



# **POLICY DOCUMENT**

For use by all member schools

## **Educational Visits Policy**

	<b>Name</b>	<b>Date</b>
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# **Educational Visits Policy**

## **Statement of Policy**

### **Section 1**

This policy applies to all educational visits and all outdoor activities that the children may undertake while at school.

It supplements the guidance published by the Department of Education (DFE) and the Health and safety Executive (HSE) in November 2018. Links to these documents are given below:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> (reprinted in 2001)

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

<http://www.hse.gov.uk/services/education/school-trips.htm>

Trustees have given approval to the following types of activities being arranged in support of the educational aims of TSPT academies:

- Out of hours' clubs (music, drama, art, science, sport, homework etc)
- School teams
- Regular nearby visits (libraries, shops, parks, place of worship, other local schools)
- Day visits for particular year groups (zoo, seaside, farms)
- Residential Visits
- Overseas visits
- Adventure Activities, which might be classed as higher risk.

### **Section 2 - Arrangements**

#### **2.1 Aims and Purpose of Educational Visits**

In The Spring Partnership trust (TSPT), we believe that educational visits are an integral part of the entitlement of every pupil to have access to an effective and balanced curriculum. Planned visits are known to enhance learning and improve attainment. The benefits to pupils taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust and opportunities to examine the concept of trust.
- Improved achievements and attainment across a range of curricular subjects. Pupils are active participants and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' learning in context and the development of social and emotional aspects of their learning.
- Greater sense of personal responsibility.

## **2.2 Approval Procedure and Consent (Including the use of Evolve)**

Each school has nominated a teacher as the Educational Visits Co-ordinator (EVC). The EVC will have attended the Local Borough's EVC training courses (EVOLVE). The EVC will be given sufficient time and resources, including providing training to other members of staff as part of his / her role. The Head Teacher has delegated the consideration and approval of educational visits and other offsite activities to the EVC.

The school will comply with the Spring Partnership Trust and Local Authority guidelines for Educational visits and journeys.

Before a trip is booked, the Head teacher and the EVC must approve the initial plan. Once the trip has been approved, the EVC and the Head teacher will approve the completed plan, risk assessments, and the event specific notes relevant to the trip at a later date.

See Appendix 1 - A copy of the initial school trip request form.

With all visits, an exploratory visit must be made to the planned venue. If this is not practicable alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.

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 Finance department using ParentPay.

Parents will be asked to sign a general consent form when their child enters school. This covers participation in nearby visits. Parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. They will also be given the timetable for the activities that pupils are involved in and will be informed (electronically/phone call) if an activity has to be cancelled.

Parents will be fully informed of the activities and arrangements for each visit and for all residential visits they will be invited to a briefing meeting where they can ask for clarification on any aspect of the itinerary and organisation of the visit.

For all trips and events, the visit leader will upload the details onto Evolve at least 72 hours before the date of the trip.

## **2.3 Financial Procedures for Trips**

A purchase order (PO) will need to be completed for each separate element of the trip (coach, venue or additional items). These need to be raised at the time of the booking or to make the booking. All elements must be raised in a timely manner as the parents need to be given a reasonable amount (four term time weeks) of time to make payments. Please refer to Spring Trust Trip Procedure document (March 2022)

The supplier needs to ensure that the invoice is sent to accounts payable – [accountspayable@springpartnership.co.uk](mailto:accountspayable@springpartnership.co.uk) and not the trip organiser. This will enable the usual authorisation process to be followed before payment.

When all elements have been brought together, this will give the total cost of the trip and therefore can be costed correctly by the Finance team.

On all trip letters it is imperative that the following paragraph is included in all letters that are asking for a contribution:

'For the visit to take place, we would be grateful for a voluntary contribution towards the cost, which works out at £<> per child. However, we do not discriminate between those contributing and those who do not. All children will be able to participate provided we have sufficient contributions to make the visit financially viable.

Our method of payment is via 'Parent pay' and using this will automatically act as permission for your child to take part in the event / visit.'

There are separate policies for Charging and Remissions, and Equalities, which applies to all educational visits.

See Appendix 2 for a copy of the general consent form.

## **2.4 Staffing Arrangements**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

The EVC and group leaders must familiarise themselves with this policy.

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.

Where it is appropriate, we will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits. If DBS checks are not required, then the adults will not be allowed to be left unattended with the children.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances (with prior agreement) 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. Example risk assessments are accessible through EVOLVE as guidance.

