

# Thurgoland C. E. Primary

## School Visits and Trips Policy



### Approved by

Headteacher: 13.7.2023

Chair of Governors: 13.7.2023

Review Date: Summer 2025

## **SCHOOL VISITS AND TRIPS POLICY**

### **Policy Statement**

The Governors and Head Teacher of Thurgoland Primary School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site.

The Governing Body have adopted and follow the Local Authority's educational visits guidance contained in the most recent edition of "Organising Visits and Journeys".

### **Support for Educational Visits**

Thurgoland Primary School is committed to providing a stimulating curriculum and therefore activities outside school are considered a major part of the learning that takes place. We therefore aim to provide a number of opportunities outside the classroom, whilst working within clear guidelines to ensure practices are as safe as possible. Visits must comply with the school's Health and Safety Policy. Thurgoland CE Primary ensures the trips meet the following criteria:

- A trip or visit should enhance and enliven the curriculum
- A trip or visit should support the school's aim to address different learning styles
- A trip or visit should have clear learning objectives
- A trip or visit should support the development of the whole child providing the opportunity to develop socially, emotionally and physically as well as academically
- In line with our Equal Opportunities Policy, a trip or visit should be accessible to all pupils as appropriate to their age.

### **Statement of Safety Policy**

As part of their responsibilities the Governing Body, Head Teacher and EVC will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in, activities away from the school site.

### **Statement of Safety Organisation**

The School have adopted the following procedure for approving school visits and journeys:

#### **Category A visits:**

- Group 1 - Activities which are part of the school day e.g. a walk around the school ground/village. Parental consent is obtained at the beginning of each school year. The school follows LEA guidelines for levels of supervision.
- Group 2 – activities extending beyond the school day e.g. sporting competitions.
- Final approval must be obtained from the EVC, Head Teacher and the Evolve online system used for visit notification and approval purposes.

**Category B Visits:**

- Visits or activities involving an overnight stay.
- Final approval must be obtained from the EVC, Head Teacher and the Evolve online system used for visit notification and approval purposes.

**Category C visits:**

- Adventurous activities.
- Parental consent is required and the Evolve online system used.
- Final approval must be obtained from the Head Teacher and the Local Authority;
- Approval for visits must be provided prior to the visit taking place;
- The Evolve online system must be used for visit notification and approval purposes.

**Duties****The Governing Body**

- Will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in the Authority's guidance, are adhered to; and
- Have appointed a member of staff to be the Educational Visits Co-ordinator, (Miss R Banford).

**The Head Teacher**

Head Teachers and Managers are responsible for the management and conduct of educational visits and activities for their establishment. They should provide scrutiny and authorisation for all visits which take place. For full details of the role of the Headteacher please refer to Section 2 page 11 of the most recent version of "Organising Visits and Journeys".

**Educational Visit Co-ordinator**

The school has an Educational Visits Co-ordinator – EVC. The EVC is involved in the planning and management of educational visits including adventure activities led by school staff. Currently the EVC is the Deputy Head Teacher – Miss Rhianna Banford. For full details of the role of the EVC please refer to Section 2 page 12 of the most recent version of "Organising Visits and Journeys".

**The Party Leader / Teacher In Charge**

The visit leader should have been appointed or approved by the Head teacher or the governing body.

The competence of the visit leader must be assessed as adequate by the EVC and head teacher to match the nature of the visit. As a minimum, head teachers must ensure that visit leaders have the necessary competencies to ensure the safe management of the visit and that they are able to deliver the educational objectives of the visit. For detailed criteria that should be considered when determining the suitability of a visit or activity leader please refer to Section 2 page 12 of the most recent version of "Organising Visits and Journeys".

## **Adult Volunteers**

The school makes full use of parental support for assisting us with trips and visits. Parents and helpers are chosen for their suitability to be in charge of pupils. They are given full briefing in respect of their duties and responsibilities for each trip or visit.

## **Child Protection**

Staff employed by schools and educational establishments must have been checked through the Disclosure and Barring Service (DBS) as part of their employment process. Educational Visits Co-ordinators and visit leaders should understand and follow the procedures for vetting contractors, volunteers and other people not on the school staff who wish to be supervisors or drivers for educational visits.

