

School Trips Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2015	Dec 2016	Curriculum and Achievement Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School encourage educational visits as we believe they offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We will ensure that we comply with all Department for Education (DfE) and Local Authority (LA) documentation before any educational visit is authorised and all precautions are taken to ensure pupils' safety.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

This policy is to be read in conjunction with the following documentation:

- Haringey Council Health and Safety Manual (**Guidance Document A and B**)
- The Health & Safety Executive – School Trips and Outdoor Learning Activities (**Guidance Document C**)

Aims

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils;
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

The Governing Body has:

- Appointed a member of staff to be the Coordinator for Educational Visits;
- The right to be consulted and to give permission for all school trips;
- Responsibility to ensure:
 - The school complies with all health and safety regulations and procedures;
 - All risk assessments are in place;
 - Emergency plans are in place;
 - Insurance cover is in place;
 - Adequate supervision is in place;
 - The needs of all pupils are catered for
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;

- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor and coordinator;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose;
- Ensure that the Educational Visit Coordinator and Party Leaders have appropriate training and are sufficiently competent, experienced and qualified;
- Ensure all volunteer helpers/supervisors are subjected to a List 99 check before they take part in an educational visit;
- Ensure all accidents and emergencies are dealt with and reported;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

Role of the Educational Visit Coordinator

The Educational Visit Coordinator will:

- Be competent, experienced and qualified to undertake the role;
- Undertake appropriate training in:
 - Organising and supervising educational visits;
 - Risk assessments;
 - Emergency procedures;
 - Medical and first aid;
 - Pupil behaviour and discipline;
 - Supporting pupils with additional learning needs;
 - Outdoor activities;
 - Water safety;
 - Dealing with the media.
- Ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and or Governing Body;
- Review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- Lead the development of this policy throughout the school;
- Work closely with the Headteacher and link governor;
- Provide guidance and support to all staff;
- Provide training for all staff on induction and when the need arises;
- Keep up to date with new developments and resources;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy

The Link Governor will:

- Work closely with the Headteacher and the coordinator;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

Role of Party Leaders

Party Leaders will complete the following Visit Plan before any visit is authorised (**Appendix A and B**):

- A Risk Assessment(s) based on a pre-visit;
- The nature, purpose and length of the visit;
- Accommodation details;
- The year group and pupil numbers;
- Pupil names;
- Contact details;
- Emergency contact details;
- Parent consent forms;
- Medical records;
- The number of adults;
- Disclosure and Barring Service or List 99 checks of parent helpers;
- Adult pupil ratio;
- Insurance;
- Costings of the visit;
- Coach firm and contact details;
- Travel arrangements;
- Itinerary of visit;
- Medical and first aid;
- School mobile phone;
- Emergency procedures;

Role of Other Supervising Adults

The party leader will ensure that all supervising adults are:

- Trained in supervisory procedures for educational visits;
- Allocated a group of named pupils;
- Given pupil information;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions;
- Report any concerns they have on any aspect of the school community.

Risk Assessment Procedures

Risk Assessments will be completed on preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

Accidents and Emergencies

The group leader will:

- Be in charge of all accidents and emergencies;
- Report and record all accidents and emergencies;
- Ensure all pupil contact details are in place;
- Contact parents in the case of an incident;
- Deal with any reports or interviews to the media

Recommended Adult Pupil Ratios

We will use the following adult pupil ratios:

Early Years	Y1 to Y3	Y4 to Y6
1:3	1:6	1:10

Medical and First Aid

The group leader will ensure:

- Staff are trained in first aid;
- Supervisory adults are aware of all medical and first aid arrangements and procedures;
- The medical information of all pupils is in place;
- Parent consent forms are in place;
- Pupil medications are in place and secure;
- Parents are contacted if their child is injured;

Authorisation of Educational Visits

The Headteacher will:

- Authorise all short term or day educational visits;
- Seek the approval of the Governing Body and the Local Authority for a residential visit.

Role of Parents

Parents will:

- Be informed of all educational visits by the school and will be given full detailed information of the visit;
- Complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered (**Appendix C**);
- Submit current emergency contact details before an educational visit takes place;
- Attend all planning and information meetings held by the school before any residential or overseas visit takes place;
- Be subjected to a Disclosure and Barring Service criminal records check / List 99 check before they take on the role as a volunteer helper/supervisor on an educational visit;
- Undertake training in the above role;
- Be allocated named pupils during the visit;
- Encourage effort and achievement;
- Encourage completion of homework and return it to school;
- Provide the right conditions for homework to take place;
- Hand in homework on time;

- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- Be asked to take part periodic surveys conducted by the school

Planning & Information Meetings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- The name of the group leader;
- The names of the deputy leader and other staff;
- The names of parents accompanying the visit;
- The ratio of pupils to adults;
- The dates and time of departure and return;
- The full contact details of the destination;
- The method/s of travel;
- The name of the coach firm/travel company;
- The itinerary of the educational visit and of the activities planned;
- The total cost;
- The date when the deposit needs to be paid and when the final travel cost has to be paid;
- Insurance arrangements;
- Pupil medical and dietary information;
- Checklist of clothing and other essentials;
- Checklist of equipment;
- Details and advice of pupil pocket money;
- Ground rules for the visit.

Role of Pupils

Pupils will:

- Be aware of and comply with this policy;
- Abide by the ground rules and the standards of behaviour for the educational visit;
- Know which adult is responsible for them;
- Look after their possessions and spending money;
- Learn to take pride in their work;
- Produce work of a high standard;
- Listen carefully to all instructions given by the teacher or volunteer;
- Ask for further help if they do not understand;
- Participate fully in all lessons;
- Participate in discussions concerning progress and attainment;
- Treat others, their work and equipment with respect;
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- Talk to others without shouting and will use language which is neither abusive nor offensive;
- Wear appropriate clothing for an educational visit or school uniform;
- Liaise with the school council;
- Take part in questionnaires and surveys

Role of Parents/Carers

Parents/carers will:

- Be aware of and comply with this policy;
- Give consent before any educational visit involving their child takes place;
- Provide all relevant medical information and up to date contact details for their child;

- Receive from the school all relevant information regarding the planned educational visit takes place

Training

The Educational Visit Coordinator will:

- Undertake training organised by the Local Authority;
- Train all Party Leaders and volunteer helpers
- Ensure all school personnel have equal chances of training, career development and promotion;
- Ensure all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities

Financial and Travel Arrangements

The school office will:

- Act as 'treasurer' and will collect all monies from parents/carers and will pay all bills;
- Organise all transport arrangements and dealing with reputable travel firms.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website
- The Staff Handbook
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- Meetings with school personnel
- Communications with home such as weekly newsletters and of end of half term newsletters
- Reports such as the annual report to parents and Headteacher reports to the Governing Body
- Information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9th December 2015.