



Trips & Visits Policy

Approved: 5th March 2018

To be reviewed: 5th March 2023

Greenleys Junior School Educational Visits and Journeys Policy

Introduction

This Policy has been produced in accordance with the requirements of the Children's Act (2004) and the framework, 'Every Child Matters: Delivering Change for Children', (in particular the main 'Outcomes' that children should 'stay safe' and 'be protected from harm and neglect and grow up able to look after themselves'). The governing body and school will comply with all MK Council policies on Safety and codes of practice. This policy must be read in conjunction with the *MK Council Guidance for Offsite Activities and related Activities, September 2017*.

Aims and purposes of Educational Visits

The School has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Activities are designed to ensure that learning is real, motivational and exciting. Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the School.

The range of trips and visits organised by the school are varied, with the aim being that they enrich the children's learning and curriculum along with developing them in a setting other than the school. The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Extended school provision-including music, drama, art, sport,
- School teams
- Regular nearby visits - including villages, libraries, shops, woodlands, places of worship, farms,
- Day visits for particular Year Groups
- Residential visits

Activities are made available to all pupils in specific Year Groups, although residential visits may be subject to availability of space when allocation will be made by a draw out of a hat.

Approval Procedure and Consent

Under guidance which came into effect on 1 March 2004, all schools are required to have a named Educational Visits Coordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines.

Approval of normal day visits is at the discretion of the Head teacher however, visits which are either

a) overseas

b) residential

c) involving an adventurous activity

all require the additional approval of the Local Authority, The Head teacher, EVC and Governing body will also need to be informed about these visits prior to a commitment being made and the Chair of Governors

will be required to agree the trip. These will need to be sent off approval by MK Council at least 6 WEEKS prior to the trip.

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts. For out-of-hours clubs, school teams and nearby visits parents will be asked to sign a letter of consent for participation in these activities. Parents will be given the timetable for the activities in which pupils are involved and will be informed if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a permission letter, which consents to their child taking part. The school has a standard model of permission letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. Payment for a visit should be agreed with the School Business Manager/EVC prior to letters being sent home. Please refer to Greenleys Junior School Charging Policy for further details.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit. Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. The school will ensure that CRB screening is completed for volunteer adults assisting with educational activities and visits.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit by the EVC. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. Where possible, at least one of the supervisory staff should be a competent first-aider holding a valid first aid certificate.

Staffing Ratios

A professional judgement must be made by the Visit Leader and Headteacher/EVC regarding the ratio for each visit and in accordance to the Milton Keynes Guidelines. There must be an appropriate level of supervision at all times. This will be determined by: type, duration and level of activity, needs of individuals within the group, age, gender, SEN, disability, medical (including SEN), experience and competence of staff and accompanying adults, nature of the venue, weather conditions at the time of year and nature of transport involved.

Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision) e.g. orienteering. The decision to allow remote supervision should be based on risk assessment and must take into account factors such as;

- prior experience of pupils,
- age of pupils,
- responsibility of pupils,
- competence and experience of staff,
- environment or venue.

Role of Supervising Parents and Volunteers

Supervising parents and volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care. Parent helpers and volunteers must have an Enhanced CRB Check, which has been carried out by Greenleys Junior School.

The Expectations of Pupils and Parents

The school's behaviour Policy applies to all trips and visits. This policy will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from the School. In such an event, the school will expect parents to reimburse all associated costs to the school, (such as cancellation charges, travel expenses for the pupil and any accompanying adults), or if necessary to arrange collection of their child, and this will form part of the signed agreements from parents. Parents will be expected to collect their child should an incident of unacceptable behaviour occur on a school journey/visit.

Educational Visits and Inclusion

The School fully supports the availability of education visits to all pupils and recognises that children with SEN, including those with challenging behaviour, should not be unnecessarily excluded. Reasonable adjustments will be made to accommodate pupils with SEN, such as 1:1 support. However, if the safety of a pupil (or the health and safety of others) cannot be guaranteed because of his/her inclusion in the visit, then that pupil will not be included in the visit. Documented evidence, including the risk assessment, must be retained.

Assessment of Risk

Risk assessment is a careful examination of what could cause 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).

In considering risk, there are 3 levels of which the Visit Leader should be mindful:

1. Generic Risks; normal risks attached to any activity out of school. These will be covered by careful completion of the Educational Visits Checklist.
2. Event Specific Risk; any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on ESRA Form.
3. Ongoing Risk; the monitoring of risks throughout the actual visit as circumstances change.

Emergency Procedures

The school will appoint a member of the Senior Leadership Team as the Emergency School Contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or which might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate. The Visit Leaders will take with them a copy of the Milton Keynes Emergency Procedure. All incidents and accidents occurring on a visit will be reported back through the school systems. The school will have emergency funding available to support the Visit Leader in an emergency.