Consideration will need to be given as to whether volunteers, including parents, who accompany activities should have unsupervised access to children and whether this is appropriate. The LA's volunteers policy must be followed. Checks should therefore be carried out on volunteers and staff employed by contractors who will be engaged in regulated activity having regular on-going contact with pupils and young people.

Schools and other establishments can put volunteers forward for suitable child protection checks via the LA's Human Resources team who manage the process. This does not mean every volunteer who helps to supervise an educational visit will have to obtain a disclosure.

Taking account of the above information, parents of primary age children often accompany their children on school visits and journeys to supervise them. In such cases it must be clearly established:

- a) that the parent can only supervise their own child(ren);
- b) that whilst on the visit/activity the responsibility for decisions relating to the programme (and alternate activities) remains with the visit leader;
- c) parents understand their role and agree to it.

Parents who accompany a school party to supervise their own children on a one-off basis as part of a larger group may not need child protection checks.

However, volunteers helping teachers to supervise a residential visit must be checked. This may also be the case with anyone who is likely to be in sole charge of pupils under 18

## **Pupils and Young People**

We are committed to providing off-site visits and activities which are accessible to our pupils whatever their needs, abilities or medical conditions.

Pupils and young people have a responsibility to 'Be their Best Self' and behave sensibly during visits and activities and to follow the directions and instructions of supervising staff. Those whose behaviour is considered a danger to themselves or other members of the group may be prevented from going on a visit or, whilst on a visit, participating in activities if reasonable adjustments cannot be made to accommodate their behaviour.

### **Parents and Guardians**

Parents and other legal carers should be able to make an informed decision about whether their child should go on the visit, and what the expectations will be of them and their child.

In order to do this the school or establishment must ensure that parents are given sufficient information in writing and are invited to relevant briefing sessions and that informed consent from parents is given prior to children and young people taking part in visits and activities.

Special arrangements may be necessary for parents for whom English is a second language.

### **Staff Training & Professional Development**

Appropriate training and professional development opportunities will be made available to staff and other adults taking part in school visits and journeys to reflect identified health and safety and educational priorities.

- All staff have been made familiar with the contents of the LEA File – “Organising Visits and Journeys.”
- New staff who join the school will be given appropriate training with regard to organising a school visit - as part of their induction programme.
- Newly qualified staff would have the support of more senior staff on visits they are organising for the first time.
- Support staff are included in any training initiatives.
- The Headteacher / EVC will update all staff to any changes in guidance and organise revision training as appropriate.

All staff are advised to refer to the “Organising Visits and Journeys” File – when planning a trip or visit, especially the check list.

The EVC and staff have access to support and advice from the LEA School Visits Officer.

### **Planning**

Thorough planning and preparation are essential for the safety, well-being and enjoyment of all participants for all visits and journeys. It is necessary irrespective of whether the visit is to a local park, museum or swimming pool or includes a residential stay in the UK or abroad.

During the planning process Party Leaders should follow the guidelines within the planning, see below:

Order	Process	People Involved
1	Identify visit purpose and year group	Party Leader
2	Obtain initial approval	Party Leader, EVC, Head Teacher
3	Consult Visits and Trip calendar and checklist	Party Leader
4	Determine dates, venue, coach availability	Party Leader, School Office
5	Confirm provisional booking of coach and venue. Input information into Visits and Trip calendar and checklist	Party Leader
6	Select members of staff and volunteers	Party Leader, EVC, Head Teacher
7	Parent letter sent alongside consent forms and collated	Party Leader, School Office
8	School trip to be inputted onto Parent Gateway	Party Leader, School Office
9	Assess and complete risk assessments for: All trips RA Travel RA Covid RA	Party Leader
10	Evolve to be sent to the EVC	Party Leader
11	EVC to submit or edit Evolve application then submit to the Head Teacher	EVC, Head Teacher
12	Running the visit	Party Leader
13	Returning from the visit	Party Leader
14	Review Visit	Party Leader, EVC

## Ratios

Staff/pupil ratios for the supervision of pupils and young people on educational visits are not laid down in law, but must be set according to the needs of the group, the environment, activities and experience and numbers of staff taking part and any other influencing factors.

