



**PERIVALE**  
PRIMARY SCHOOL

## School Journeys and Residential Trips Policy

Committee with oversight for this policy – Management	
Policy to be approved by the Full Governing Body	
Policy last reviewed by the Management Committee	12/10/2018
Policy last ratified and adopted by Full Governing Body	30/11/2018
Policy / Document due for review	Autumn 2020

It is the policy of Perivale Primary School to encourage educational visits of all kinds as part of the experience that we offer to our pupils. All such visits off the school premises, require careful planning before permission for the journey is sought, using the current check lists and documents for informing all those involved.

Members of staff in charge of and assisting with school visits must be conversant with all relevant school policies and procedures.

The following documents are available in school and should be consulted by staff responsible for organising visits and trips:

All trips and visits will be preceded by assessment of the risks involved, these are available from the company providing the trip provision. The Educational Visits Co-ordinator (EVC) will ensure these risk assessments are in line with school procedures. The EVC will ensure risk assessment for travel to and from the venue are in line with school procedures. The risk assessments and arrangements will include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, medical needs of individual pupils, transport, pupil free time etc.

Preliminary authorisation for each visit will be made by the school's Head Teacher. Final authorisation must have been given by the Head Teacher before any trip leaves the school.

It is important that sufficient time is allocated to the preparation of and planning of a visit to ensure its success and safety. A reconnaissance is usually advisable to enable the party leader to identify any potential hazards.

All planning should take the following into consideration:-

### **Safety**

The safety of all participants is the primary consideration in all planning of school trips. Where adventurous activities are planned and where instruction and supervision may in part be exercised by employees of an outdoor pursuits centre or similar establishment, every effort must be made to ascertain the competence and qualifications of such staff and their suitability in terms of the Children's Act and other relevant legislation.

### **Financing of trips**

Trip organisers must prepare a detailed budget in advance of each trip in order to ensure and demonstrate that each trip will be self-financing. Advice may be sought from the EVC. Parents will be asked to contribute the amount towards the trip. In the event of no monies being received pupils are not allowed to be excluded from the trip. No trips will be profit making, however, if any trip has a surplus balance following the trip this will be used to subsidise any future trips.

### **Place of visit**

The first stage in planning a trip is to find out as much as possible about the place to be visited. Information must be obtained on the following:-

## **Local hazards:**

Proximity of major roads or other traffic hazards in relation to the site; geographical features including - rivers, lakes, sea (tidal conditions), woods, forests (ease with which children may become lost), pot-holes, caves, cliffs, mountains; poisonous plants, wildlife, farm animals; factories, farms and farm vehicles, electrical sub-stations and pylons, effluent and sewerage discharge.

## **Local services:**

Proximity of emergency services, hospitals; Accommodation: security, safety of rooms (balconies, height of windows), electrical fittings and appliances, means of escape, fire precautions, swimming pools; Activities: dangers (adequate instruction, supervision, training, protective equipment), locations;

## **Journey**

Transport: particular hazards involved with different modes of transport e.g. walking, cycling, bus or coach, train, aeroplane, boat. Journey times - split supervision, overcoming boredom, case of "containment" of pupils

A Risk Assessment Form should be completed for each aspect of the trip.

## **Parental Consent Forms**

On all trips each Party Leader should have the consent forms with each pupil's home/emergency telephone number and medical details.

## **Supervision**

The number of supervisors (teachers, helpers, parents) required will depend on the type of trip, plus the numbers, ages, maturity, competence, behaviour and reliability of the pupils.

Nursery	One adult/teacher is required for every pupil
Reception	One adult/teacher is required for every 5 pupils
KS1	One adult/teacher is required for every 8 pupils
KS2	One adult/teacher is required for every 10 pupils

Add one extra for each additional 15 pupils or if individuals' needs e.g. physical disability, require it. **Any trips on the train require one adult/teacher is required for every 6 pupils**

When staying overnight in a hotel or a hostel one or more members of staff should be on duty, regularly patrolling the corridors and checking pupils until all are in bed and lights out; at least one member of staff should be 'on call' at all times and pupils should be told this.

## **Parent and other adult helpers**

Parents or other suitable adults should only be allowed to accompany the visit if:

- They have been informed of the nature of the visit and made aware of their duties and responsibilities.

