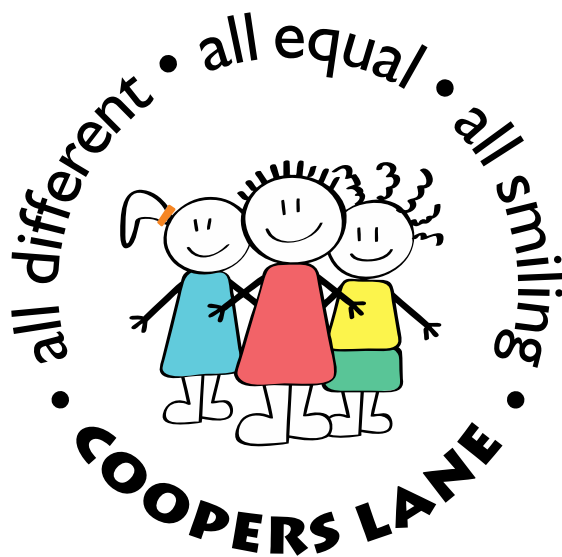


# Coopers Lane Primary School



## Educational Trips Policy

**Author / Checked :** Amy Riley

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# A Coopers Lane Learner...



### ***Rationale***

Coopers Lane believes that its pupils should experience a range of visits because they benefit both educationally and socially from carefully planned trips. It is the expectation that while at Coopers Lane each child will have the opportunity to experience a school journey and at least three visits per year group.

### ***Purpose***

- To ensure that trips are planned and prepared with an awareness of safety issues
- To ensure that every child has access to all educational visits
- To offer a broad and varied educational experience for children

### ***Planning a school trip***

School trips should provide the children with experiences that build on classroom learning and are linked to the new curriculum. They provide invaluable opportunities to develop children's independence as well as help to build relationships. Where possible, visits should be accessible to all children. It is expected that follow up work will be done in class after a trip/visit.

### ***Charging for school visits***

As education provided wholly or mainly during school hours is free, charges cannot be imposed on parents for any visit that occurs during school hours. Therefore the cost of the trip needs to be covered by voluntary contributions. An annual payment of £15 per child is requested from parents and carers at the start of each school year. This funding is used to cover all class trips, excluding the annual trip to Broadstairs and any overnight school journeys.

Parents should be made aware that the contribution is not compulsory and that they will not be penalised for not paying. However it is possible that trips will not go ahead if there are insufficient contributions.

Sometimes trips can be subsidised for relevant children with pupil premium funding.

### ***Consultation***

Parent/Carers should be given sufficient notice of details of a proposed visit, including date, departure/arrival times and any voluntary contributions.

For a residential journey the consultation process is more detailed. Permission must be sought from the head teacher.

Children should know:

- The purpose of the visit
- The expectations of their behaviour
- What to do if separated from the group
- The adult responsible for the group

**Children** on school visits are expected to behave in an appropriate way, following the same rules as in class.

**Teachers** on school trips:

- Have a duty to act as a “responsible parent”
- Will ensure the meticulous planning and preparation of the trip, which will include risk assessments for all activities
- Are responsible for all the pupils in their care throughout the journey
- Will safeguard the health and safety of pupils both on the school premises and in authorised activities elsewhere
- Maintain good discipline at all times
- Need to have with them an up to date list of all the children in their class, the groups they are in and the names of the supervising adult.

Where there is more than one teacher, a group leader should be appointed who has authority over the whole group.

There is guidance provided for Group Leaders to accompany this policy.

**Additional adults** on school trips

- Must accept the duty of care to act as a “responsible parent” towards the children
- Are not held accountable as teachers
- Should not be left in sole charge of pupils at any time unless it has been agreed as part of the risk assessment
- Must be briefed by the group leader or teacher regarding the purpose of the visit, responsibilities, and activities
- Must sign a copy of the school’s code of conduct prior to the visit (appendix 1)

### **Supervision**

There are a number of factors that have to be considered when deciding on the ratio of adults to children. These include:

- Pupils with special educational needs (Who could be with a reduced number in their group)
- The nature of the activities
- The age of the children
- The length of the journey
- The mode of travel
- The type of accommodation if on a residential trip
- First aid cover
- The competence and behaviour of the pupils

The recommended level of supervision is

1. 1 adult for every 6 pupils in years 1 to 3 (under 5s Nursery and Reception classes should have a higher ratio)
2. 1 adult for every 10-15 pupils in years 4 to 6

**Please note that if traveling by coach the driver should NOT be responsible for supervision.**

However these are only advised levels, group leaders should assess the risks and consider an appropriate safe supervision level for their particular activity and age group. Children with high level special needs who have an EHCP may need 1 to 1 supervision and provision should be in accordance with the EHCP.

