



School Trips and Visits Policy

Signed (chair):	Name: R.Brown	Date:
Signed (Head):	Name: T Serle	Date: 2.7.18
Ratified by: Governing Body on 9.7.18		Next Review: July 2020

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	School Trips and Visits	Date	2.7.18
EIA CARRIED OUT BY:	T. Serle	EIA APPROVED BY:	T. Serle

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	Trips will be accessible to all children	
Gender Reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	Trips will be accessible to all racial groups	
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	Trips will be accessible to all Religious groups unless parents choose to withdraw children from trips on these grounds.	
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.

This policy is supplemental to the Departmental and School H&S Policies.

The school regards trips as a valuable part of a pupil's education and acknowledges the voluntary contribution that teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site.

Such trips do, however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is accepted, but by following the procedures included within this policy, the degree of risk will be reduced to an acceptable level.

This policy is of direct interest to any and all staff/volunteers who may propose or participate in any school trip.

DEFINITIONS

School Trip - This is any activity which involves pupils leaving the site. The only exception would be where pupils need to move between parts of a split school site.

Outdoor Pursuit Activities - These are the activities either covered by the list of Outdoor Pursuits, contained in the H&S Manual for School, or by the Adventurous Activities Licensing requirements.

Residential Visit - This is any trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.

Visits Abroad - For the purposes of these arrangements this is any visit which involves the group leaving mainland Britain.

TYPE OF SCHOOL TRIPS TO BE UNDERTAKEN & CHARGING POLICY

The School will undertake a wide range of school trips including Outdoor Activities and residential trips. Those trips relating to the curriculum will be funded by the school, although a voluntary contribution may be sought. For other trips parents will need to pay towards the trip.

RISK ASSESSMENT PROCESS

For any proposed school trip a risk assessment will be completed. This will involve the following steps

STEP 1 - INITIAL PROPOSAL - The person proposing a trip or, in the case of inter school activities and regular school trips e.g. swimming, the person appointed by senior management (THE PROPOSER) will complete THE INITIAL SCHOOL TRIP PROPOSAL FORM (See Appendix 1).

This form is designed to provide sufficient information to enable the Headteacher to decide whether it should proceed to the formal planning stage.

STEP 2 - INITIAL APPROVAL (See Appendix 1) – The Headteacher will assess the information provided and decide whether the trip:

a) conforms to the type of school trip the school will undertake (see 3 above) and b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the

suggested trip will be indicated to have been disapproved. If additional information is requested, then the PROPOSER will need to resubmit the INITIAL SCHOOL TRIP PROPOSAL FORM with the additional information.

If Approval is given then an individual will be appointed as the SCHOOL TRIP ORGANISER for the trip and the trip given a risk assessment classification. The risk assessment classification will be High, Medium or Low. This is based on the following:

- High Risk - Trips abroad and/or involving adventurous activities
- Medium Risk - Other residential trips.
- Low Risk - Short duration trips in the local vicinity or regular trips. This would include visits to local shops, park

This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the trip.

STEP 3 - SPECIFIC RISK ASSESSMENT - The SCHOOL TRIP RISK ASSESSMENT PROFORMA is to be completed by the SCHOOL TRIP ORGANISER. This will include, or have attached, all relevant information about the trip and may involve the SCHOOL TRIP ORGANISER in a preliminary visit to the venue. This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be.

STEP 4 - FORMAL APPROVAL OF TRIP - Once completed the Risk Assessment Form will be submitted to Headteacher, together with any supporting paperwork. The Headteacher will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

STEP 5 - CONFIRMATION OF VENUES ETC. - This is where the relevant provisions will be finalised.

In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

STEP 6 - LETTER TO PARENTS - Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non prescribed medication.

STEP 7 - BRIEFING OF PUPILS - This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must including where they are to meet, clothing etc. required, what papers they need to bring with them.

STEP 8 - EMERGENCY - Details relating to Emergency provision will be finalised

STEP 9 - COMPLETION OF NOTIFICATION FORM - If the trip is to involve a residential stay then the RESIDENTIAL SCHOOL TRIPS NOTIFICATION FORM must be sent in to the Health and Safety Unit of the Personnel Section in advance of the trip.

STEP 10 - THE TRIP - The trip takes place.

STEP 11 - DEBRIEF & EVALUATION - Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to highlight where things worked out positively.

Appendix 1:

Initial school Trip Proposal Form

Form to be completed at least TWO MONTHS/TWO TERMS before proposed date of visit

Please ensure your risk assessment is completed, handed in to the School Office for signature by TS at least 2 weeks before the trip.

