

SCHOOL VISITS AND OUTINGS POLICY

Opening Statement

Forest Park school is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to Year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

Introduction

We recognise that school trips expose staff and students to hazards, which are not present during the normal school activities and require specific controls. School trips may also be residential and therefore we recognise that suitable accommodation should be used.

It is our policy to:

- Ensure that all trips involving pupils will be thoroughly planned and to locations vetted by staff or other agencies.
- Ensure that parental/guardian permission is obtained for the trips and that parents/guardians are kept fully informed.
- Ensure that the staff to student ratio is maintained at a safe level.
- Ensure that all accommodation is suitable for the purposes of the trips.
- Carry out generic, site specific and on-going risk assessments as appropriate.
- Consult with Outdoor Education Advisers and Educational Visits Co-ordinators where applicable.

We consider that children must be given the opportunity to learn by direct experience outside the classroom. Visits which further a child's understanding are planned regularly. These are always related to the curriculum.

Practices and procedures

Besides these visits, overnight trips, (1-4 nights), are planned for junior pupils to give an opportunity for more concentrated study within a sociable organisation. Visits relate to particular areas. These are class trips - i.e. class or specialist teacher + pupils and, if necessary, a parent. The trips take place in the summer term and are an adventure week in Shropshire, and a cultural visit to France. There is also the occasional ski trip and a weekend visit to Euro Disney depending on demand for infants and juniors. A reciprocal exchange with the British School of the Netherlands takes place once a year for year 5 and 6 which is optional.

Teachers are required to plan a visit within their schemes of work and are encouraged to explore new possibilities for trips.

The Deputy Head teacher has the responsibility for co-ordinating all residential trips. Their role is as follows:

- to support any teachers planning a residential trip
- to co-ordinate a calendar of proposed trips and inform parents
- to ensure all aspects of school policy is being adhered to.
- to manage any budgets relating to school journeys
- to liaise with the Headteacher
- to provide or organise any relevant In-Service Training

A Teacher in Charge (TiC) is appointed to organise all non- residential off site learning opportunities and outings. They must take responsibility for the planning of all of site activities and the coordination of the outing on the day. The trip planning form must be complete by the TiC along with all the necessary risk assessments.

Procedures:

- Ideas for trips are checked verbally with the Headteacher. Planning sheets (in staff handbook and available from Mrs Ronan) must then be completed prior to any bookings being made.
- The Teacher in Charge is responsible for making the booking for the trip and for entering the information in the school diary.
- The school secretary is responsible for booking the coach, if necessary.
- Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts where available.
- Where private cars are used for transport the party TiC should ensure that all relevant drivers documents are held in school.
- The TiC is responsible for advising children about dress code, pocket money.
- A letter informing parents of the trip and the cost must be checked by the Headteacher and then sent in advance, together with a permission slip outlining the collection procedures where appropriate, and medical form, which must be signed and returned by the parent/guardian. Headteacher to sign all letters with the exception of sports fixtures (Director of Sport). Any child whose slip is not returned cannot be allowed to go on the trip.
- Each trip must be carefully costed and the charge made should fully cover all expenditure.
- Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme/timetable for the activity.
- The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety.
- The party leader must take all copies of medical information and contact details for reference if necessary.
- The class teacher should take with them the class disc or printed sheets For EYFS and KS1 pupils which will identify each and every child in the class should it be necessary.
- A risk assessment of the trip should be completed by the TiC and discussed with other staff on the trip before the excursion, with an appraisal following from the Headteacher.

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- All adults accompanying a party must be made aware, by the TiC, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.
- Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the TiC should discuss with the Headteacher the possibility of excluding the child from the activity.

School Trips Guidance

INTRODUCTION

The vast majority of schools at some time during the school year will take their students on trips off-site to museums, field trips and holidays, etc. Day trips and more importantly, residential trips, can vary considerably in length and location, from local trips to museums through to two weeks abroad. This guidance deals with planning aspects of the trips, excluding the hiring of transport.

LEGISLATION

The general requirements of provision of safe systems of work, safe equipment, training, instruction, information, supervision and the carrying out of risk assessments are applicable.

