



Woodside Primary Academy

Trips Policy

Woodside Primary Academy Educational Visits Policy

Woodside Primary Academy acknowledge the value of educational visits in broadening and enhancing both the learning and social experience of pupils. It is essential that all visits have sound and clearly stated educational aims.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum during school time, or outside the normal school day. All staff are required to plan and execute visits in line with this policy.

All schools are required to have a named Educational Visits Co-ordinator who will ensure that the planning and supervision of all visits and adventurous activities meet DfES Requirements. The EVC is the first point of contact for advice on visit related matters and will check final visit plans.

The EVC for Woodside Primary Academy is Jackie Lord.

Approval for visits

Approval of 'normal' day visits is at the discretion of the Head Teacher. However, visits that are either:

- Overseas
- Residential or
- Involving an adventurous activity

Will require approval from the governing body.

Roles and responsibilities

YGL are responsible for leading the planning of visits for their year group. They will make booking arrangements, add visit information to school calendar, prepare parental consent letter, ensure tickets are ordered, arrange preliminary visit to venue, complete risk assessment, send risk assessment to EVC, distribute risk assessment to class teachers.

Visit leaders need to ensure that

- permission letters are returned for all pupils,
- all medicines needed by specific pupils are taken offsite
- a register of pupils is taken
- the signed risk assessment is shared with assisting adults
- high expectations of behaviour are communicated to pupils
- assisting adults follow the risk assessment
- regular head counts are taken throughout the visit
- that high expectations of pupil behaviour are communicated
- that the needs of pupils e.g. with SEND/behaviour are addressed on the risk assessment
- that subject knowledge is secure in order to confidently lead activities while at the visit venue

Parental Consent

The school obtains blanket consent for activities that fall within the 'extended learning locality'. Specific parental consent must be obtained for all other visits. For these visits sufficient information must be made available to parents so that consent is given on a 'fully informed' basis. The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), appropriate clothing, travel and lunch arrangements. The letter should also state any voluntary contributions per child.

Assessment of risk

'Risk assessment is a careful examination of potential harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). The EVC can give support with the creation of specific risk assessments.

Plan B

Despite the most detailed pre-visit planning, things can go wrong on the day, e.g. an assisting adult is unavailable, problems with transport etc... To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of Plan B.

Adult:pupil ratios

DfES suggest that 'as a general guide for local visits in normal circumstances the adult ratio must be 1:6 for Yrs 1, 2,3 (under 5s in Reception classes should have a higher ratio) and 1:10-15 for Yrs 4,5,6. The ratio for Nursery should always be carefully looked at to ensure as high adult to pupil ratios as necessary. Ratios should be adapted to suit circumstance. Ratios should be determined by:

- type, duration and length of activity
- the needs of individuals within the group. Pupils with statements should have an identified member of staff
- experience and competence of staff and assisting adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

Supervision

Pupils must be supervised throughout all visits.

Role of supervising parents

Parents, if asked to supervise a group will always be accompanied by a member of school staff. They must be briefed on the programme for the visit, venue, activities, supervision arrangements and their responsibilities prior to departure.

First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. First aid kits are available from the school office, if the visit involves the party splitting up by any significant distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and assisting adults must be fully briefed as to procedures on platforms, at bus stops, on busy streets, getting on and off transport.

Travel by bus:

Pupils should wait from the kerb. Visit leader should check with the driver that there is sufficient room for the whole group. An adult should get on the first to direct pupils as to where to go. The visit leader

should check that all the pupils have got on the bus. Available seats should be used. Pupils standing need to hold on. Consideration needs to be given to members of the public. Noise levels should be kept to a minimum. Getting off the bus an assisting adult needs to be directed to line up the pupils away from bus/kerb. Visit leader should check that all pupils have left the bus and must take a head count.

Travel by train/underground:

Station staff should be utilised to assist with the getting on/off of trains, movement between platforms. Visit leaders must ensure they get assistance for the group at stations. Pupils must wait away from the platform edge. The group should all get on the same carriage (use of different doors to speed up entry is allowed). Visit lead must block door from closing until everyone is either on or off the train. ***Please note that there is a wide gap between the platform and train at Wood Street station. Control measures for this need to be included in the risk assessment.** Visit leader should have sight of all pupils. Assisting adults must be spaced around the group. Available seats and hand rails should be used. When getting off the train pupils must line up safely away from train/ platform edge. Do a headcount to check numbers are correct. When moving through the station the visit leader must be visible to the adult at the rear of group. Stop and wait for everyone before moving on further if necessary. On the escalator pupils must stand on the right.

Travel by minibus/coach:

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule. If a minibus is being borrowed or hired, the driver must have the required Transport qualification.

Staff currently qualified to drive a minibus are Sue Allen and Debbie LeFlock

Water Margin activities

Where pupils might participate in learning activities near or in water, such as walking along a riverbank or seashore, collecting samples in ponds or paddling in gentle water, then guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents should be provided with a copy of this guidance prior to the visit.

Swimming

For regular swimming activities outside of school an initial risk assessment must be completed. Pupils must be accompanied by a qualified adult. Swimming lessons must be led by a qualified instructor. School staff should be at the poolside to scan pupils while they are in the water.

Local library visits

Staff do not need parental consent but an initial risk assessment must be completed.

Expectations for educational visits

Before the visit

4 weeks prior to the visit:

YGL s

- Email the Planning a visit form to the EVC
- Put trip dates on school calendar
- Book free travel tickets for public transport if required
- Ensure that letters have been distributed to parents (including pupils who may be absent)

- Ensure that each class has a checklist for returned letters
- Ensure that all teaching staff participate in the preliminary visit
- Complete risk assessment – get a copy of visit providers risk assessment (this should also be given to all assisting adults).

1 week prior to visit:

YGLs

- Email Risk Assessment to EVC

Visit Leaders:

- Ensure that all pupils have returned permission slips
- Check that attending adults are available
- Check that travel tickets have arrived
- Inform staff that may be affected by visit
- Order packed lunch from kitchen if required
- Ensure kitchen staff are aware that lunch number will be reduced
- Inform MDA leader if making a change to normal lunchtimes
- Check that playground duties have been covered
- Prepare any pupil packs needed for visit

Two days prior to visit:

Visit Leaders

- Check attending adults availability again
- Convey any staffing issues to EVC

Day before visit:

Visit Leaders

- Collect high vis jackets
- Charge mobile phone
- Collate Risk Assessment pack ensuring there is one for each assisting adult
- Check weather forecast

On the day of the visit:

Visit Leaders

- Check Transport for London site for any unforeseen problems with public transport – use Plan B if necessary
- Collect first aid kits/specific medicines for individual pupils
- Collect tickets from office
- Collect packed lunches
- Give copy of signed Risk assessment, group list and activity sheets to supervising staff – discuss key points
- Share trip expectations with pupils before leaving school
- Complete register

- Organise pupils into groups with their supervising adult

At venue:

Visit Leaders

- Establish boundaries of where pupils are allowed to go
- Remind pupils of behaviour expectations
- Ensure pupils are in correct groups
- Ensure that pupils are taken to toilet in groups (with at least two adults present if one of the adults is not a staff member)
- Be aware

After visit:

- Visit Leaders evaluate success of visit in terms of its intended outcomes
- YGL to communicate any difficulties encountered to improve future visits

Policy agreed 10 September 2015