Evaluation

All visits will be evaluated by the Visit Leader with rest of the year group. Any concerns or amendments can be made for future trips and discussed with the EVC if deemed necessary.

The Visit Leader in conjunction with the Business Support Manager is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

Appendix 1

RESPONSIBILITIES OF THE PARTY LEADER

➤ **Be well planned**

Before going on a school visit the following information needs to be checked with the EVC.

- Visit to
- Date of visit
- Names of Party Leader and Deputy party leader
- Number of accompanying staff and other adults
- Number of pupils expected to take part
- Details of how children with existing medical conditions will be catered for
- Details of adult supervision (1:10 is desirable)
- Cost of travel i.e. coach
- Cost of tickets
- Cost of insurance if needed. (Insurance cover must be taken out for all residential visits. Where insurance cover is included as part of a commercial booking the policy should be checked with the Insurance Section before the activity is undertaken.)
- Any other costs that are likely to be incurred i.e. Toll fees.

➤ **Be confident and familiar with risks**

- Ensure a thorough risk assessment has been undertaken, recorded and given to EVC
- Communicate as much detail as possible to parents
- Ensure the correct consent forms have been filled in
- Establish a home contact person
- Read relevant sections of MK Council 'Visits and Journeys Policy'

▪ **Be prepared for an emergency before leaving**

- The party leader must make sure they have a First Aid Box with them.
- Minor incidents should be entered into the 'Record of First Aid and Treatment' book on returning to school.
- Ensure all the children know what they should do if they become lost or separated from the group
- Be familiar with Section C of MK Council Visits and Journey's policy for what to do in a grave emergency

➤ **Inform all supervising staff and adults of their roles and responsibilities within the group.**

- Staff are clear about the organisation of the visit and their responsibilities before they leave
- Each adult has a list of the children in the groups and staff contact numbers to keep with them during the visit
- A list of children out of school and staff telephone numbers is given in to the school office

Appendix 2

ROLE OF THE HOME CONTACT PERSON

A home contact will be established as part of the initial planning of any journey which involves an overnight stay and will be available throughout the visit. The home contact will be a suitable member of the management team who is able to make appropriate decisions in emergencies.

The home contact's responsibilities include the following:

- to play a key role in the case of a grave emergency.
- a person to contact with regard to transport arrangements such as return times;
- arrangements in case of a breakdown in transport;
- communications with parents/guardians and the party leader when a party member is involved in an accident or taken ill or hospitalised, but is able to return to the rest of the party;
- speaking to the parents/guardians first to convey the news calmly and at length of an injury or hospitalisation.
- links with a person at the establishment responsible for finances in case of financial problems, such as the party suffering significant loss of money;
- arrangements in the event of staff/adult injury or illness and possible need for a replacement;
- notification where appropriate, to the relevant insurance company.
- make available to grave emergency team all contact numbers.

The home contact will keep with them the following:

- Copy of Form 1 Approval form;
- names and telephone numbers of reserve staff/adults;
- details and registration numbers of coach or private vehicles
- addresses/home numbers of staff and pupils;
- detailed itinerary, accompanying relevant details and maps, including contact addresses and telephone numbers of accommodation, travel agencies;
- copy of insurance form;
- telephone number of Head teacher or designated alternative;
- telephone number of Council Grave emergency contact and flowchart
- details of travel company – telephone number and address.

Section C, paragraph C4 of MK Council Visits and Journey's policy defines the role and function of the home contact in a Grave Emergency.

There is also a LA Emergency Contact Procedure, which gives assistance and support in more serious situations. The head teacher is required to ensure that the leader of the party takes with them emergency contact numbers in case of grave emergency.

Appendix 4:

ORGANISERS CHECKLIST

- Identify the educational purpose of the visit
- Identify the costs involved/Discuss with Business Support Manager
- Discuss and check date of visit(s) with EVC and school diary
- Complete GJS Trips and Visits protocols
- Complete the School's Visit and Journeys form to be signed by the Head teacher
- Conduct a risk assessment and complete risk assessment forms.
- Send letter and medical consent forms out to parents
- Return Visits and Journeys' Form, a copy of letter sent to parents and risk assessment form is returned to the EVC
- Ensure written agreements received from all participants
- Ensure other staff are briefed about their roles, functions and emergency procedures
- Ensure first aid kit/sick bags etc are organised
- Ensure each adult has a list of the children going on the visit
- Ensure each adult has a staff contact list of phone numbers
- Ensure office has a copy of children and adults out on the visit and **ALL** the completed paperwork for the visit before the visit goes ahead.
THE VISIT CANNOT PROCEED UNTILL THE OFFICE HAS CONFIRMED IT HAS ALL THE INFORMATION IT
- Following the visit, all adults' information packs need to be handed back to the Visit Leader as soon as the visit returns. The Visit Leader should check all packs have been received and then shred contents. Any missing packs need to be

located. Any missing packs need to be reported to the School's Data Protection Officer who will follow the School's protocol. Any information lost during the visit must be reported to the Visit Leader immediately who will follow the School's protocol for situations such as this.