Visit to Contact Person Telephone No Address			
Task / Activity Describe what activity this assessment covers	Please include an itinerary and details of any activities that will take place on the trip. •		
Visit Leader		Adult/Pupil ratio required	
Class(es) Participating		No of pupils	
Proposed date of Visit			
Purpose of visit			
Hazardous activities?			
Special Requirements (e.g. Toilet, Wheelchair, arrangements)			
	ESTIMATED COSTS To be completed by lead teacher	ACTUAL COSTS To be completed by office	
Cost of admission to venue(s) - Pupils			
Cost of admission to venue(s) Adults			
Cost of Transport	Collection Time	Pick Up Time	
Other expenses (please give details)			
Total cost of visit			
Cost per child			

Total contribution for visit	Expected	Actual
Difference between income/expenditure		
School funding support required?		
Kitchen staff informed and FSM ordered?		
Risk assessment completed at least two weeks before date of visit	Date:	
Venue booked	Date:	
Transport booked	Date:	Coach Company used:
	Collection time from School	Collection time from Venue Predicted time of return
School office informed and recorded in school diary	Date :	
Staff Mobile/School Mobile taken	No :	
Initial approval by Headteacher		
Signed : _____ Date : _____		
Final Approval by Headteacher (including completed RA)		
Signed : _____ Date : _____		

SCHOOL TRIP CHECK LIST

2 MONTHS/2 TERMS BEFORE VISIT	
Establish reason for visit	
Identify lead member of staff responsible for visit	
Check Adult Pupil Ratio Ensure DBS/Barred List checks are in place for volunteer/parent helpers DfES recommended Ration 1 Adult for every six pupils in school years 1 to 3 (under 5's reception classes should have a higher ration) 1 Adult for every 10 – 15 pupils in school years 4 to 6	
Arrange pre-visit – identify any hazards and request risk assessment from establishment to be visited	
Pre visit – alternative plan if the main activity can't go ahead	
Identify lead party person	
Enter visit in the School's electronic Diary	
Residential Visits – complete appropriate LA form	
Insurance cover by School (Blanket cover for normal visits) if dangerous activities involved insurance cover must be CHECKED	
Book Transport and Venue	
Calculate estimated costs	
Signed Authorisation for visit from HT	
2 WEEKS BEFORE THE VISIT (Minimum)	
Complete Risk Assessment, hand in to office for signing – at least 2 weeks before visit	
Letter of consent to parents (2 months before visit allowing time for cancellation costs) Give clear information about meals and departure and return to school times	
Challenging Behaviour – Risk Assessment for those individuals who may demonstrate unacceptable behaviour (and share with families)	
Permission required from ALL pupils	
Office to collect money via ParentPay	
Check first aid arrangements	
Check medication for pupils (if required)	

DAY BEFORE THE VISIT	
Supply office with mobile phone number – confirm communication details	
Talk to pupils about their behaviour “Code of Conduct” and other issues as identified on Risk Assessment	
Brief Adults who are to accompany the party (only those with a DBS take a group)	
Complete and copy group lists and accompanying adult helpers (Give copy to the office)	
Complete the Emergency Procedures sheet (incl. Helper mobile numbers, medical conditions etc)	
Collect and label medicines, inhalers etc	
Ensure things to take on visit are prepared	
Check someone is covering your break duty at school and/or club	
DURING – THINGS TO TAKE ON VISIT	
First aid kit	
Travel sickness medication needed (if appropriate)	
Inhalers / Epipen etc.	
Phone numbers for venue and transport company	
Procedures in the event of transport delays or breakdown	
Take mobile – make sure office know number	
Distribute Emergency Procedures sheet to all adults	
Ensure all children and adults have high viz jackets (if walking on/in any public areas)	
<i>Pupil count continual throughout visit</i>	
Continual monitoring of hazards throughout the visit	
AFTER VISIT	
Head Count	
Check and amend (if necessary) risk assessment on return to school	
If required complete incident Form(s)	
Request restock of first aid kit (if necessary)	

Trip Risk Assessment

Please ensure your risk assessment is completed, handed in to the School Office for signature by TS at least 2 weeks before the trip.

Likelihood		Severity
Very Unlikely	1	Minor Injury – no time off (Bruises, scratches, discomfort)
Unlikely	2	Injury – up to 3 days off (injury requires first aid i.e. more serious cuts, sprains)
Likely	3	Reportable condition (injury or disease which keeps individual absent for more than 3 days/requires child/adult to be taken to hospital)
Very Likely	4	Major injury/long-term absence (broken bones)
Certain	5	Death
Risk Rating		
Likelihood X Severity		
Low = 1-8	Medium = 9-15	High = 16-25

Description of Hazard	Consequence of Hazard	Persons at Risk	Current control Measures	Risk L x S = H, M or L
1				
2				
3				
4				
5				

Emergency Plan: Give details of first Aider, procedure for emergency contacts, arrangements for sending someone home, sources of money in emergency etc	Medical needs/Disability: Give details of medical needs, Health Care Plans and name of staff responsible

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Emergency Procedures sheet

School contact details:	01454867110
Out of hours designated contact:	
Adult helper names and contact numbers:	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.
Medical conditions	

The following information will provide assistance in dealing with the emergency.

1. Establish the nature and extent of the emergency
2. Ensure that all the group are safe and looked after (utilise responsible RA and act as needed)
3. Establish the names of any casualties and get immediate medical attention
4. Allocate a supervisor to the casualties ensuring that a supervisor accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together
5. Notify the police if necessary
6. Ensure that all group members who need to know are aware of the incident
7. Ensure that all group members are following the emergency procedures and the roles allocated to them – revise procedures and re-allocate roles as necessary
8. Inform the school contact and provider/tour operator. The school contact number should be accessible at all times during the visit.
9. Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken and by whom.
10. School contact should notify parents, providing as full a factual account of the incident as possible.
11. Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
12. Keep a written account of all events, times and contacts after the incident

13. Complete an accident/incident report form as soon as possible. Contact HSE or local authority inspector if appropriate.