



Lote Tree Primary School

Trips Policy

The Head Teacher is responsible for educational visits and activities ('trips') undertaken by the pupils of our school.

This policy accords with the Health and Safety of Children on Educational Visits (HASPEV) good practice guide published by the DCSF.

Government Legislation and Advice Recent government legislation has aimed to reduce the amount of bureaucracy surrounding school trips and visits. The key points in the document are that:

- Children should be able to experience a wide range of activities.
- Health and safety measures should help them to do this safely and not stop them from having an enriching educational experience.
- It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity.
- Health and safety procedures should always be proportionate to the risks of an activity. The government is urging schools to take a common sense and proportionate approach to trips. These procedures apply to all members of staff, volunteers and students who are involved.

Introduction

Our pupils can derive a good deal of educational benefit from taking part in trips with the school. In particular, they have the opportunity to undergo experiences not available in the classroom. Trips help to develop a child's investigative skills. This policy is written to help us ensure that our pupils stay safe and healthy on school visits.

We give details of these trips and activities to parents at the beginning of each term in our School Calendar. Visits and activities usually take place within the school day.

Organisation

- Group Leader - A teacher is appointed by the Head Teacher to have overall control of a school trip. That person is responsible for the group's health and safety whilst on the trip and pupil behavior.
- The head Teacher will also appoint a deputy Group Leader in case the Group Leader cannot lead the group for any reason.
- The Group Leader will take charge in the event that an emergency occurs on a trip and the teacher is taken away
- A Risk assessment is completed for each trip.
- Appropriate adult to pupil ratios must be adhered to.
- Special educational, medical, physical, behavioral, dietary and other needs of the group should be taken into account when planning a trip.



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- Adult volunteers (including parents) are briefed by the Group Leader. Adult volunteers should bring any risks they identify to the Group Leader's attention. If there is a possibility that adult volunteers are going to be left alone with any of the pupils at any stage then that fact should be considered in the Risk Assessment.
- Parental Permission - No child may go on a trip without parental permission in writing unless that trip is routine and part of the curriculum (and parents have already been informed that it is going ahead).
- Exploratory Visit - Where appropriate the Group Leader should visit the proposed trip location in advance. The Group Leader should pay particular attention to the suitability of the location, the facilities and identify potential risks. Information gathered on an exploratory visit is invaluable in preparing a Risk Assessment.
- Pupil List - A list of all pupils who are attending the trip should be carried by the Group Leader at all times to facilitate regular head counts.
- The Group Leader (or at least one teacher who goes on the trip) should be first-aid trained and must have a first aid kit available to them (for example the first-aid kit in the school minibus) and have a mobile phone with them, the number of which should be recorded in the school office.
- Emergency Contact Numbers for the parents of all pupils who go on a trip should be held by the Group Leader if the trip is outside of school office hours.

Risk Assessment

- A Risk Assessment is completed for each trip by the Group Leader well in advance.
- A general Risk Assessment for regular trips to the same location may be appropriate (ie weekly trips) but must be reviewed regularly.
- The Risk Assessment must be submitted to and approved by a senior teacher
- The Risk Assessment should include details of how to avoid any identified risks.
- Third Party Risk Assessments - A written statement that the bus company, location or other relevant providers have themselves assessed the risks and have appropriate safety measures in place should accompany the Risk Assessment.
- No trip may proceed without an approved Risk Assessment.
- No trip will proceed if an unacceptable risk is identified.
- A copy of the Risk Assessment must be given to all teachers before the day of the visit. They must also read 'Trips Procedures' to acknowledge they understand their role and responsibilities.



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Supervision

There should be appropriate supervision on all trips.
The actual ratio will depend on the nature and location of the trip.

Parents

No child may go on a trip without parental permission in writing unless that trip is routine and part of the curriculum (and the parents have already been informed that it is going ahead).

Medical

Parental permission for trips should include consent to a pupil receiving emergency medical treatment where considered necessary by medical authorities, including anesthetics and blood transfusions. A pupil may not be able to attend a trip if this consent is withheld.

The Group Leader (or at least one teacher who goes on the trip) should be first-aid trained and must have a first aid kit available to them (for example the first-aid kit in the school minibus).

The Group Leader carries a list of the medical needs of every pupil who attends a trip (eg allergies) and is familiar with relevant emergency procedures. Children with asthma are checked for inhalers on the day of the visit. A pupil may not be able to attend a trip if any required medication has not been brought to school on the day of the visit.

Transport

It is essential that the Group Leader plans all necessary transport for the pupils in advance of the Educational Visit.

Our minibus meets legal guidelines and each seat has a belt. We only hire those companies whose coaches have individual seat belts. We instruct all children traveling by coach or minibus to wear a seat belt.

After the Visit

Reports of individual visits, including reports of accidents and near misses are to be kept. Included in such reports are comments on the effectiveness of the visit and the performance of the provider.

Equal Opportunities

Our school makes every effort to ensure that off-site activities are available, accessible and inclusive to all who wish to participate.

Curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. For example local vicar, the police and fire service



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representatives. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists.

- English - theatre visits
- Science - use of the school grounds, visits to local environment. Think tank, Space Museum, Imagineers Stratford. Use of 'Mad Science',
- History - local museums and historical sites;
- Geography - use of the locality for fieldwork, village studies;
- Art and Design - art gallery visits (Herbert Art Gallery), use of the locality;
- PE - range of sporting fixtures, eg (Warwick university, AT7) extra-curricular activities (Martial Arts)
- Design and Technology - visits to local factories/design centers
- ICT - its use in local shops and business
- RE - visits to local centers of worship, visits by multi faith

We also have visits from our local authority health workers. These visits support the personal, social and health education of our children. A local clergyman takes assembly on a termly basis.

