



## Cornerstone Church of England (VA) Primary School



*Building our Community  
with Love, Forgiveness and Hope*

### VISITS AND TRIPS POLICY

<b>Reviewed By</b>	School Improvement Committee	<b>Authorised By</b>	Full Governing Body
<b>Last Review</b>	Summer 2021	<b>Meeting date</b>	11/05/2021
<b>Next Review</b>	Summer 2023	<b>Review Cycle</b>	Bi-annually

#### Statement of principles

- Purposeful, relevant and well organised activities provide a wealth of first-hand experiences, which help our children develop an awareness, appreciation and understanding of the world in which they live
- We believe that all our children should have appropriate and regular opportunities to undertake learning outside the classroom (both in the real world and online)

#### Aims

- To develop a positive and enthusiastic approach to learning amongst the children
- To use a wide range of exciting and stimulating environments to promote learning, personal development and academic progress

Where opportunities are well planned and structured outcomes for children have been shown to be:

- A positive attitude to challenge and adventure
- Gaining personal confidence and self-esteem
- Developing self-awareness and social skills
- Acquiring and developing a range of skills, including communication, problem solving and teamwork
- Increased initiative, self-reliance, responsibility, perseverance and commitment
- Broadening their horizons

#### Responsibility

The Governing Body endorses the Local Authority documents “Off-site activities and educational visits” and “Safety in adventurous activities” for the management of visits, residential and off-site activities. This sets out in detail the health and safety aspects of visits and the risk assessments needed to be undertaken.

The Governing Body through the Headteacher ensures that all relevant safeguarding documentation has been checked before a visit is undertaken

### **Headteacher's responsibilities**

- Ensure all visits and off-site activities are relevant to the learning of the class
- Approve all visits and activities, based on compliance with the authority and school health and safety policy
- To ensure that the Educational Visit Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses
- Ensure that all visits are undertaken with reference to the LA guidance and recognised good practice.
- Ensure off-site programmes are led by competent staff who are DBS checked, appropriately experienced to assess the risks, manage the activity and manage the specific group.
- Ensure the staffing ratio is appropriate for each visit
- Ensure the visit is well planned and is value for money
- Require the risk assessment to be completed and agreed

### **Leader's responsibilities**

- Have overall responsibility for the supervision and conduct of the visit or activity, and understand their role re. overall 'Duty of Care'
- Obtain the Headteacher's approval before any off-site visit or activity takes place
- Assess the risks involved and provide a risk assessment based on a comprehensive review of the needs re: site, transport, children and activities
- Agree the adult to child ratios, the size of groups and the names of children in each group
- Ensure all additional adults receive a full induction, are aware of potential risks through a sharing of the Risk Assessment (which every adult must have a copy of) and agree the specific roles, responsibilities and lines of communication
- Gather up-to-date medical information from both parents and colleagues
- Agree appropriate codes of conduct which are discussed fully with the children and all adults
- Ensure all information relating to the school and/or pupils (including photographs and cameras) are kept secure and returned safely to school. Copies of Risk Assessments and other documents that identify people should be shredded after the return to school
- Inform parents fully about the visit and gain their consent
- Reassess risks while the visit or activity takes place
- Ensure first aid cover is available, both personnel and equipment
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times (particularly on residential trips)
- Ensure there is a contingency plan should a significant change to the programme be necessary
- Ensure the police are informed immediately of any untoward situation and that contact is made with the Headteacher to inform of the incident.

### **Educational Visits Coordinator's (EVC) Responsibility**

- Produce an annual plan of educational visits
- Be involved in educational visit management in order to ensure that guidance and regulations are followed
- Liaise with the LA Outdoor Education Service as required
- Check and confirm the staff qualifications
- Check and confirm that adequate risk assessments have been carried out
- Ensure sufficient numbers of staff hold an in date 'Outdoor Leader' qualification
- Ensure the school's Behaviour policy is transferred successfully offsite

- Ensure liaison with parents and their consent obtained

### **Governors**

- Ensure that the Head Teacher and the EVC have adhered to the guidelines contained within LA “Off-site activities and educational visits” and “Safety in adventurous activities”
- Ensure that visits are approved as necessary by the LA through the Evolve online system before bookings are confirmed. These include: residentials, open country trips, visits to London or overseas visits
- Agree to all residential visits and those involving adventurous activities
- Receive an annual plan of planned trips and visits
- Ask questions of the Head Teacher and/or EVC re. risk assessment, transport, accommodation, and inclusion
- Ensure the Chair of Governors or Health and Safety governors audit the systems and practices

