish the facts, inform the School and make arrangements for recovery.

Major Incident Management Flowchart

Immediate Action by School	Short Term (first 24 hours)	Next Few Days and Beyond
Assess incident and check actions taken to ensure safety of all children and adults.	Set up Emergency Incident Suite.	
Establish the facts.		
Call Emergency Services if needed. Inform the Headmaster.	Set up emergency helpline and keep notes of all incoming calls.	Make necessary recovery, repairs and replacements arrangements.
Start an Incident Log.	Contact specialist support if required.	Continue regular updates for staff, pupils, parents.
Convene the Crisis Management Team and allocate tasks.	Check psychological support is sufficient.	Start putting together a full report of the incident/actions.
Contact other staff for support as required.	Crisis Management Team to meet at regular intervals.	Make plans to mark the event: e.g. special assembly.
Make arrangements to close/open the setting or cancel activities. Assist with recovery if required.	Issue regular updates for staff, pupils, parents via staff meetings, assemblies, emails, web-site, Clarion Call.	Evaluate the Crisis Management flowchart and amend as necessary.
Provide recorded message on answerphone for parents.	Start planning the return to normality.	Formally thank those involved in supporting the Crisis.

School Contact Numbers:

School Office: 02089447020
 Bursar Office: 02089710454
 Headmaster (m): 07775711816
 Deputy Head (m): 07714752790
 Caretaker (m): 07947644949
 Bursar (m): 07525209948

Aviva Travel Insurance:

Policy No 100003902GPA
 Emergency Medical Assistance: +44 (0) 1243 621 066



Evaluation of Trip

Appendix 7

Overall Review: timing, appropriateness, organisation, quality of outside instructions.

Budget: was the trip value for money, adequate expenditure, any financial improvements?

Is there anything that could be improved for next time?

Any other information;