



Educational Visits and Trips Policy

This policy is produced with due regard to the Independent School Standards Regulations, and is in line with the guidance of the DfE document “Health and Safety of Pupils on Educational Visits – A Good Practice Guide”. (Updated 13 February 2014)

- Governors are kept informed of pertinent legislation changes and ISI updates through the Fabric sub-Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

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Governor Co-ordination:	Fabric Committee
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See also - Safeguarding Policy and Health and Safety Policy	



Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2015) and **Keeping Children Safe in Education** (www.gov.uk 2015)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website



1 Introduction

- 1.1 Runnymede has elected to adopt the DCE document Health and Safety of Pupils on Educational Visits – A Good Practice Guide. This document supplements that guide by outlining appropriate procedures for taking pupils on school day visits and residential trips. It offers advice to teachers and NNEB's and should be read by all staff before undertaking a school visit or trip. This document does not seek to replace other professional guidance or regulations, colleagues should always seek permission from the Headteacher who is also the Trips Co-ordinator when planning a trip.

2 The Nature and Purpose of Educational Trips

- 2.1 Pupils benefit from taking part in visits with their school.
- 2.2 They have the opportunity to undergo experiences which are not possible within the classroom or school environment.
- 2.3 Short day trips develop a pupil's investigative skills while a longer trip encourages greater independence.
- 2.4 These guidelines are written to help teachers to ensure that pupils stay safe and healthy on school visits.
- 2.5 All staff are expected to endorse the educational value of activities outside the classroom and suggestions for new trips are always welcomed and considered.
- 2.6 Visits currently undertaken cover a range of day visits to local attractions, events, exhibitions, musical and sporting events as well two residential visits, one in Year 5 and the other in Year 6.

3 Statutory Requirements

- 3.1 Most school trips take place without incident due to the careful planning and teacher's already high level of safety awareness.
- 3.2 There have been incidents in other settings which have led to a growing concern amongst school staff and parents about further ensuring the safety of pupils on schools visits.
- 3.3 The DFE document provides guidance and useful checklists to formalise procedures when planning a trip.
- 3.4 Accidents do happen but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that do happen.
- 3.5 **Safety is our top priority.**
- 3.6 All staff are appropriately qualified and hold a valid First Aid Certificate and therefore capable of providing first aid treatment should this be necessary. On visits of children in the Early Years Foundation Stage a member of staff with a valid Paediatric qualification must attend all visits.

4 Responsibilities for Visits

- 4.1 Under the Health and Safety at Work Act 1974 employers are responsible for the health, safety and welfare at work of their employees.
- 4.2 The employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities.



- 4.3** This includes off-site visits.
- 4.4** The governors or trustees are the employers at Runnymede as it is an independent school.
- 4.5** At Runnymede it is expected that any member of staff planning a trip should:
- Assess the risks of activities
 - Introduce measures to control those risks including First Aid
 - Inform the Headteacher about these measures
 - In addition in line with Health and Safety legislation staff should:
 - Take reasonable care of their own and others health and safety
 - Co-operate with their employers over safety matters
 - Carry out activities in accordance with training and instructions
 - Inform the employer of any serious risks
- 4.6** These duties apply to all school visits.
- 4.7** Teachers and NNEB's also have a common law duty to act as any reasonably prudent parent would do in the same circumstances (Loco Parentis).
- 4.8** Providing reasonable care has been exercised and the guidelines followed the employer will always support staff in the unlikely event of an accident occurring.
- 4.9** Insurance cover is organised on an annual basis and details of this are available on the staffroom notice board to assist with the completion of forms. Where staff may very occasionally be required to transport a pupil in his/her car, valid insurance must cover them for 'social and business use'.
- 4.10** This policy and attached model forms will form Runnymede's procedures in relation to all school trips.
- 4.11** Forms and checklists should be completed and the Headteacher's approval must be obtained before a trip takes place.
- 4.12** The Headteacher must gain approval from the Governing Body for all Residential Trips.
- 4.13** In arranging trips all staff should complete the following as appropriate:
- Discussing preliminary plans, details, dates with Headteacher
 - Calculate supervision ratios –adult to pupil ratios
 - Decide on transport and consult with Admissions & Marketing Manager for costs and book once confirmed
 - Prepare fully inclusive costs for the visit
 - Prepare risk assessments
 - Consult with Headteacher over staff participating on the trip and the use of parent helpers and appropriate DBS checking and vetting. This is particularly important for visits which include an overnight stay.
 - Carry out preliminary visits if the site is not known and has not been visited before
 - Ensure First Aid cover and equipment is available
 - Complete final approval forms at least 7 days in advance of a day trip and 3 weeks in advance of residential visit noting Insurance details.
 - Arrange meetings with parents over residential trips and set up deposit and regular payment schedule
 - Inform parents by letter of the visit and request payment and consent



- Collect payments and liaise with Financial Administrator over banking of payments
- Brief the pupils about the visit and its purpose, the details and our expectations of them
- Ensure health lists are consulted and all medical/SEN requirements are known to all staff participating on the trip
- Book packed lunches from Sodexo as required
- Ensure all emergency contact details are available to relevant staff including emergency treatment information
- Use wrist bands on the day of the trip
- Leave details of mobile phone contact with Headteacher and office staff or take the school mobile
- Ensure all consents have been obtained from parents(including permission for emergency treatment if the parents cannot be contacted) and payments made

4.14 On the day of the trip/residential visit

- Carry out head count at regular appropriate intervals
- Apply appropriate staff to pupil ratios
- Check use of seat belts
- Use wrist bands and collect packed lunches
- Ensure appropriate standards of behaviour
- Take any necessary equipment including any necessary medicines
- Report to Headteacher on a daily basis
- Ensure accommodation is as agreed and appropriate, checking Fire Exits etc
- Utilise the support of the centre should a child or member of staff become ill and contact school
- Follow emergency procedures as defined in the First Aid Policy
- Contact school to advise of return time – especially important if there is a likely delay

4.15 After the visit

- Return the school mobile
- Complete the evaluation form
- Return any equipment used
- Place any photographs taken on central resource area and update website with report



- 5 **RATIOS – these are to be used as a guide.**
Actual ratios for each trip must be discussed with the Headteacher on each occasion.