- DBS check has been successfully obtained if the adult will be unsupervised with children.

## **Transport**

Careful thought should be given to the planning of journeys involved.

### **By Coach**

The School Administrator must telephone and organise coach travel. A list of coach companies is kept in the school office; when booking a coach the Administrators should confirm that all drivers are DBS checked and every seat is fitted with a seat belt.

### **Walking / Public Transport**

Staff Organiser must plan in advance taking into consideration safety in crossing roads, consideration of members of the public, regulation and supervision of pupils, purchasing tickets etc.

### **Pupils with Special Educational Needs and Medical Needs**

Every effort will be made to include pupils with Special Educational Needs or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional measures may need to be addressed at the planning stage.

### **Insurance**

Most journeys within the U.K. are covered by the school's existing policies, but if in doubt, organisers should check the insurance position with the Local Authority.

Information to and from Parents

Parents must be fully informed in writing about the visit well in advance.

Written information should include safety items such as the following:

- Accommodation type and meal arrangements
- Travel arrangements including time of return
- Activities (include remote supervision, if relevant) and visits in which pupils will be allowed to participate
- Requests to parents to confirm any special dietary and / or medical requirements / allergies by completion of the parental consent form. If this form is not completed a child will not be allowed to attend a trip.
- Advice on clothing and equipment (if school uniform is not worn, means of identification in an emergency are recommended) and pocket money

## **Parental Permission**

Parental permission is obtained via our ParentPay facility or via an appropriate school form. The receipt of parental consent is checked by the EVC before a child is taken out of school on any visit.

## **Staff Responsibilities**

It is the responsibility of the party leader to inform all staff and adult helpers of all the details and arrangements.

Different staff may take responsibility for different aspects/areas and each should know precisely what he or she is responsible for. The party leader retains ultimate responsibility. Each trip should have someone assigned to deal with matters of first aid.

Staff should ensure that individuals on excursions and trips are not allowed to go off on their own.

Trip organisers should consider dividing pupils into sub groups for oversight/checking and regular head counts by a particular member of staff.

Staff should take a mobile phone whenever this is possible. In addition, they should have with them emergency contact numbers where the trip runs after 4.30 p.m.

Staff should take note of those children where we do not have permission to use their photograph and ensure that no photographs are taken and posted to the website, social media etc.

## **Hazardous Activities**

Where hazardous activities are involved it is important to ensure that appropriate members of staff accompanying the visit are qualified and competent and that all equipment used is to the appropriate safety standards and properly maintained. Where possible, these activities should be undertaken at a specialist centre where properly maintained equipment and qualified and competent staff are available. It is important that parents are informed in writing of any hazardous activities involved and that those are specifically mentioned when applying for travel insurance e.g. mountain walking, rock climbing, water sports, pony trekking etc.

The EVC must be provided with written evidence that any activity centre used has a licence and that all instructors and supervisors are formally qualified and experienced. If an activity centre or similar is used the EVC must be provided with a copy of the centre's Health and Safety Policy and assess its suitability.

## **Standards of Behaviour**

Pupils and staff should be briefed on standards of behaviour. This will include, amongst other things:

- The necessity for good manners
- School rules apply
- Any dress code for the trip

- The importance of sitting down on coaches and wearing seatbelts
- No chewing gum or glass bottles on coaches
- Pupils' responsibility for their own property.

For trips of over 24 hours parents should be informed that any instance of severely unacceptable behaviour will lead to the party leader informing the parent that the pupil concerned may be sent home as soon as possible at the parents' expense and that responsibility for accompaniment lies with the parent. For major excursions and all visits abroad a behaviour agreement should be used.

### **Residential Visits**

All visits involving a period of residence need to be planned well ahead.

The Party Leader should check the fire exits in any group accommodation and ensure that pupils are aware of them and of the fire procedures. A fire drill should be held on the first evening, before bedtime.

### **Emergency Procedures**

Part of the written arrangements or risk assessments for the visit must include details on how to contact the school or EVC.

### **Emergency Contact**

The Party Leader should ensure that the contact telephone number of the EVC/Headteacher is known. The EVC/Headteacher should be provided with a list of names, addresses and telephone numbers of all staff and pupils on the trip; such information should also be lodged with the office and should be held also by each adult leader on any trip that includes an overnight stay.