Within this guidance "parents" shall be taken to mean persons such as parents/guardians/custodians etc.

MAIN HAZARDS

1. Adverse weather conditions
2. Fire and/or explosion
3. Unsafe external areas
4. Unsafe buildings
5. Personal security
6. Ultraviolet light
7. Hazardous substances

CONTROL MEASURES

Devise a procedure whereby all trips are thoroughly planned.

This should at least include:

Consent and Parental Information

- Details of the trip; purpose; staff attendance; likely duration; routes of access; contact numbers; departure and arrival times; the name and contact details of the transport company; flight/ferry details; accommodation; medical facilities; insurance; maps; possible medical issues; head counts to be taken; emergency procedures etc.
- Consent forms from the parents confirming that they have read the briefing pack and agree to their child going on the trip should be maintained at the school.
- Emergency contact numbers for and from the parents should be prepared.

The Location

- Have the premises been vetted by an educational or social service organisation?
- What safety precautions are in place at the premises?
- Are the premises child-friendly in design?
- Has the location been visited before? What impressions were made at that time?
- What sort of hazards will the students be exposed to during their visit, e.g. (such as visiting farms and E Coli)?

- Will the students be eating at the location? Where possible, parents should provide packed lunches for students in order to reduce the possibility of food-borne allergic reactions. Suitable chilled storage, such as cold-boxes should be provided to store high-risk foods.

The Accommodation

- Accommodation details - owners; insurance; fire escape routes; health and safety procedures; etc.
- Is there a possibility of unauthorised persons accessing students' areas?
- What are the security arrangements?
- Are night shift personnel available, or is a caretaker appointed?

The Pupils

- How many pupils are attending the trip?
- Are any of the pupils known to be disruptive?
- Do any pupils require close supervision?
- Do any of the pupils have medical conditions which require any form of treatment?
- Do any of the pupils have special needs that require careful consideration?
- Will pupils be supervised at all times or will they be given their own time, e.g. in leisure centres, museums, shops etc.?

Local Facilities

- Ascertain the locality of emergency services and the method of summoning the emergency services.
- Where are the local pharmacies, dentists, opticians etc.
- Where are the local shops?
- If abroad, what currency is required to use public telephones?
- If abroad, are UK-purchased mobile phones usable?

Transport (Public)

- Which public transport routes will be taken?
- If abroad, what ticket-purchasing procedures are in place and who will be responsible for tickets?
- What procedures will be in place to protect the students? Will they be required to stay on one floor of a bus, one carriage of a train or one area of a ferry/plane, etc.?
- What security rules will be provided to the students, e.g. carrying money in an inside pocket, not having mobile phones on show, etc.?

Drugs Administration and Allergies

- Permission should be formally given from parents to staff to administer medication to students. This may need to include both prescription or non-prescription medication.
- Medical details of all students on the trip should be acquired, including administration of medication protocols; monitoring records; medical allergies e.g. aspirin, elastoplast; particular circumstances where allergic reactions may occur; does medication need to be refrigerated; who is to hold the medication; what emergency facilities can be accessed, etc.
- Is a member of staff trained in administering emergency adrenaline, if necessary?

- Is a member of staff trained in the administering of first aid?

General

- Has sufficient first aid provision been made?
- Has consideration been given to 'natural' hazards e.g. cliffs, water, remote locations?
- Is protective clothing and equipment being provided? i.e.
 - suntan lotion
 - hats
 - access to water (in hot weather)
 - wet weather clothes
 - coats
 - cold weather clothes
 - emergency food/drink
 - communication equipment
- Are character references taken on any parents accompanying the trip?
- Copies of all documentation should be maintained both at the school and with the trip leader.

Calculations should be made on staff/student ratios.