## **2.5 The Expectations of Pupils and Parents**

The schools have a clear code of conduct for school visits based on the Trust Behaviour & Anti Bullying Policy. This code of conduct will be part of the condition of booking by the parents. It includes the potential of withdrawal of a pupil prior to or during the visit if their conduct places themselves or other children at risk, and would have led to a temporary exclusion from the school. The school should state the implications for parents (associated costs, collection of child) as part of the signed agreement from parents. All parents helping on any school trip will be given a copy of the 'Guidelines for parents when helping on school trips'.

See Appendix 3 - Guidelines for parents when helping on school trips

## **2.6 Emergency Procedures**

The schools will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to the school office. The office will relay the problem to the SLT, especially those involving injury or that might attract media attention.

The Group 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/carers and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school reporting systems.

The school will have emergency funding available to support the Group Leader in an emergency. The school will need to decide the limitations of such a system but group leaders should be reassured in advance.

See Appendix 4 - Emergency Procedures checklist

## **2.7 Threat of Terrorism**

When travelling into London or a high-risk venue it is important that an emergency plan risk assessment is completed. This form will detail roles and responsibilities of all adults on the trip as well as detailing a safe place of refuge. Additional guidance can be located on Evolve under Visits and Threats from Terrorism (Appendix 5).

## **2.8 Evaluation**

The Group Leader with the EVC will evaluate all visits via Evolve.

The EVC will ensure that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit.

## **Section 3: Trip arrangements**

### **3.1 Guidance for Group Leaders**

Group leaders have the overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff.

The Group Leader must ensure that:

- The Trust policies and guidelines are followed.
- All paperwork required for the trip should be submitted to the Head Teacher and the EVC in sufficient time before the trip goes ahead for approval.
- All accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities.
- They are suitably competent to instruct/supervise pupils in any planned activity.
- They are familiar with the visit location and centre.
- They understand safeguarding issues.
- They allow sufficient time to undertake the planning and organisation of the trip.
- They undertake and complete a comprehensive Risk Assessment and / or Event Specific Notes relevant to the group of children.
- They ensure KS1 children are offered a school packed lunch under the Universal Free School Meal Scheme.
- They adequately brief colleagues, parents and pupils.
- They obtain sufficient information about the pupils to assess their suitability for the visit and the planned activities.
- They ensure all accompanying staff are briefed on pupils medical and special educational needs.
- They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities.
- They have sufficient competence and confidence to assess risks throughout the visit and to make a decision to stop activities if the risk becomes unacceptable.
- They have adequate emergency procedures in place that are known to all relevant parties.

See Appendix 6– EVC General Information for All Trips

See Appendix 7 - School Trips and Visits Checklist

See Appendix 8 – Residential Trip Checklist  
See Appendix 9 – Residential Trip Parent Consent  
See Appendix 10 – Residential Trip Code of Conduct  
See Appendix 11 – Residential Trip Health Form

### **3.2 Accompanying Staff and Volunteers must:**

- Follow the instructions of the group leader
- Help to maintain control and discipline
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Inform the group leader if concerned about the health and safety of pupils during the visit.
- Read trip risk assessment and sign to acknowledge that they have read it.

See Appendix 10 - Risk Assessment Adult Signature Form

### **3.3 Supervision**

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Group leaders will also need to consider the needs of pupils with Special Educational Needs and/or physical disabilities. It is important that known behaviours, learning and physical needs are also taken into account.

The DfE and Ofsted make the following recommendations:

For local walks and visits to historical sites, museums, places of worship and other low risk venues:

- Under fives, ratio must not be less than 1 adult to every 4-5 children.
- 1 adult for every 6 pupils in school years 1 to 3.
- 1 adult for every 10-15 pupils in school years 4 to 6.

The group must be led by a teacher.

Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.

### **3.4 Risk Assessment**

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local museum) but the group leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken before the visit.

The risk assessment should identify the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

If any adventure activities are to be undertaken, the relevant school must check that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. All adults need to sign to acknowledge that they have read the relevant risk assessments.

See Appendix 11 - Risk Assessment Adult Signature Form

A copy should also be given to the Head Teacher and the EVC responsible for approving the visit.