For some children it might be appropriate for Health and Safety reasons for them not to go on a visit but this will need to be discussed with a senior manager beforehand and parents informed of the reasons.

Further details and recommendations for supervision can be found in the DFES guidelines "Health and Safety of Pupils on Educational Visits" which is available in school. This is particularly important when planning visits with high risks, such as coastal visits, farm visits or camping.

### ***Safeguarding***

We have clear protocols in place to ensure the safety of children whilst on school trips. These include:

- Visit procedures to be documented by staff and agreed with the Educational Visits Coordinator and the Head Teacher
- A briefing for parents going on the trips<sup>[1]</sup><sub>[SEP]</sub>
- Defined roles and responsibilities for school staff<sup>[1]</sup><sub>[SEP]</sub>
- Risk assessments<sup>[1]</sup><sub>[SEP]</sub>
- DBS/list 99 checks for as many parents/carers as possible

### ***Risk Assessment***

Prior to a visit the group leader must fill out a risk assessment form (see appendix 2). In order to do this they should have, where possible, carried out a preliminary visit. The risk assessment will be checked by the EVC. If a visit cannot be made and it is to a venue used before it might be appropriate to use a previous assessment. All risk assessments will include any children with medical needs and the assigned first aider.

Frequent visits to local venues do not need a risk assessment every time, but should be assessed termly. Every class should have its own risk assessment for these visits.

Educational centres often have their own risk assessments, which the group leader should obtain prior to a visit.

### ***Parental Consent***

Consent should always be obtained for non-routine and residential trips. Trips in the locality should be covered by a covering form signed by the parent or carer on school entry.

If no consent form is returned and the parents/carers cannot be contacted the head teacher can decide if the child is included on the trip.

### ***First Aid***

The minimum first aid provision for a visit is:

- A suitably stocked first aid box or bag
- A person (usually a teaching assistant) in charge of first aid
- Tissues, newspapers, bin and sick bags if traveling by coach
- Inhalers, epipens or anything else included in a care plan specific to a child
- Any medicines that the school has agreed to administer

Further provision may be stipulated in the risk assessment.

### ***Accident/Illness***

If a child falls ill or has an accident on a trip:

- Contact the school immediately
- Seek medical advice from a first aider on site if possible

If it is necessary for the child to be taken to hospital or seek medical attention elsewhere, the parents consent should be obtained if possible.

The person who accompanies the child **should not be the group leader** but a designated person identified in the risk assessment.

On return to school an accident form should be completed.

### ***Head Counts***

Pupils should be counted regularly, particularly on boarding the coach, on arrival at the venue and when leaving. When traveling in public children should wear high visibility vests so they are easily identifiable.

Adults also need to be easily identifiable and will also need to wear a fluorescent jacket.

### ***Insurance***

The school has insurance provision to cover all trips.

### ***Evaluation***

For trips that occur on a regular basis, and certainly for residential trips, an evaluation form should be completed. (This should be referred to when planning the next visit)

### ***Personal Information***

- 1 On returning to school the information packs provided for all of the accompanying adults will be destroyed.
- 2 The group leader must hold the personal data at all times
- 3 A USB device will not be used to store data

## **Residential Journeys**

Coopers Lane aims to provide the opportunity for KS2 pupils to participate in a residential trip in Year 4 and Year 6.

### ***Choosing a centre***

When planning a residential trip the following points must be taken into consideration

- a) The age and experience of the children
- b) The special needs of any children
- c) Provision for particular children who may not be able to participate in some activities
- d) The likely weather conditions for the time of year
- e) The transport to and from the venue

### ***Exploratory visits***

Where necessary the group leader should make a preliminary visit or be familiar with the venue and location.

### ***Parental Consent***

A parental consent form must be completed for every child going on the trip; failure to complete one will mean that the child cannot go on the trip.

Parents will need to pay a deposit to show their commitment and ensure an accurate number is sent to the venue with the deposit.

In an emergency, parents should contact the party via the school.

The group leader will inform the school when they have safely arrived and if there are likely to be any delays on their return. The school will post general notices during the trip to keep parents informed. The group leader will carry a mobile phone with them in case any problems arise.

### ***Charging***

For residential trips, parents pay for the cost of board and lodgings and make voluntary contributions towards the cost of the activities and transport.

(Please consult with the head teacher about this)

Parents in receipt of income support may apply for a grant towards the cost of board and lodging.

In order to secure a place on the trip parents/carers are asked to pay a non-refundable deposit. This is around 10% of the total cost. Parents can then choose to pay by installments using a payment card, or pay the full amount.

Residential trips may be subsidised for pupil premium children.

### ***Risk Assessment***

1. Established centres should already have risk assessment procedures set up for the activities they run. The group leader, when booking, should obtain copies of these and establish what other risks they should consider.
2. If a private vehicle is to be used, the driver's insurance must be checked.
3. The group leader must produce a risk assessment for all travel and daily activities, which will be reviewed before each trip by the EVC on which all staff will be briefed.