Insurance

The School maintains insurance cover in relation to Educational Visits. If an Educational Visit involves unusual activities (when compared with our routine Educational Visits) the Group Leader should consult with the Head Teacher in relation to insurance.

Further Information

Please refer to the Health and Safety of Children on Educational Visits good practice guide published by the DCSF for further information. A copy is available in the office and should be consulted at the planning stage of any trip.

Review

An annual review is undertaken by the Head of:

- (a) This policy; and
- (b) of the trips undertaken in the current and previous years that are likely to be repeated in future years.

Forms to be filled

Form 1 - details of trips and groupings

Form 2 - Head Teacher permission form



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Form 3 - Trip evaluation

Appendix

Appendix 1 - Trip Procedure

Lote Tree Primary Request for a Day Trip (Form 1)

Please complete the following as fully as possible and forward to the Head Teacher. Leave blank any information that is not known at present. The request will be considered, signed and returned when a decision has been made and a copy kept on file. Where choices are given, please **CIRCLE** the answer(s) that apply.

Name of party Leader						
Place to be visited						
Purpose of the trip						
Date of trip						
Departure time						
Return Time						
Transport used		Company				
Number of Pupils						
Year groups involved	Nursery	Reception	Year 1	Year 2	Year 3	Year 4
	Year 5		Year 6			
Cost per Pupil						
Staff on trip						



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First aiders	
Insurance	
Groups size	
Names of pupils with particular needs	
Emergency Contact	

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Evaluation of visit to be completed by group leader for future reference

Group Leader	
Venue	
Year Group	

Please comment on the following

	Rating out of 10	Comment
The centres pre-visit organisation		
The risk assessment		
Content of educational		



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programme involved		
Instructions and advice		
Suitability of environment		
Equipment		
Coach company		
Access to toilets		
Lunch Arrangements		
Any other comments		

Signed:

Group Leaders Full name:

Appendix 1

Trip Procedures

Contact info:

School: 02476 261803

Head: 07894791036

Deputy: 07847304543

Below are the trip procedures. All teachers must familiarise themselves with these as they are vital in the safety of the students.

It is the responsibility of Group leaders to manage, control and have responsibility for their groups at all times.

You must be vigilant for their safety and not allow pupils to go unattended at any given time.



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Ensure your register is correct and up to date. Make sure you are reiterating the rules and expectations of pupils as well as reminding pupils of the procedures at every appropriate opportunity

Travel first aid kits, inhalers and registers can be located in the office. Please return at the end of the trip. Thank you.

Procedures Prior to leaving:

- Check all pupils have been to the toilet
- Ensure pupils have their lunch and appropriate equipment
- Ensure the group leader has the travel first aid kit
- Ensure you have the inhalers of the students who need it in your group
- Make sure your group has been paired up with their walking partner
- Ensure pupils know who their walking partner is
- Ensure pupils have lined up sensibly
- Ensure you have taken the register
- Remind pupils about behaviour, manners and consideration towards others whilst out

Boarding the bus/coach

- Ensure pupils board safely
- Ensure they are friendly and polite to the driver
- Ensure they sit sensibly

- Check seat belts are fastened
- Ask pupils to recite the travel duaa
- Remind pupils that they must not eat or drink their food on the coach
- Ensure pupils who are travel sick in the group are seated near a group leader
- Take the register once all pupils are seated

During the journey:

- Make sure that you are positioned appropriately to enable maximum safety
- Ensure pupils remain seated and belted at all times
- On arrival ensure pupils stay seated until their group is called



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In case of an accident mid route:

Ensure that pupils are all accounted for

One of the leaders to control the group, whilst the other is managing the first aid procedures

Pupils must remain seated and calm

In case of a serious accident refer to first aid procedures; as every group will have a qualified first aider present

Procedure on arrival at Destination:

Disembark coach in groups

Remind pupils to thank the driver

Ensure group are lined quietly and sensibly

Ensure pupils have their lunch and equipment

Ensure register is completed

Count pupils and adults

Wait for instructions from trip co-ordinator

Ensure your group are accounted for at all times

Procedures During The Trip

Your group is your responsibility

If a student needs the toilet, make sure your group is kept together, unless you have enlisted the help of a floater staff member

Do not allow pupils to wander off to find staff or students

Ensure the register is completed before the return journey

What happens If a child goes missing

Group leaders should ensure that the sub-leader takes control and accounts for the rest of the group.

The group should remain where they are

Group leader should immediately contact the reception desk and alert them

Follow the venue procedure issued at the beginning of the trip

Check all toilets

Contact Head/deputy

Call the police



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What should pupils do if they become detached from the group/get lost

Pupils should immediately go to the reception desk

Under NO circumstances must they leave the venue, with no one

NO WORKER at the venue will take them out of the building

Pupils must not wander looking for the group, but stay at reception and let reception know that they are lost

If pupils cannot find the reception desk, they must identify a worker and ask to be taken to the reception desk. All workers are clearly identifiable

Returning to school

Follow same procedures as before, including first aid

Ensure all pupils go into the registration room where they will be dismissed in the usual way

Take the final register

Ensure pupils are registered before allowing them to leave with their parents

Return registers, first aid kits and inhalers to the office