Risk assessment is not a one off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

The following are the 10 key points the HSE says should be considered when preparing a risk assessment for a school visit:

1. What are the main objectives of the visit?
2. What is "Plan B" if the main objectives can't be achieved?
3. What could go wrong? Does the risk assessment cover:
  - The main activity
  - "Plan B"
  - Travel arrangements
  - Emergency procedures
  - Staff numbers, gender and skill mixes
  - Generic and site-specific hazards and risks (including for Plan B)
  - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points
4. What information will be provided for parents?
5. What consents will be sought?
6. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
7. What assurances are there of the leader(s) competencies?
8. What are the communication arrangements?
9. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
10. What are the arrangements for monitoring and reviewing the visit?

### **3.5 Transport**

When hiring buses and coaches it is essential that the company is reputable and the school identifies those operators who are able to provide vehicles and drivers to a minimum standard at all times. Previous experience of dealing with school parties should be considered.

The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for school trips.

#### **3.5a - Minibuses**

The Trust's policy is that all Drivers of school minibuses must hold a D1 Licence (those who obtained a licence before January 1997 will have one). All those who do not have a D1 licence will be required to complete a D1 licence test before being permitted to drive.

All drivers are required to complete a MIDAS or equivalent minibus driving training course (usually one day) before being permitted to drive.

Driver fatigue or distraction has been highlighted as a factor in recent minibus incidents nationally.

For journeys not exceeding 1 hour, a single teacher/driver **may** be considered adequate, subject to the nature of the group and the driver's ability and confidence to manage that group. For journeys involving between 1 hour and 4 hours driving, a second responsible adult should be present to supervise the group.

For journeys involving over 4 hours of driving, the second adult should be a suitably qualified minibus driver. For journeys involving over 4 hours, at least one of the drivers should have had a rest period of at least one hour prior to the start of the journey. Further regular rest periods must be taken – a 15 minute break every 2 hours is recommended.

Drivers must not drive if unwell, or if on medication, or are receiving medical treatment which advise against driving.

Seat Belts: Students and staff travelling in minibuses must wear seat belts by law.

Overloading: The minibus is overloaded if the total weight (bus + fuel + passengers + luggage) exceeds the **maximum laden weight** for the vehicle. This weight is printed on the vehicle and in the handbook. For guidance, the vehicle should only carry passengers, driver and hand luggage.

The use of a trailer greatly increases the maximum laden weight.

See Appendix 12 TSPT Expectations for Minibuses

**Liability for driving an overladen vehicle rests with the driver.**

### **3.5b – Other vehicles**

If parents' or teachers' private vehicles are used, the vehicles must be roadworthy and adequately insured. The Group Leader must check all documentation. All cars must be fitted with suitable child restraints including booster seats where required by law. Parents must provide specific permission for their child to be transported in a private vehicle.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

### **3.6 First Aid and Medical Needs**

It is essential that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for children with medical needs e.g. use of epipen.

A travel first aid kit should be carried on each coach and also details of any children with medical needs.

### **3.7 Insurance**

All school trips including residential trips are covered under the school's Travel Insurance Policy.

### **3.8 Trust Phones**

All Trust schools have been provided with mobile phones that must be used on all trips. These phones will have required contacts (Head, Deputy, School, CEO etc) inputted onto the phone before the trip commences. It is the responsibility of the trip leader to ensure the phone is available and is charged before the morning of the trip. The Trust phones are, whenever possible, the only devices that should be used to communicate when on outings.

## **Section 4 – Emergency Procedures**

### **4.1 Introduction**

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the group leaders. Adequate provision for minor first aid must be available throughout the trip and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone must be carried and switched on at all times.

The school will appoint a member of the 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 that 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 leader will take with them a copy of the school's Emergency Procedures for education visits.

Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.

### **4.2 Recommended Procedures:**

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and safe.
- If there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the names of the injured and call whichever emergency services are required.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies the injured child/children to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;
- Control access to phones until contact is made with the Head Teacher emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved;

### **4.2 Give full details of the incident to the Head Teacher or designated contact:**

- Name
- Nature, date and time of incident
- Location of incident
- Details of injuries

- Names and telephone numbers of those involved
- Action taken so far
- Telephone number for further contact.

#### **4.4 Serious Incidents**

For serious incidents where the media may be involved, try to identify alternative telephone numbers at “home” and “off-site base” as other lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

The Head teacher or designated senior staff member should alert the Executive Head Teacher (EHT) or CEO, giving details as above. He/she may identify further actions or help required. Alternative and additional phone lines may need to be identified at an early stage.