Staff pupil ratios to be used at Runnymede are as follows:

Year Group	Ratio
EYFS 1 & 2	1 : 4
Year 1 – 3	1 : 6
Year 4 – 6	1 : 12
50% of the adults must be employed by the school	

Staff planning any trip can consult with the Headteacher at any time over preparations and regular training updates will be provided to all staff via directed time staff meetings

B. Slater - Headteacher

January 2016



Appendices

1 - APPLICATION FOR THE APPROVAL OF AN EDUCATIONAL VISIT

2 - Checklist

3 - Risk Assessment

4 - Evaluation



RUNNYMEDE ST EDWARD’S SCHOOL

APPLICATION FOR THE APPROVAL OF AN EDUCATIONAL VISIT

Form to be submitted prior to the trip

- 1. Application for approval**
- 2. Risk assessment**
- 3. Checklist**
- 4. Letter for parental consent**

After Trip

- 5. Evaluation form**

SCHOOL/GROUP
GROUP LEADER

The Group Leader should complete this form as soon as possible once the preparations are complete. The Group Leader should have already received approval of the proposed visit in principle and should have regularly updated the Head Teacher on the progress of the preparations. The Group Leader should obtain parental consent.

Once approval is given, one copy should be retained by the Head Teacher and another by the Group Leader. The Head Teacher should be informed of any subsequent changes in planning, organisation or staffing.

1. Purpose of visit and specific educational objectives:



2. Places to be visited

3. Dates and times:	
Date of Departure:	Date of Return:
Time:	Time:

4. Transport arrangements: Include the name of the transport company

5. Organising company/agency (if applicable)	
Name:	Address:
Tel:	Licence No. if registered:

6. Proposed cost and financial arrangements:	
Total cost (trip and transport):	Cost per child:



7. Insurance arrangements for all members of the proposed party	
Insurance Company:	Address:
Policy No:	

8. Accommodation to be used (if applicable):	
Name:	Address:
Tel:	Name of Head of Centre:

9. Details of the programme of activities:



10. Details of any hazardous activity and the associated planning, organisation and staffing:

11. Names, relevant experience, qualifications (if applicable) and specific responsibilities of staff accompanying the party:

12. Names and specific responsibilities of other adults accompanying the party



13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency.

Name of Contact Person:

Responsibility:

Home Tel. No.

Mobile No.

14. Existing knowledge of places to be visited (exploratory visit needs to be done prior to completing this form)

15. Size and composition of the group –

NB: THE FOLLOWING RATIOS APPLY

EARLY YEARS FOUNDATIONS STAGES 1 AND 2: 1:4
YEARS 1 - 3 1:6
YEARS 4 - 6 1:12

50% OF RATIO NEEDS TO BE MADE UP OF STAFF MEMBERS (TEACHER & NNEB)

AGE RANGE:

Number of Boys:

Number of Girls:

Staff to Pupil Ratio:

Leader/Participant Ratio:



16. Confirmation on whether the group leader has received all consent forms duly completed and signed (parental consent to proceed or follow approval). Class list indicating parental consent or reason why consent has not been received.

17. Names of Pupils with special educational or medical needs:

Signature:

Date:

Group Leader's Full Name (print):



CONFIRMATION FROM HEAD TEACHER FOR VISIT TO GO AHEAD

TO BE COMPLETED BY THE HEAD TEACHER

To the Group Leader:

- 1. I have studied this application and am satisfied with all aspects including the Planning, organisation and staffing of the visit. Approval is given.**
 - a) Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave**
 - b) Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.**

Signature:	Date:
Head Teacher's Full Name (print):	



SCHOOL TRIP CHECKLIST

Has initial consent been sought from Head Teacher?	
Has a consent form been filled in and handed to Head Teacher?	
Cost of trip agreed?	
Teacher pre-view visit arranged?	
Risk assessment form filled in?	
Parental consent given/trip details given to parents?	
Bus booked?	
Packed lunches arranged/kitchen informed?	
Medical forms filled in?	
Dietary/medical needs of children listed?	
First aid kit checked and packed (including inhalers)?	
Contact numbers organised?	
Venue:	
Teacher's Mobile:	
Bus Company:	
Provision for indoor accommodation if weather bad?	
Toilets and emergency exits located/clearly signposted?	
Post Trip Evaluation completed?	



Risk Assessment For Travelling By Coach

Potential Hazard	People at Risk	Management of risk
Crossing road outside school	Pupils and Staff	Adult supervision in and by the road
Travelling by coach	Pupils	Head count undertaken as children board the coach All children's seatbelts checked and fastened before the coach departs
Disembarking from coach	Pupils and Staff	Adult supervision at door to coach and clear instructions given to children
Walking from coach to venue	Pupils and Staff	Adult supervision in and by the road Regular head counts Wristbands still worn
Getting lost at venue	Pupils	Regular head counts throughout the day Children are supervised by staff and adult volunteers. Wristbands are worn by all children
Personal injuries on site	Pupils and Staff	First Aid kit taken Any injury incurred will be dealt with appropriately using the first aid kit or emergency services and contacts if required
<i>Any additional risks or hazards:</i>		
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