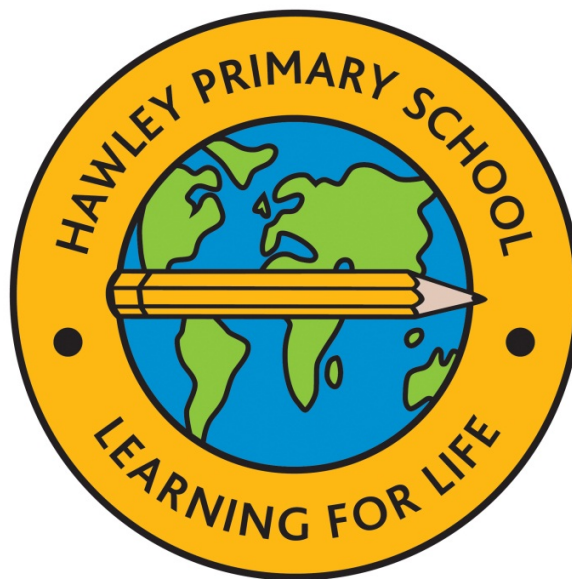


HAWLEY PRIMARY SCHOOL



TRIPS AND VISITS POLICY

AGREED BY GOVERNORS: Summer 2021

LATEST REVIEW: Summer 2021

NEXT REVIEW: Summer 2026

HAWLEY PRIMARY SCHOOL

TRIPS AND VISITS POLICY

AIM OF THE SCHOOL

The aim of Hawley Primary School is to provide an excellent education in a safe, supportive learning environment where people are valued and make positive contributions to the school community and where students go on to become responsible, independent members of society.

PRINCIPLES

Trips and Visits add breadth and depth to the curriculum by extending and enhancing the experiences of students. This policy covers residential, field and day trips, visits to theatre, museums, industry or places of interest and sporting events. It is any activity whereby students are required to leave the ordinary boundaries of the school site for educational purposes.

PURPOSES

- To make a broad programme of trips and visits accessible to as many students as possible, ensuring continuity and progression through the Key Stages.
- To develop cultural, spiritual, social or physical aspects of students lives. Also, to enable them to learn a sense of community and develop initiative, resourcefulness and self-reliance.
- To ensure that the Health and Safety of staff, students and any other persons involved in school visits is a priority in the planning and organisation of trips

GUIDELINES

- The named trip/visit organiser must complete a Trip and Visit Approval form (Appendix 1) outlining the purpose of the activity, detailing organisational and supervision arrangements, carry out a Risk Assessment and trip costing sheet (Appendix 2). The Trip Audit and costing sheet is submitted to the Headteacher for approval.
- Any staff member supervising trips or visits accept the full duty of care of pupils, an appropriate number of staff must accompany each activity.
- The Headteacher must approve all trips. Residential trips or journeys by sea and air require the further approval of the Governors Curriculum Committee.
- Upon approval by the Headteacher, the Trip Organiser should complete all necessary Risk Assessments. This should be done in consultation with the Headteacher. The Headteacher

will then liaise (when appropriate) with the office of the County Outdoor Education Officer and ensure that all the risk assessments meet required health and safety standards.

- **No activities must take place that fall outside those identified in the risk assessments approved by the Headteacher.**
- Consistent with the School's Charging Policy, voluntary contributions will be invited to offset the cost of curricular based Trips or Visits (those taking place beyond the curriculum must be fully paid for). Costs will be explained at the planning stage; all students will be included in a trip regardless of parental contribution, although a trip may be cancelled if insufficient funds are available to cover the costs.
- When planning a trip or visit the organiser must ensure that the needs of students on the SEND register are considered. These needs must be taken into account when deciding staff-student ratios. Staff should have the necessary information about the nature of a student's special needs.
- Only trips with an educational purpose should take place during curriculum time.
- For residential or foreign trips, it is recommended that a reputable company is used. Unless parents are being asked to pay the full cost at the outset, a non-refundable deposit sufficient to cover any deposits placed to confirm the trip must be paid to reserve a student's place on the trip.
- Information about the trip or visit must be kept at school and be available at all times. Information to be included is an itinerary, pupil/staff list and emergency contact numbers. (Appendix 3).
- On day trips staff should take a list of contact numbers in case of minor accident, incident or unexpected delay on the return timing. Should there be a serious emergency then the group leader contacts the school and the school's emergency procedure is put into place and this becomes the parents' point of contact.
- After the trip or visit the organiser should evaluate the activity.
- Any accidents or incidents taking place on the trip should be recorded on an 'Incident log' immediately on return from the visit and the Headteacher should be informed.
- Any students causing major breaches of the Behaviour Management Policy and the school's expectations within the code of conduct may be required to be taken home early from the visit. This may only be carried out with the consent of the Headteacher or Chair of Governors. Expenses incurred from a student being taken home may be passed on to the parents at the discretion of the Governing Body Curriculum and Resources Committee.

COMMUNICATIONS WITH PARENTS/CARERS

- Once the activity has been approved a letter must go out to parents giving details of the activity. Parents / carers must be advised of special risks and must give written approval for their son/ daughter to participate in the activity.
- Residential trips or journeys by sea and air require a meeting to be held for parents/carers detailing all essential information and students should sign a Code of Behaviour appropriate to their trip or visit.
- For residential visits, there is a pro-forma to be filled in with medical details, including allergies, emergency contact numbers and a loco parentis signature.