This responsibility lies with the visit leader in consultation with the EVC. Appropriate supervision ratios for visits should arise from the risk assessment. It is important to have a high enough number of competent adult supervisors to pupils to cope with any foreseeable circumstances during the visit.

Although it is difficult to give precise ratios, there are factors that must be taken into account when determining these ratios. These should include:

- gender, age and ability of group;
- pupils with special educational or medical needs;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;

- competence of staff, both on general and specific duties;
- requirements of the organisation/location to be visited;
- competence and behaviour of pupils;
- first aid cover.

Visit leaders should assess the risks and consider an appropriate safe supervision level for their particular group. Risk assessment should indicate reasons for supervision arrangements and staff/pupil ratios.

National guidance for educational visits no longer identifies suggested numerical supervision ratios except where it states the requirements contained in the EYFS Statutory Framework. National Guidance ([www.oeapng.info](http://www.oeapng.info)) states: 'Staffing ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity. Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward and the group has no special requirements.

The Early Years Foundation Stage (EYFS) Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be higher than the legal minimum (for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary'. (4.3b [www.oeapng.info](http://www.oeapng.info) July 2018)

Prior to this, the DfES publication HASPEV (1998) suggested the following starting points for consideration whilst also stating '...without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits...':

School years 1 - 3, 1:6

School years 4 - 6, 1:10/15

School years 7 onwards, 1:15/20

Outdoor swimming or paddling - 1:10

Swimming pools - 1:12 in school years 4 to 6;

1:20 for school years 7 onwards; higher ratio for school year 3 and below.

Residential visits - 1:10

Overseas visits - 1:1

## **Risk Assessment**

\*Risk assessment for all educational visits: Schools should continue to conduct full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of the risk assessment process, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.

Risk assessment is a legal requirement and should be seen as a substantial aid to the planning process, rather than a bureaucratic obligation. \*

For educational visits, risk assessment involves the careful examination of what could cause **significant** and **foreseeable harm** during the visit and whether enough precautions have been taken or whether more should be done.

All staff make pre-visits where possible and conduct risk assessments before embarking on a trip or visit. The school also makes use of risk assessments provided by specific establishments visited. Risk assessments are retained electronically on the Evolve site for future use. For more detailed guidance read the most recent version of "Organising Visits and Journeys.

## **Health and safety law**

\*Reminder to continue to comply with health and safety law and put in place proportionate control measures. Risk assessments to be regularly reviewed and updated as circumstances school and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.\*

## **Evolve Site**

The Evolve online visits system [www.barnsleyvisits.net](http://www.barnsleyvisits.net) is used for the notification and approval of all Category A (Inputted yearly) Category B and Category C visits. Usernames and passwords are available for staff from each school or establishment via their Educational Visits Co-ordinator (EVC). EVCs and Head Teachers requiring usernames and passwords should contact the LA's Outdoor Education Adviser.

## **School Timescales for Visit Notification and Approval**

Activities which are part of the school day, e.g. a walk round the village all school grounds. Parental consent is obtained at the beginning of each school year and inputted onto the Evolve online system. The school follows LEA guidelines for levels of supervision etc

All visit approval requests for Category B visits must be made to the Head Teacher using the Evolve system at least **two weeks in advance of the visit**.

All visit approval requests for Category C visits must be made to the Head Teacher using the Evolve system at least **eight weeks in advance of the visit**.

For further guidance that divides all visits into three categories to help identify the level of organisation and scrutiny that reflects the complexity and potential risk associated with different trips, see section 5 of the most recent version of "Organising Visits and Journeys for Pupils".



### **Accidents & Incidents**

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others.

### **Emergency Procedures**

The Head Teacher will ensure that emergency procedures are in place in accordance with local authority guidance and will ensure that such procedures are fit for purpose and function effectively.

