

# Harwich Community Primary School and Nursery



## School Trips and Visits Policy

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## **Introduction**

School trips, visits and learning off-site are an essential part of the school curriculum at Harwich Community 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 experiences of the local and wider world, thus increasing their cultural capital. School trips and visits are therefore encouraged to enhance our curriculum offer. School trips and visits have many forms:

- Local trips during the school day that take place at short notice;
- Longer trips that are planned in advance will require parental consent;
- Residential trips including trips abroad that might require a passport;
- Swimming - as part of the National Curriculum.

School trips and visits should have a definite curriculum focus, unless they are part of our whole school reward system, such as visiting the local playground for a reward. Parents will be asked to sign a general permission letter for local trips when their child first joins the school. For longer and non-local trips, parents should be informed of the trip, the curriculum focus and the learning aims or reason for the trip. Permission will be sought for both participation in the trip and for the administering of first aid or medicine as appropriate during the trip.

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

## **Responsibility for the trip**

Within school, responsibility for educational visits rests with the Governing Board, 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.

The Educational Visits Co-ordinator (EVC) coordinates the planning and management of all trips and visits. 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 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.

### **Process and procedures for trips**

When a trip or visit is planned the staff member must consult with other class teachers, senior leaders and the headteacher. The EVC must also be notified of the intended trip. The following steps will be adhered to: -

- Approval of staff to lead the visit, including training expectations and staffing ratios;
- A letter will be sent out to parents to gauge interest so an accurate price per pupil can be made;
- Evaluation of external providers, site visits and risk assessments;
- Health and safety considerations, including transport, food, mobile phones and social media;
- The office will book the entire trip on the agreed date(s);
- Office staff will calculate a cost per pupil, inclusive of transport and insurance. 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;
- In cases where school lunches are affected, kitchen staff must be informed by the school office;
- The EVC must be informed using the 'Educational Visits Risk Assessment Form' and loaded on the EVC website at least two weeks prior to departure;
- Class teachers will inform parents in advance of dates for school trip, with specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances);
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.

### **Payment for trips**

- If appropriate, payments will be made directly to the school office via the school payment system;
- When planning for a longer trip that involves expense to parents, we will give enough advance notice in order that they can pay in instalments if they so wish.
- As a school we recognise that there may be occasions where some parents are unable to pay for a trip and, where appropriate, and if possible, the school may be able to assist financially any parents who have difficulty paying for a trip. Please speak with the headteacher about this.

However, the costs of school trips within curriculum time can only be covered by voluntary contributions. Should you wish not to contribute to the cost of a trip the law

states that your child should still be entitled to take part. However, should parents decide against contributing on a voluntary basis, then the proposed activity may have to be cancelled if we are unable to meet the costs involved. However, if you have any difficulties or objections the Headteacher will be pleased to discuss them with you in complete confidence.

Swimming is a compulsory part of the curriculum and we cannot refuse children access to the activity because of lack of payment as it cannot be covered in any other way. However, if a child's behaviour endangers the safety of others, parents may be informed that we are unable to take a particular child swimming without parental supervision.

Our Charging and Remissions Policy should be referred to in conjunction with this policy for further information about charging for school trips.

### **Ratios**

All trips should be individually risk assessed to ascertain the safe level of adult supervision required.

Below are the minimum adult to pupil ratios that our school is committed to implement. These ratios represent best practice and not statutory guidelines. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher: -

- Nursery and Reception classes - 1:6
- Years 1 - 3 - 1:10
- Years 4 - 6 - 1:15
- Adventurous activities -1:10
- Residential visits - 1:10
- Visits abroad 1:10

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.

### **Training**

All staff will be given information about organising trips and expectations upon their induction. This policy will form part of such induction.

### **Risk Assessment**

Risk assessment will be carried out by the staff member responsible for the trip. They will complete the risk assessment and gain the risk assessment from the venue if

appropriate. The risk assessment must include details of any specific medical issues, additional support for individual children, contact details of the trip leader and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC. A register of pupils attending the trip must also be included.

### **Volunteers**

All volunteers will be given induction and training and will be supervised by a staff member. DBS checks will be completed where necessary. All adult helpers should have a clear idea of what is expected of them and should be fully briefed regarding curriculum and safety aspects. In terms of volunteers, if they don't have a DBS check the volunteer will shadow a member of staff and they will not be left alone with a group.

### **Emergency Procedures and Incident reporting**

All staff will be first aid trained and will ensure they are aware of any medical need of any pupils on the trip. In the unlikely event of an emergency during a trip the staff member responsible will inform the head teacher of the emergency, if the head teacher is unavailable then the Deputy Head Teacher/chair of Governors should be notified.

The Emergency Contingency Plan gives further guidance to follow in an emergency.

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 always notified, 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 re-trace their steps to locate the child;
- If a child has been left on the bus/train, they are to get off at the next station and wait;
- Speak only to adults in uniform, e.g., train or bus staff, police etc.

If a child does get separated, the trip leader and deputy visit / trip lead 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 20 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 30 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.

The staff member responsible for the trip should also refer to the school's Emergency Contingency Plan for how to deal with emergency situations during trips and visits.

### **Behaviour and expectations**

All participants of any trip or visit will follow the school's behaviour expectations for staff, pupils and volunteers.

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.

If a teacher has reason to think that a child's behaviour might endanger the safety or enjoyment of others, parents may be informed that we are unable to take this particular child on a trip without parental supervision;

A teacher has the right to refuse to take a child on a team or other extra-curricular visits if the child's behaviour might endanger the safety or enjoyment of others.

### **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 trips and visits. The school will also follow these measures to ensure the safety of children on educational visits:

- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit;
- Supervising adults to include a member of staff with knowledge of basic First Aid, if 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 and epi pens, must be taken on the trip;
- Children to be briefed about the importance of staying with their partner/group/adult helper;
- Adults must never travel alone with a child in their own vehicle and if this is unavoidable then the child must travel in the back of the vehicle;
- seat belts are worn throughout the journey;
- the school must be given a copy of the driver's license, MOT and insurance certificate for the vehicle being used;
- Booster seats must be used for children under the height of 135cm. or under the age of 12 years old. If travel is arranged using coaches and buses, then seatbelts should be worn;
- 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;

Whilst it is impossible to anticipate every potential difficulty, every attempt will be taken to ensure the safety of all the participants on all trips and visits.

This policy supports and complements a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Emergency Contingency Plan