In addition to the information above, where a trip is due to last 24 hours or more the EVC should be 'on call' and inform the Head Teacher in the event of a major problem.

### **Serious or Fatal Injury/Incident**

An emergency is unlikely to occur in circumstances where the following procedures can be carried out to the letter, but staff accompanying the party should be so familiar with them that they are able to adapt them to the situation in which they find themselves.

The Party Leader (or staff member in charge of small sub-group if out of contact with Party Leader until Party Leader can be contacted) should:

- Establish the nature and extent of the emergency
- Call whichever emergency services are required
- If there are injuries, immediately investigate their extent and administer appropriate first aid
- Make sure all other members of the party are accounted for and are safe
- Establish the name(s) of the injured

- Advise other party staff of the incident and that emergency procedures are in operation
- If possible an adult from the party should accompany the casualty to hospital. If this is not possible ask the police the name and address of the hospital concerned and write it down
- Ensure that the remainder of the party are adequately supervised throughout. It may be necessary to arrange for their early return to base
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and members of the party are accounted for
- Commit to writing full details of the incident –
  - o Name
  - o Nature, date and time of incident
  - o Location of incident
  - o Details of injuries
  - o Details of police who attended / witnesses names, addresses (and telephone numbers if possible)
  - o Action taken so far
  - o Telephone numbers for future communication
- As soon as possible notify school emergency contact of the incident.

**Please note that this policy is to be read in conjunction with the School Trips Procedure – See Appendix 1**

# Appendix 1 – School Trips Procedures

- **Plans and arrangements for all residential trips must be presented and approved by the school's Governing Body, before a booking commitment can be given.**
- Trips will be booked on Wednesdays where possible and not during event weeks

## Initial Booking

- Staff who want to book a trip must approach PHASE LEADER with details of location, workshops and rough date for trip – Class Teacher
- Trip will be authorised by HT - PHASE LEADER
- Trips will be booked and trip form completed by PHASE LEADER (4 weeks prior to visit - six weeks if traveling by coach).
- Risk assessment, booking confirmation and invoice to be requested by PHASE LEADER
- Form passed and any documents passed to School Visits Co-ordinator – PHASE LEADER
- Travel confirmed / booked – EVCo-ord

## Three weeks before trip

- Signed Insurance form – EVCo-ord
- Letter and permission slip for parents – EVCo-ord
- Risk assessment form. (Some trips will have a standard risk assessment but some may need editing). – EVCo-ord
- Above documents will be printed and signed by HT and PHASE LEADER – EVCo-ord
- Letter distributed to the relevant classes - EVCo-ord.
- If a payment is required from the children they must deposit permission slips in the office and their payments via parent pay.
- Record of payments and permission slips collected – EVCo-ord
- Packed lunches will be arranged by the EVCo-ord. (for Free School Meals children only what about KS1/ EYFS?).
- Insurance form, letter and risk assessment will then be filed in the Trips folder, which is kept in the office. A copy will also be sent to the London Borough of Ealing if required – EVCo-ord
- Email Harrison's and notify how many will not be taking lunch that day – EVCo-ord
- Travel Paid for – Finance Officer
- Venue Paid for – Finance Officer

## Week before

- Check all slips back – EVCo-ord
- Confirm tickets / travel arrangement – EVCo-ord
- Inform Canteen how many children out and no. of FSM lunches required – EVCo-ord
- Tell Leader & First Aider which children have medical needs – EVCo-ord
- Complete Insurance form with parents and staff assisting – EVCo-ord – Duplicated???
- Confirm numbers of adults required, staff attending and number of parents required - PHASE LEADER
- Confirm names of Parent Helpers attending – EVCo-ord

## Day before

- Give slips and tickets to Leader – EVCo-ord
- Give Hi Viz jackets and bracelets to Leader – EVCo-ord
- Welfare checks and prepares medicines – Welfare Officer and First Aider
- Administrator to charge school mobile phone – EVCo-ord
- Document providing groups, outline of day and emergency procedures to be produced – Team Leader

## On the day

- Collect packed lunches – Team Leader
- Parent helpers briefed regarding code of conduct and health and safety – Office Team
- First Aider to collect medicines – First Aider
- Give school mobile phone to Trip Leader – EVCo-ord
- Ring school on arrival and before departure of destination – Team Leader