### **Additional Adults**

- Members of staff, volunteers and parent helpers will assist the party leader in ensuring the health, safety and welfare of young people on the visit
- Be clear about their roles and responsibilities whilst taking part in a visit or activity
- Be aware of who to report to, work with and communicate with. All adult’s phone numbers should be on the risk assessment document or accompanying activity / group plan
- Hold an up to date DBS check before taking part in any supervisory activity when they are separate from a member of school staff with a group of children or an individual child
- Ensure all instructions from the group leader are followed
- Understand their ‘Duty of Care’

### **Parents**

- Parents will need to decide whether a visit or off-site activity is suitable for their child. If they feel it is not, it is important that they discuss the decision with the class teacher
- Parents need to give permission for their child to take part in the visit or off-site activity
- By giving permission parents are supporting the application of the school’s code of conduct
- Parents must inform the party leader about any medical, psychological or physical condition which may be relevant to the visit
- Parents need to provide an emergency contact number
- Parents need to sign the consent form
- Parents will be asked for an appropriate voluntary contribution

### **Pupils**

- Must follow the school rules even though they are not in school
- Must follow the instructions of adults (either school adults or site staff)
- Know who their group leader is at any given time and how to contact him or her
- Alert their group leader if someone is missing or in difficulties

### **Equal Opportunities**

- School visits are part of the curriculum and therefore every child must have access to the visit
- The school will normally make a charge for the visit or off-site activity. No child will be excluded if the parent is unable or unwilling to provide a voluntary contribution. Parents will be advised to talk to the Headteacher if there is a problem with payments.

Arrangements for staggered payments can be made or the request for the voluntary contribution can be dropped if appropriate

- This policy takes into account the school's equal opportunities policy

### **Residential visits**

- All residential trips must be authorised via the EVOLVE system at least 8 weeks in advance (see below)
- Internal school permission must have been gained prior to the residential trip being authorised on the EVOLVE system
- Residential visits are often planned to provide challenging physical activities for the children. The definition of what activities are hazardous and other regulations and guidance are to be found in this document and in Safety in adventurous activities
- Only centres and providers that are approved the Hampshire's Outdoor Education Service should be used

### **EVOLVE**

When planning a visit, consideration will be given to the Open Country guidelines. The definitions of Open Country are:

- Marked public footpaths/rights of way in open country more than 0.5 of a mile away from roads which provide public access for any vehicle.
- Marked public footpaths/rights of way in open country, which includes routes on paths with possible hazards i.e. vicinity to water, unstable ground etc.
- Tidal coastal areas i.e. immediate foreshore.

If a planned visit falls into any of the above categories, an application must be made through the EVC using the EVOLVE on line system for authorisation. The application will need to be submitted at least 8 weeks before the proposed activity.

The information required includes:

- Names, addresses and contacts for the group (home and on the visit)
- Accommodation
- Home or base contacts
- Group numbers and age range
- Proposed activities
- Company or tour operator
- Names of leaders and relevant qualifications
- Plan of activities
- Confirmation of internal approval

### **Crossing roads**

- Identified in pre-visits for suitable locations on both sides of the road
- Gather the group on the inside of the pavement and cross as a group
- At least two adults should be present, each facing the oncoming traffic

### **Coaches**

- It is the responsibility of the leader to ensure that seatbelts and lap restraints are in use
- Supervising staff should be spread throughout the coach and also use their seatbelts
- Note the position of emergency doors and an adult should sit by the rear emergency door
- Select good meeting/collection points for getting on and off the coach

- Count the children on and off the coach
- Children should not sit in the front seats

### **Private Cars**

- The Governing Body has decided that private cars will not be used by parents to transport children on a class trip
- The Governing Body has decided that private cars can be used by parents to transport their own children to events such as sports matches, where this does not involve a whole class and therefore the requirement for a coach. If they are unable to take their own child they will be asked to arrange themselves for another parent they trust to take their child. The school will not be involved in organising this arrangement. Staff who have a valid driving license and appropriate car insurance will be permitted to take small groups of children with the parents' and headteacher's permission