The Head teacher or designated senior staff member should arrange to contact parents/carers of those involved. For a serious incident the Head Teacher or designated senior staff member should contact parents of all party members. It is also his/her responsibility to act as a link between the group involved, the EHT or CEO, staff and parents.

If it is necessary to talk to the media, the Head Teacher, EHT or CEO should do this initially. An appropriate person should then be designated as the point of contact for the media and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.

The party leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

- Legal liability should not be discussed or admitted.
- All accident forms should be completed as soon as possible and Insurers, The Health and Safety Executive and the Local Advisory Council should be informed as appropriate.

See Appendix 12 – School Emergency Procedure.

### **Section 5 - Evaluation**

The Visit Leader with the EVC will evaluate all visits.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

## EVC GENERAL INFORMATION FOR ALL TRIPS

### All trips must be planned by the most experienced teacher in the year group

- 1) Ensure that the visit links to an educational value. What are the planned learning outcomes?
- 2) Fill in the checklist sheet, which is saved on the shared drive – this will ensure all relevant people in the school are aware of the trip.
- 3) Give all trip details to the school office ASAP so that TSAO's are able to set up Parentpay, and ensure that purchase orders are raised for any cost that will be incurred.
- 4) Ensure the Parentpay paragraph is included in all trip letters.
- 5) Letters should be sent to parents one month prior to the trip (where possible)
- 6) It is advisable to visit the venue before a trip if no one has been before but not essential.
- 7) Book free Transport for London tickets at least 3 weeks before trip date.
- 8) A copy of the risk assessment of the venue must be obtained by the venue 2 weeks before departure – emailed or faxed across to the school. This then becomes part of our own risk assessment.
- 9) All adults on residential trips MUST be DBS checked. Day trips – not necessary but adults without a DBS must not be left alone with any children.
- 10) Groupings – if parents are helping on the trip, we do not put any parents in the same group as their own children
- 11) Accident reporting – Any accidents or near misses must be reported to EVC ASAP so that the Borough can update and inform other schools
- 12) There needs to be a first aid kit for each coach. Teachers and adults need to be spread throughout the coaches.
- 13) The Trust phones must be available and charged before the trip commences
- 14) Medical needs of children and adults – must be checked and added to the risk assessment. Ensure that at least one full first aid kit is with them.
- 15) Children's medicine must be taken on the trip. If the children can self-administer the medicine then it can be given to the adult supervising them and a record made if they use/take it. If an adult needs to administer the medicine then it needs to stay with the class teacher or trained adult and the child needs to remain in their presence for the duration of the trip.
- 16) Ratios. No legal ratios but the advice is FS 1:5, Year 1-3 is 1:6; Year 4-6 is 1:10
- 17) The ratio for the continent is advised as 1:8 for all years
- 18) Prepare trip guidance packs for all adults. Including: risk assessment, parent helper expectations, emergency procedure, trip itinerary, map, contact numbers, list of children, transport times.
- 19) Please have a short debrief immediately after every school trip and email EVC if any issues arise.

### Risk assessments

- Blank copies are saved on shared drive.
- Must be completed 2 weeks before the trip and shown to EVC at this time in case there are any changes that are needed to be made.
- All specific venues need their own risk assessment e.g. London Aquarium, Globe Theatre etc. BUT local visits such as 'walking to the local church' can be a generic one. All risk assessments must be adapted to suit your personal group, ie: a note of medical needs.
- RA's must be written by the leader of the trip.
- Ensure that all adults who are accompanying on a trip are aware of the risk assessments. Ensure all adults sign to confirm that they have read the risk assessment.
- A copy must be saved on the shared drive.
- All adult helpers should also be given a copy of the emergency procedure.
- Service station stops must be included on the risk assessment.
- [www.oeapng.info](http://www.oeapng.info) – great search facility for risk assessments.

## SCHOOL TRIPS AND VISITS CHECKLIST

This is a running document that must be signed off by relevant staff in all sections and filed in the office prior to the trip:

Year group and classes involved:	
Proposed date for trip:	
Proposed destination:	
Learning objective:	
Curriculum link:	
Entrance cost per child:	
Entrance cost per adult (any free?):	
Method of transport and cost:	
Timings:	
Total cost per child:	

