Glenfrome
Primary School

School Trips & Visits

This policy is an operational policy, approved by the Headteacher of Glenfrome Primary School.

First adopted: July 2020

History of recent reviews

Review Date	Page	Changes
October 2021*	-	No change
May 2024		**No change**

***This version: Tabled for information at the meeting of SPF Committee 06.10.21**

To be reviewed every 2 years or before if required

Next review due: May 2026

Glenfrome Primary School

Educational Visits Policy

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Glenfrome Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, 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 employees have a responsibility to:
 take reasonable care of their own and others' health and safety
 co-operate with their employer
 carry out activities in accordance with training and instruction
 inform the employer of any serious risk

Any time children are taken from the school site, a day visit form must be completed detailing the details of the off site visit including the date, the destination and exactly who is attending and supporting/ratios. A copy given to the office staff for their records. Off site visits include the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School activities that happen outside of the school gates
- Sporting activities including swimming sessions
- Outward bound and adventurous activities

Aims of Educational Visits

Most classes in the school will have one educational visit each term, although there may be fewer in Reception. 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 if it is deemed to be an excellent opportunity. All

activities are available to all children irrespective of needs, ethnicity, gender or religion.

Planning and Preparation for a trip

The school has appointed an Educational Visits Co-ordinator (EVC) Sarah Laws, Deputy Head Teacher whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two 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 (approved by Sarah Laws, Deputy Head Teacher or Inger O'Callaghan Head Teacher) or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

Procedure

The best practice to be adhered to in the arranging of school trips is as follows: In consultation with class teachers and/or phase leaders as applicable:

- Class teachers will make initial enquiries and make the trip booking
- Office staff will calculate a cost per pupil, inclusive of transport. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary by the office staff who will have confirmed the travel arrangements
- In cases where school lunches are affected, kitchen staff must be informed by the school office
- The EVC will be informed of the trip when it is entered on the online calendar and will then offer support and guidance to Visit Leaders of which risk assessment is required. These risk assessment forms must accurately reflect the visit and should be annotated from generic ones to match the trip
- Class teachers will inform parents of school trips either by email or text with further specific details in a separate letter, giving at least two weeks' notice. Trip consent will have already been given by parents, therefore it will not be necessary to gain further consent unless the trip category is B or C
- Where applicable, parental volunteers will be asked to support the trip. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process of first come, first served with an up to date DBS. All volunteers must read, sign and date the volunteer code of conduct form before they can attend any trip. These forms will be passed to the EVC for record keeping purposes.

- If appropriate, payments will be made directly to the school office via the school payment system
- The risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC. This includes individual risk assessments that are required for 'high needs' children in conjunction with the SENDCo – Gemma Thomas. A day visit form must be completed on the day of the trip detailing exact numbers (see above).
- All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below is the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher or Deputy Head Teacher in advance.

  Reception classes - 1:6
  Years 1 – 2 - 1:8
  Years 3 - 4 - 1:10
  Year 5 – 6 – 1:12
  Adventurous activities -1:10
  Residential visits – 1:10

- The risk assessment and day visit form must include details of any specific medical issues and any adult helpers. A copy should be taken on the trip, and another copy left with the school office to be filed after the trip by the EVC. Children who require an individual risk assessment must have their needs clearly detailed and how best to support them to take part successfully and safely. If they are supported in school, the same support must be in place for any visit.
- In accordance with the Home School Agreement (or do we send out a separate consent form?), parents give blanket permission for their child to attend school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required.

However, permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Trips that take place outside of school hours

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 try to ensure that adults of each gender accompany the children on residential visits.

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled.

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. In these cases, parents need to contact Mrs O'Callaghan directly to discuss this.

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.

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:

- An adult of each gender to accompany mixed groups of pupils if possible
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on visits including local visits
- If it is known that their will be a qualified first aider at the destination and if the journey is deemed to be in reasonable distance, it is acceptable for supervising adults to include a member of staff with knowledge of basic First Aid
- If it is known that there is not a qualified first aider at the destination and for EYFS trips, at least one 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

- If the situation arises whereby a volunteer or course leader has not been DBS checked, they should not be left alone with children during any activity at any time. DBS should be the first question we ask when volunteers or individuals want to assist with educational visits.
- 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 by group leaders and the group as a whole

The trip leader and accompanying adults must always be aware of the Emergency Arrangements section of this document or that of a child with medical needs prior to any educational visit taking place. 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 or assist/guide ambulance staff if one has been called. School will be notified at all times, and they in turn will notify parents. Please follow the guidance at the end of this policy.