SUPERVISION AND INSURANCE

The school maintains a high pupil to adult ratio on all visits, in line with or more usually, above the DCSF recommended guidelines.

Adult : Pupil Ratio for Day visits

Reception 1:6
Years 1-2 1:8
Years 3-6 1:10

Adult : Pupil Residential visits (UK)

All year groups 1:10

Whilst all adults accompanying the visits do not have to be DBS checked those who are not left alone with the children at any time do not require a check to be completed.

The school maintains a valid insurance policy for all school visits covering personal injury and liability.

HEALTH & SAFETY OVERVIEW GUIDANCE FOR TRIP ORGANISERS

It is **ESSENTIAL** that the trip Organiser completes, or arranges to have completed a Risk Assessment well in advance of taking any trip outside school. Risk Assessment pro-formas are available on the school's network or from the School Office. A Risk Assessment is exactly that, so classifying your trip as "non-hazardous" is an assessment of the risks. These pro-formas are intended to help you arrive at an objective judgement justifiable if something should go wrong and to ensure the planning has been thoroughly thought through.

Without the Risk Assessment, the trip cannot take place hence; copies must be presented to the Headteacher at least 2 weeks prior to the trip taking place. Where hazardous activities are expected the assessment must be particularly rigorous hence a separate Risk Assessment form is provided.

Assistance and advice can be gained from Hampshire Outdoor Education Service or from lead personnel at the venue for the visit.

You will be making yourself vulnerable if this task is not fully complied with.

All trips, even one day and local trips need Risk Assessments and general preparation to suit the nature and duration of the trip. The following list will provide some useful guidance to the process and assist you in using your trip supervisors to ensure the policies are fully implemented.

Outside School Activities

- All Health and Safety requirements will be met; a Risk Assessment takes place before all visits. This aims to identify and reduce any area of risk considered likely. The person responsible for leading the visit completes this. All visits can only take place with the Headteacher's permission.
- Permission is always sought from Parents/Carers in writing, for all educational trips.
- Students will be instructed on 'safe behaviour' before all trips. Adequate adult supervision will be provided and safe crossing places will be used whenever possible.
- If necessary to use Parent/Carers' vehicles for outside visits, all students must have a lap/diagonal seat belt provided. The organiser of the trip must check insurance cover and that a clean current Driving Licence is held.
- Parents and staff transporting students in their own vehicles must have held a clean driving licence for a minimum of three years. Their insurance policy must be valid and sufficient for this purpose. There must be the correct number of operating seat belts and it is the responsibility of the driver to ensure that they are worn.
- Only reputable coach companies will be used and working seat belts must be fitted.
- No students must sit by the emergency exit in the middle of the back seat.
- Adults will sit throughout the coach (not in one group together).
- Seat belts must be worn. Students will be required to sit whenever the coach is moving.
- Any luggage will be safely stored before starting off. A First Aid kit, water and wipes shall be taken on all school trips other than where local transport, e.g. train or coach renders it impractical or is covered by the transport provider.
- Adults accompanying trips will be fully briefed on their responsibilities and duties prior to the outing. Enough time will be allowed for a safe journey.
- If an accident occurs, a designated adult will take responsibility for the group whilst the adult in charge deals with the incident.
- Someone should be responsible for First Aid on the trip, ideally this should be a qualified first aider or appointed person but this will not always be possible.
- For local trips, teachers will ensure that the safest route is followed. If it is necessary for students to cross a busy road, adequate supervision will be provided.

Appendix 1: Trip Audit

THIS VISIT MUST BE APPROVED BY THE HEADTEACHER BEFORE ANY LETTERS ARE SENT HOME

Application is hereby made for permission for children in attendance at this school to take part in Educational Visits as detailed below and overleaf.

TRIP ORGANISER: _____

ASSISTED BY: _____

PURPOSE OF VISIT: _____

DETAILS OF VISIT:

a) Destination _____

b) Dates (s) of proposed visit _____

c) Method of travel _____

d) (proposed) Number of students _____

e) Age range of students _____

HELPERS/ESCORTS: Where long term planning is required these may be named later.

Name of Helper/Escort

SUPERVISION:

Trips of one day or less	Residential Trips
FS – 1 adult:6 pupils KS1 – 1 adult:8 pupils KS2 -1 adult:10 pupils It is good practice to have mixed supervision	♦ Up to 20 students: 2 adults and one more per further 15 students ♦ Mixed groups should have mixed supervision

Appendix 2:

BREAKDOWN OF TOTAL COSTS: TRIP _____

Transport (total) _____ =

Entrance fees _____ per person x _____ people =

Staff costs _____ =

(please specify) _____ =

_____ =

_____ =

Other costs _____ =

(please specify) _____ =

_____ =

SUB TOTAL =

GRAND TOTAL =

COST PER STUDENT =

Permission is hereby granted for the educational visit detailed above to take place

Signed.....

Date.....

(Headteacher)

Appendix 3

STUDENT TRIP LIST

NAME OF TRIP: _____

TRIP ORGANISER: _____ MOBILE NO. _____

OTHER ADULTS: _____

	Surname	Forename	Form	Comments
1				
2				
3				
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To be completed and a copy given to the School Office before 8.20 a.m. on the proposed day of a trip.