Appendix 5:

PARENTAL CONSENT FORM – DAY VISITS

(This form or a copy will be taken by the Leader on the visit)



1 DETAILS OF VISIT

Visit to: _____

on: _____

I agree to my son/daughter _____ taking part in the above-mentioned visit and, having read the information sheet, agree to his/her participation in the activities described. I support the need for responsible behaviour on /his her part.

- I enclose the full cost of the visit.
- I enclose a contribution of £_____
- I will send in £_____ before the visit goes ahead

(please tick as appropriate)

2 DECLARATION

To the best of my knowledge my son/daughter is not suffering from any medical condition that makes them unfit to participate in this visit or the activities described. I agree to my son/daughter receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I may be contacted by telephoning the following numbers:

Work: _____ Home: _____

If not available at above, please contact:

Name: _____ Telephone No: _____

3. Name, address and telephone number of family doctor:

4. Signed: _____ Date _____

Name _____ parent/guardian of _____

Appendix 6:

PARENTAL CONSENT FORM -RESIDENTIAL/HAZARDOUS ACTIVITIES

(This form or a copy will be taken by the Leader on the visit)

SCHOOL:



1 DETAILS OF VISIT

Visit to: _____

From: _____ Date/Time To: _____ Date/Time

I agree to my son/daughter _____ (D.O.B) _____

taking part in the above-mentioned visit and, having read the information sheet, agree to his/her participation in the activities described. I support the need for responsible behaviour on his /her part.

2. MEDICAL INFORMATION

Does your son/daughter suffer from any conditions requiring medical treatment or medication? (including asthma) YES/NO

If YES please give details

To your knowledge has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be or become contagious or infectious? YES/NO

If YES please give details

Is your son/daughter allergic to any medication? YES/NO

If YES please give details

Has your son/daughter received a tetanus injection in the last five years? YES/NO

Does your son/daughter have any special dietary requirements? (including being a vegetarian) YES/NO

If YES please give details

3. DECLARATION

To the best of my knowledge my son/daughter is not suffering from any medical condition that makes them unfit to participate in this visit or the activities described. I agree to my son/daughter receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

I may be contacted by telephoning the following numbers:

Work: _____ Home: _____

My home address is: _____

If not available at above, please contact:

Name: _____ Telephone No: _____

Address: _____

4. Name, address and telephone number of family doctor.

_____ Tel: _____

I undertake to inform the Party Leader/Head as soon as possible of any change in the medical circumstances between the date signed and the commencement of the visit

Signed:Date

Name (Please print) _____



VISIT TO:

DATE OF VISIT:

PARTY LEADER:

INCOME

Number of pupils expected to take part: pupils x £

Number of accompanying staff:

TOTAL INCOME FOR VISIT: £

EXPENDITURE

.....	£	£
.....	£	£
.....	£	£
.....	£	£
.....	£	£

PLEASE REMEMBER TO ADD VAT

TOTAL EXPENDITURE FOR VISIT: £

VISIT APPROVED BY: AVC/HEADTEACHER

.....

FOR OFFICE USE:

Final total of INCOME collected: £..... Final total of EXPENDITURE: £

BALANCE REMAINING: £

Appendix 8: AN EXAMPLE OF AN IN-SCHOOL VISIT LETTER



Dear Parent,

I am writing to let you know that on Friday 14th October we will be taking year 5 and year 6 to the Fifth Annual Rock and Pop Festival at Bletchley Leisure Centre. This is being run by the Milton Keynes Music Service and forms part of our music curriculum for this term.

Miss Coles and Miss Coddington's classes will be leaving school at 9.45am and returning in time for lunch. Mrs Bassett and Miss Underwood's classes will be leaving school at 12.45pm and returning at 3pm.

To cover the cost of the coach and entry to the festival, a voluntary contribution of _____ is requested. However, there is no obligation on parents to make a contribution although where insufficient contributions are received the activity may be cancelled. We should make it clear that no pupil at the school will be treated any differently according to whether or not his/her parent has made a contribution.

Please complete and return the reply slip below in an envelope to your child's class teacher, marked with your child's name, class and name of the trip

Yours sincerely,

Jane Coles