### ***Supervision***

The group leader and accompanying teachers are always responsible for the children, even when being instructed by someone from a centre. The provider is responsible for the safe running of an activity. If during the activity the group leader has any concerns about safety this should be discussed with the instructor at an appropriate interval.

**The ratio of staff to children will be at least 1:10 and should include one adult of each gender. There can be a combination of teaching and support staff. At Coopers Lane we try to ensure a Senior Manager is also present with at least 2 other experienced members of staff.**

Staff will be provided with information packs containing group lists, risk assessments and medical summary with emergency procedures.

### **Responsibilities**

***The head teacher*** should ensure that

- 1) Visits comply with the regulations and guidelines provided by the LEA and the school's own Health and Safety Policy
- 2) Group leaders are competent to assess and monitor the risks of the visit.
- 3) Adequate child protection procedures are in place

***The Educational Visits Coordinator (EVC)*** should ensure that

1. All necessary actions and arrangements have been completed as agreed in this policy before the visit begins
2. The risk assessments have been completed and appropriate safety measures are in place
3. The group leader has experience in supervising the age group going on the visit and will organise the visit effectively.



***Personal Information***

- 4 On returning to school all medical forms are to be handed in to the school office where they will be destroyed. Staff information packs will also be destroyed
- 5 The group leader must hold the personal data at all times
- 6 All staff will be briefed before the trip concerning data protection.

***Monitoring***

This policy will be reviewed annually and made available to all new staff.

**Appendix 1**



## COOPERS LANE SCHOOL VOLUNTEER CODE OF CONDUCT



All volunteers are highly valued in our school community. Everyone is expected to set and maintain the highest standards, both for themselves and the children who attend our school. All volunteers should work as part of a team and ensure that they are excellent role models for our pupils. At Coopers Lane, volunteers will:

- Ensure the safety and welfare of pupils is prioritised at all times
- Treat all members of the school community with respect at all times
- Demonstrate our chosen school values: Respect/Love/Happiness/Perseverance/Honesty/Responsibility and Kindness, and encourage all pupils to put these values into practice
- Adhere to the principles and procedures agreed in our Safeguarding and Educational Visits Policies
- Be alert to any behaviour that may indicate a pupil is at risk of harm, and follow the agreed reporting procedures promptly
- Treat pupils as individuals and make specific adjustments according to need where appropriate
- Promote a love of learning and children's intellectual curiosity
- Demonstrate a clear understanding of, and commitment to, non-discriminatory practice
- Ensure that power imbalances between pupils and adults are never misused
- Understand that we are in a position of trust with our families and never abuse this relationship
- Refrain from any action that would bring the school into disrepute

Name of volunteer:

## Risk Assessment – walking in an urban area

Number T1

Establishment: London Borough of Lewisham

Assessment Date: 08/06/12

Activity: Walking in an urban area

Completed by: Mike Penny

Date Reviewed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**No of Pupils:** \_\_\_\_\_ **No of Staff:** \_\_\_\_\_ **Name of First Aiders:** \_\_\_\_\_ **Group Leader:** \_\_\_\_\_

<p style="text-align: center;">Hazard</p> <p style="text-align: center;"><i>List significant hazards which may result in serious harm or affect several people.</i></p>	<p style="text-align: center;">Who may be affected?</p>	<p style="text-align: center;">Control Measures</p> <p style="text-align: center;"><i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i></p>	<p style="text-align: center;">Any Further Action</p> <p style="text-align: center;"><i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i></p>
<p>Road traffic accident – risk of injury or death</p>	<p>Young people and staff, members of the public</p>	<ul style="list-style-type: none"> <li>- Appropriate supervision – supervisors competent and briefed by group leader.</li> <li>- Young people organised in manner suitable for age and behaviour (event specific).</li> <li>- Young people briefed and educated in basic Road Safety (rules for keeping safe)</li>   <li>- Adults to wear High Viz jackets</li> </ul>	<p>Roads crossed at pedestrian crossings.</p> <p>Route assessed by group leader – event specific</p> <p>Parents informed. Basic road safety rules covered with young people as appropriate prior to visit.</p> <p>Keep a note of changes to route (road works etc)</p>

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June 1, 2021

		<ul style="list-style-type: none"> <li>- Group Leader to walk at the front, children in pairs, school adult at the back.</li> <li>- When crossing the road, an adult to stand on either side of the road to stop traffic</li> </ul>	
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<u>Specific Hazard</u>	<u>Children needing 1:1</u> • •	<u>Control Measures</u>	<u>Any Further action</u>
<u>Children with medical needs</u> • •	<u>Medicine needed</u> • •	<u>Responsible adult</u>	<u>Any Further action</u>