### **Safeguarding**

The school's Child Protection and Safeguarding policies must be followed and in particular:

- Guidance on acceptable behaviour and avoiding unnecessary contact is included and taken from Off-site activity and educational visits
- Suitable safeguarding checks are made on volunteers and other responsible adults who support these ventures
- External providers or outdoor centres are drawn from the Outdoor Education, PE and Sport Service's vetted database, which confirms that safety management checks are in place

### **Incidents and emergencies**

- All staff members must have a working/charged mobile phone with the leader's number and school number available
- The staff in charge of any trip must have lists of names and telephone numbers for all adults on the trip, and names of all children. In the event of an incident or emergency, the member of staff in charge will contact the school office, who will then contact parents / carers of the children as required
- On a Residential trip the staff in charge must also have telephone numbers for the emergency contacts for every child



## Appendix 1

### Supervision

Supervision is a key element in the success of any visit. Good supervision requires everyone involved knowing what strategies are to be used and what their role and responsibilities are.

<b>Activity</b>	<b>Qualifications/staffing</b>	<b>Maximum Ratios</b>
Local visits – in the local area close to the school	<ul style="list-style-type: none"><li>• An experienced group leader</li><li>• Other qualified leader (at least two leaders required)</li><li>• other responsible adult(s) in support</li></ul>	under 5 – 1:6 under 8 – 1:8 8 – 11 years – 1:20
Transporting children to another educational establishment	<ul style="list-style-type: none"><li>• An experienced group leader (teacher or learning support assistants)</li><li>• Other adults</li></ul>	under 8 – 1:8 8 – 11 years – 1:15
Day Visits	<ul style="list-style-type: none"><li>• An experienced group leader</li><li>• other qualified leader (at least two leaders required)</li><li>• other responsible adult(s) in support</li></ul>	under 5 – 1:6 under 8 – 1:8 8 – 11 years – 1:12
Residential Visits	<ul style="list-style-type: none"><li>• An experienced group leader (Open Leader trained)</li><li>• Other qualified leader(s) (numbers as required)</li><li>• Other responsible adult(s) in support</li><li>• A minimum of two leaders required</li></ul>	Under 5 – 1:6 Under 8 – 1:8 8-under 18 1 per activity group (maximum 1:12)  <i>These ratios do not include the centre staff.</i>

- Group Leader: the person who has overall charge of the visit
- Qualified Leader: a teacher or NVQ Level 3 qualified member of staff
- Open Leader: recommended to have one trained Open Leader all visits, however mandatory for water based, beach, open country and residential visits



## **APPENDIX 2**

### **Checklist for Taking Children Off-site** (To be completed by the Leader of the visit)

1. Decide with colleagues the venue and how it fits into the curriculum
2. Ensure the trip is to be undertaken in discussion with the EVC and Headteacher
3. Draft a letter to parents and show it to the Headteacher before sending it out to parents
4. Agree the information and monetary collection with the School Office.
5. A week prior to the trip give the Headteacher and EVC the completed Risk Assessment for them to agree
6. Prior to the trip give group lists to the School Office.
7. On the day:
  - Give parent helpers a full induction which includes: a plan of the day, the details of their specific groups, the activity plan, a map if appropriate and a copy of the Risk Assessment which will include all adult contact numbers
  - Collect first aid kits, asthma inhalers / epipens and free school lunches
  - Ensure that you have a copy of the Risk Assessment
  - Ensure you have a copy of all other paperwork, including group details and contact numbers
  - Ensure that children remain seated with a seatbelt on when the coach is moving
  - Ensure that children are checked and counted regularly
  - Ensure that children are supervised appropriately throughout the day
  - Be alert to and respond to any changes in circumstances



## **APPENDIX 3**

### **Checklist for information for Children**

#### **Day visit**

- Where are you going?
- What is the aim of the visit?
- Which group are you in?
- Who is your group leader?
- Who is the visit leader?
- What is the agreed behaviour code of conduct?
- What to do if you lose your group?
- What to do if you are concerned about your safety?

#### **Residential visit**

(As above and also)

- What is the name / address of your site / accommodation?
- What room are you in and with whom?
- Where are the leaders' rooms?
- What extras have been added to the agreed behaviour code of conduct?
- What actions are to take place in the event of a fire alarm?