For each trip or visit the school has a contact person for the duration (usually the Headteacher). Copies of the names and addresses of all persons undertaking the visit are retained by the contact person. The contact person will also hold the number for the Chair of Governors and the Senior LEA Officer on duty. An Emergency Contact Information Form is completed for each visit.

The School's Emergency Policy is taken from the most recent version of "Organising Visits and Journeys".

### **First Aid**

We aim to ensure that pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, holds an up to date first aid certificate.

### **School Journey Insurance**

The school uses the Council's Insurance procedures – The School's Journey Insurance Policy is taken from the most recent version of "Organising Visits and Journeys".

The LA employers liability insurance provides legal liability cover against the risk of injury to employees. The public liability policy provides legal liability cover against the risk of injury to others, including pupils.

### **Transport**

The school follows closely the recommendations in the LEA file when organising transport. The school mainly uses Oakleaf Bus Company for day trips and visits. There is a list of companies available which have been approved by the LEA.

The school does use private cars to transport pupils to activities, especially sporting events. Teachers and others transporting pupils on journeys in their own private cars are not covered by the LA's school journey insurance. Schools must ensure that if private cars are being used to transport children on journeys that the owner of the vehicle has appropriate insurance cover and parental consent is given. Volunteers are carefully vetted and are requested to confirm in writing that their vehicle is roadworthy and insured for business purposes. The school maintains a list of volunteer drivers.

## **Residential Visit**

The school conducts one residential visit annually (approximately). This is to the Kingswood Centre at Denaby Main at Conisborough. This is to provide pupils with the opportunity to address part of the P.E. Curriculum. This centre has been reviewed by the LEA and has been judged to meet all the requirements for Adventurous Activities.

Kingswood Dearne Valley Risk Management Statement

[https://assets-global.website-files.com/620d33583b1d5d3a4049c7ed/6390782e92db641005374b0b\\_Risk%20Management%20Arrangements%20at%20Kingswood%20\(Dearne%20Valley\).pdf](https://assets-global.website-files.com/620d33583b1d5d3a4049c7ed/6390782e92db641005374b0b_Risk%20Management%20Arrangements%20at%20Kingswood%20(Dearne%20Valley).pdf)

The Kingswood Trip also improves young people's Resilience and confidence that links to the Character Education Framework

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/904333/Character\\_Education\\_Framework\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/904333/Character_Education_Framework_Guidance.pdf)

When planning the trip the Party Leader uses the guidelines in the most recent version of "Organising Visits and Journeys".

## **Swimming**

Pupils in Year 3 are taken for swimming lessons at Stocksbridge Health and Leisure Centre as part of National Curriculum requirements. Two members of staff accompany the pupils (maximum 37) on the coach journey. Three swimming instructors supervise the swimming lessons and the school staff members remain on the poolside. School staff monitor conditions in line with the checklist, which can be found in the most recent version of "Organising Visits and Journeys for Pupils"

## **Sporting Fixtures**

All sporting events are submitted to the online Evolve system at the beginning of every academic year with the travel, trip risk and Peniston4Sport risk assessments attached alongside. This is submitted by the EVC (Miss R Banford) and approved by the Head Teacher.

For all sporting events, parents are responsible for organising transport for their OWN child. Parent's may wish to privately organise other parents/adults to transport their child. In this instance an adult volunteer transport form is to be completed to ensure adults have the appropriate MOT, driving license and insurance to transport children safely. School are to be made aware of these prior to the sporting event and will maintain the record for 1 year.

Where parents are being asked to organise their own transport, Thurgoland CE primary will ensure the following as stated from National Guidance 4.5c *Transport in private cars*:

- Gather information from parents about what arrangements have been made.
- Clear communication with parents, in case of delays or 'no shows'.
- Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- The provision by the establishment of transport for any children whose parents are unable to make such arrangements.

See appendix 1,2 and 3 for example letters and checklists used.

**Visit Evaluation & Review**

Information and lessons learned from the evaluation and review of visits & journeys is shared with other staff, the school management, governors and the local authority as appropriate.