All children must be briefed prior to departure and when they arrive at the venue for the unlikely event that a child becomes separated from their group, they must follow the steps below.

- Wait so that the trip leader can re-trace their steps to locate the child
- 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
- The Deputy trip leader 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 (or if we suspect that the child has ran off), the trip leader will phone the police followed by the school office to notify them and ascertain whether they have any information. The school will notify the parents. 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 Head Teacher and Deputy Headteacher (EVC) and will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Other Relevant Policies and Documents
This policy complements and supports a range of other policies:

- ✓ Teaching and Learning Policy
- ✓ Health and Safety Policy
- ✓ Safeguarding Policy
- ✓ Behaviour Policy

A copy of this policy is available to all staff and parents and is published on the school website. This policy is reviewed every two years by the Governing Body of Glenfrome Primary School.

Sarah Laws – EVC July 2020

Appendix
Further guidance - Bristol City Schools

This guidance has incorporated the specific guidance for Educational Visits and Trips adopted from Bristol City Council and incorporates the policy statement regarding educational visits from the Department for Education (DfE).

The DfE statement clarifies how health and safety law applies to educational visits and is designed to reassure establishments that where sensible and proportionate precautions are taken in planning and running trips and visits, staff should not fear prosecution by the HSE.

The new guidance is welcomed by Bristol City Council, especially the call for a sensible and proportionate approach to health and safety and a reduction in red tape.

Bristol City Council proposes to adopt the National Guidance produced by the Outdoor Education Advisers' Panel (OEAP). This guidance can be found at http://oeapng.info/.

It is a legal expectation that employees work within the requirements of their employer's guidance; therefore Bristol City Council employees must follow the requirements of the OEAP National Guidance, as well as the requirements of this document.

Bristol City Council Guidance states the following:

Educational Visits Coordinator (EVC)

All establishments and services to have their own trained EVC to the following standards. At Glenfrome Primary School this is Sarah Laws, Deputy Head Teacher - training during academic year 2019/2020.

All Bristol City Council Children and Young People's Services establishments must have a current, trained EVC in post.

All Bristol City Council Children and Young People's Services establishments must ensure that their EVC undertakes a formal revalidation every three years.

Trip Leader

Bristol City Council Trip Leader Training is strongly recommended for all those who lead learning outside the classroom activities. To meet guidance requirements regarding leader competence, leaders must be current in their knowledge of expectations of good practice, so update refresher training is also strongly recommended. Training for this took place at Glenfrome Primary School during 2019/2020 academic year.

Early Years

Those practitioners working with children 0-5 years old must also consult the Early Years Foundation Stage Framework.

Learning Outside the Classroom (LOtC)

The nationally recognised indicator of good quality educational provision (the LOtC Quality Badge) provides a national award combining the essential elements of provision, learning and safety into one easily recognisable and trusted accreditation scheme. This is aimed at ALL types of learning outside the classroom provider organisations, catering to children and young people throughout the UK. The scheme is managed and developed by the Council for Learning Outside the Classroom. Access their website for further guidance.

Bristol City Council **does not** require a Provider Standards' Questionnaire or duplicate risk assessments from organisations which hold the LotC Quality Badge.

Notification Process

Glenfrome Primary School will ensure that Bristol City Council's notification process will be followed whereby all category C visits/trips including residential visits or those of a high risk or adventurous nature must be notified to the Educational Visits Advisor.

The current standard Notification Form and Provider Standards' Questionnaire (for non LOtC providers) can be photocopied, scanned and emailed or down loaded from the Health and Safety pages via the intranet website ready to use.

COMPLETED FORMS WILL BE RETURNED AT LEAST

- **FOUR WEEKS PRIOR TO RESIDENTIAL AND CATEGORY "C" VISITS, and**
- **SIX WEEKS PRIOR TO OVERSEAS VISITS.**

Email completed forms to hr.corporatesafety@bristol.gov.uk

This ensures there is sufficient time for checks to be carried out and any amendments made to the arrangements in order for the trip/visit to be authorised.

Failure to notify and receive approval for an activity in Category 'C' could result in:

- insurance cover for those taking part in an activity being invalidated
- lack of emergency support or back-up from CYPS in the event of an incident
- adverse publicity for the CYPS site organising the event
- adverse reports to the Governing/Managing body of the site from CYPS and
- the potential for litigation, both civil and criminal.