- Are there sufficient staff numbers to provide adequate cover if a member of staff is injured or goes to hospital with a student?
- How will the group be split up for lectures, exhibits, activities etc.?
- Emergency planning procedures - head counts following evacuations after fire, bomb, security alerts etc.; breakdown notification; missing student; missing member of staff; robbery; medical emergencies; hospitalisation; return home early scenarios; summoning assistance; contact numbers for insurance companies, use of mobile phones; contact where mobile phones have no signal, etc.
- Incident follow-up - witness statements; protection of the students; informing parents/the school; media interest; counselling requirements for both staff and students; getting students and staff back to the school; arranging transport for students or staff to get them home; waiting locations for students, etc.
- What travel routes will be used? Is pre-booking a requirement for travel, accommodation, attractions, etc.?
- General information - brochures; maps; security information e.g. safe/unsafe areas; visiting locations, etc.

Booking a vehicle

1. All bookings must be made through the school office and recorded in the day diary. Please ensure there is no overlap with a previous booking.
2. Ensure that recorded details include departure time, an estimated return time, the nature of the activity and the children/group being taken.

3. All class trips should be accompanied by the class teacher who must be assisted by another capable adult. On trips that involve activity with water a 1-4 staff pupil ratio is necessary. An exception would be small teams, i.e. up to six where one staff might be in attendance.

Transport

Where possible, the school will use a minibus when escorting children longer distances. When escorting children by minibus or other private vehicle, staff will ensure that the following rules are always adhered to:

- In addition to the driver, there will always be at least one adult supervising at all times. This adult will be seated in the back of the vehicle and nearest to the door. All adults, who are involved in the transportation of children will have appropriate and up to date Criminal Records Bureau checks.
- Children should not sit at the front of a minibus.
- The driver will have a valid Section 19 Small Bus Permit, suitable for driving a minibus and escorting children.
- All vehicles are suitably insured and all children are wearing seat belts.
- Health, Illness and Emergency policy

Returning

1. Staff must let the school know if they are likely to be substantially later than anticipated. Your priority is to meet your estimated time of arrival, but not at the expense of safety.
2. Report any mechanical problems encountered or concerns to the Secretary or Headteacher immediately.
3. Clear information must be provided where children are collected at the end of the activity or trip. Collection arrangement must be clearly communicated to parents prior to the trip. Any parent not able to collect their child personally must allocate a designated person and giving details in writing.

TRAINING

All staff who are involved in the planning or arranging of school trips should be trained in the areas to check, and the answers they should receive, when selecting a location to visit

CRITICAL INCIDENT MANAGEMENT

IN THE EVENT OF A DISASTER ON AN EXCURSION OR TRIP

What follows is given in the way of guidance that will need to be adapted to suit the situation. This should be held by each adult member of the party.

1. Establish the nature and extent of the emergency.
2. Make sure all members of the party are accounted for and are safe.
3. If there are injuries, establish their extent and administer appropriate first aid if you have been trained and feel capable. Be aware of consequences that might follow were you to give incorrect treatment. Have regard to your own safety vis a vis blood contact. Call all the appropriate emergency services.
4. Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
5. Ensure that an adult accompanies any casualties to hospital. If only one adult is available in the circumstances, a decision will have to be reached as to the best course of action.
6. Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
7. Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all children are accounted for.
8. Contact the school/senior member of staff on call. Control access to telephones until the school has contacted parents/others directly involved. Give full details of the incident including:
 - Name of person(s) involved.
 - Nature, date, location and time of accident.
 - Details of injury etc.
 - Names and home telephone numbers of those involved.
 - Action taken so far.
 - Telephone numbers for future communication
9. No member of staff should discuss matters with the media.
10. The Headteacher will establish who will take charge of the situation and what immediate action will be taken. This will include guidance for telephone enquiries and briefings for the press. The Headteacher will advise the Directors.
11. The Party Leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
12. Legal liability should not be discussed.
13. Ensure a report in the Accident Book is completed as soon as possible.
14. Inform parents of any delays that will be necessitated.

DISSEMINATION OF THE POLICY

All members of staff and Directors will receive a copy of this policy. Copies may be reviewed by parents on request to the Headteacher or via the school website.

PROCEDURES FOR POLICY MONITORING AND EVALUATION

This policy will be reviewed, evaluated and updated annually to assess its relevance and effectiveness.