CATEGORY OF ACTIVITY

When assessing the most appropriate **category** in which to place an activity, account must be taken of various factors including:

- the ages and abilities of the children or young people involved
- the environment and site of the activity
- the prevailing or forecasted weather conditions
- the experience and qualifications of party leaders supervisory staff and
- any special needs of the children or young people.

The lists of activities in the categories below are by no means exhaustive and will be added to or interchanged as experience dictates.

If in doubt please contact the Health & Safety Team.

Category 'A' comprises activities/events that present no significant risks beyond those that may be experienced in everyday living and moving around. For example:

- visiting local libraries, museums, exhibitions, theatres, concerts
- attending musical/arts events, festivals
- field study visits in environments presenting no technical hazards

- visits to local swimming pools where correct ratios of lifeguards are on duty
- farm visits
- zoological gardens, nature reserves and National Trust type properties
- access to off-site playing fields, sports facilities, 'away' fixtures, and
- local walks, surveys and census gathering exercises.

Category 'B' comprises activities and events that are considered during the **risk assessment** process to be of higher profile than those of **Category 'A'**. For example:

- orienteering in local parks or woodlands
- walking, jogging, cycling (on or off-road), in non-remote countryside
- local low level camping trips where basic facilities are available on site
- field study work in non-remote upland or coastal areas
- team building/problem solving exercises, low level (up to a height of 1.25 m) rope courses and 'assault' course circuits
- visits to major cities in UK, visits to theme parks
- horse riding/pony trekking in non remote areas, and
- sponsored walks and large scale events where many people participate or watch.

NB Overnight camping trips which fall into Category 'B' must be notified to the H&S Team on the 'Off-site/Educational visits notification form as they constitute a residential experience.

Category 'C' comprises all residential visits and activities/events that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead. Many of these activities fall within the **4 generic groupings** currently covered by the Adventure Activities Licensing Authority, although this may change in due course. These groupings are climbing, caving, trekking and water-based activities. For example:

- climbing plus abseiling, the use of artificial climbing structures
- caving plus mine exploration, cave diving
- trekking plus piste skiing and artificial dry slope skiing, and
- water-based activities: canoeing, kayaking, sailing, off shore cruising, windsurfing, rafting, sub-aqua and snorkelling, water and jet skiing, paddle surfing, dragon boating, gorge walking, and **open water swimming.**

Examples of additional category C activities include amongst others:

- overseas visits and exchanges and overseas expeditions
- motor sports, quad biking, motorbike scrambling
- air-born activities (excluding commercial flights) i.e. gliding, hang/para gliding, parachuting

- hybrid activities combing elements of rock and water i.e. gorge/ghyll scrambling, canyoning, sea traversing, 'coasteering'
- archery
- combat activities i.e. self defense, judo, fencing, boxing, wrestling, martial arts
- pistol, rifle shooting and paint balling
- fishing: inland waters, coastal and sea venues.

Staff and managers must be certain of the educational benefits for their children and young people of such activities as paint balling, pistol/rifle shooting etc, when undertaking their risk assessment.

Mini bus drivers

Please follow the National Guidance 4.5b Transport Minibuses. In addition, staff driving a minibus must

- have successfully completed a Minibus Driver Awareness Scheme course (MiDAS), and
- be between the age of 22 and 70 (see also Bristol City Council Transport Policy).

EMERGENCY NUMBERS and EMERGENCY PROCEDURES

It is advised that the information below be copied then laminated and taken on all off-site visits along with your children/young person's/staff medical and emergency contact details. Copies of the emergency numbers and procedures should be on display in all vehicles being used.

- **Ensure the safety and welfare** of all the members of your party.
- **Get emergency attention.** Notify and request assistance from Police, Fire, Ambulance, or Coastguard Services as required. **Call 999**
- **In the event of an emergency during normal office hours, call your establishment emergency contact**

AND THEN ADOPT THE FOLLOWING PROCEDURES.

- **Contact and inform your Headteacher/Manager/EVC** with all relevant details of the incident. They must activate your communication plan and will contact parents/carers as necessary.
- **Write down accurately all relevant facts**, times, witness details, and preserve all evidence.
- **Make contact again with your establishment** as regularly as necessary, informing them of any changes to your programme and further information resulting from the incident.

Please Note; members of your party will have mobile phones: you will need to instruct them **not to call parents/carers, or friends until official calls** have been made to the Authority's Emergency Control Team who will then activate the Emergency Plan.

In the event of an out-of-hours emergency, ring the City Council's Emergency Control 24 hour, 365 days of the year, number: and provide all relevant details of the incident.

0117 922 2050