Procedure: (make sure all sections are completed)	Date	Signed
• Seek Head or Deputy's permission for trip/visit to take place		
• Check availability direct with the venue		
• Check costs and raise purchase orders (send to <a href="mailto:accountspayable@springpartnership.co.uk">accountspayable@springpartnership.co.uk</a> ) before invoices are raised. We must ensure we include Parent Pay transaction costs – we generally round up to the nearest 50 pence.		
• Check main office diary for available date, then book trip and ask office to book any coaches		
• Advise office (of any trips even if coaches not booked)		
• Advise office if you will be out for lunch and if any school packed lunches are needed for PP6 children. All children in KS1 are entitled to a packed lunch provided by the school.		
• Ensure trip is on whiteboard in the office for music teachers		
• Prepare letter for parents. The letter must go via the School Office and contain the voluntary contribution paragraphs and a due date for payment. Send letter out on ParentPay		
• Collect consent slips. The income for the trips will be collected through the inline payment system and will not be collected in the classrooms.		
• Liaise with school office for updated list of payments, packed lunch requirements and parent volunteers.		
• Liaise with School Office to chase any outstanding payments direct with parents by ParentPay.		

• Approximately one week prior to the trip/event, if there is a significant shortfall; SLT will make decision if the trip goes ahead.		
• Send copy of risk assessment to EVC at least one week before the trip.		
• Provide teachers with a list of children that you will be taking from their class at least one week in advance (e.g. if you are organising an enrichment trip that involves children outside your year group and ask SENCO if you are taking any TAs who are not usually with the class).		
• Make sure trip is on the diary sheet		
• Make sure Trust phone is available and charged		
• Prepare trip guidance packs for all adults.		
• Member of SLT to sign off trip after all the above has been completed at least one week before the trip.		

## APPENDIX 3

### GUIDELINES FOR PARENTS WHEN HELPING ON SCHOOL TRIPS

Thank you for your continuous support and offers to help on our school trips. To ensure that our children are safe on school trips, please support our teaching staff by following these expectations when helping on a trip:

- Please stay with your group at all times.
- Ensure you know of any medical needs for the children you are supervising.
- Demonstrate high expectations of behaviour and refer any behaviour issues to the teacher.
- Please pay particularly close attention to the children in your group when in busy public places, such as on public transport or on busy streets, in order to safeguard children.
- Your own child will not be able to be in your group.
- No food and drink may be consumed on the coach/bus/train.
- Please do not buy the children in your group any extra food or drink from the place being visited.
- Please do not give the children sweets.
- Children should carry their own coats, bags and lunches.
- Please do not take the children to gift shop unless it is part of the whole trip.
- Please only take photos of the children with a school camera/iPad that the teacher provides.
- Mobile phones should be switched off or put on silent (teachers will provide you with the school mobile number in case of emergencies).
- No updates onto social media sites whilst on the trip.
- No smoking is permitted.
- When crossing the road; ensure that there are two adults to stop the traffic, one on each side of the road. Cross the children quickly and quietly; ensuring the children walk sensibly.
- When taking the children to the toilet; check the toilets first to ensure that there are no members of the public in them. Count the children in and out whilst remaining at the entrance to the toilets.
- Ensure that you have read all risk assessments provided by the school and sign the form to confirm this.

Many thanks

Educational Visit Co-ordinator

## SCHOOL TRIP EMERGENCY PROCEDURE

Responsibility of the Trip Leader:		Checkpoint/ comments
Ascertain the nature and extent of the emergency – secure the area.		
Make sure all other children are accounted for, are safe from danger and are well looked after.		
Ensure 'First Aider' has capacity and equipment to deal with the casualty(ies).		
Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.		
Collect the remainder of the party and arrange for their return to base.		
Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.		
Contact the centre where you are staying and inform them of the situation.		
Contact the school's designated emergency contact person. Name:.....Tel No.:..... Give them the following information: Your name Nature, date and time of the incident Location of the incident Details of injuries Names and telephone numbers of all involved Actions taken so far		
Telephone numbers for future communication. (For serious incident, try to identify alternative phone numbers as lines could become jammed).		
At the incident site, note all details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service persons.		
Restrict telephone calls to the essential and keep emergency numbers as clear as possible.		
If the press is involved before the schools emergency contact person has been contacted, make no comment and refer them to the School's representative or to the local police.		
<b>The School's Representative – Emergency Contact</b>	Appraise the situation, document events, maintain communication channels with party, and act as 'first point' for coordination.	
	Contact parents as soon as possible and establish any additional local links to Senior Managers or to TSPT	
	Notify insurance broker and tour operator immediately.	
	Ensure accident reports are completed as soon as possible	
	Where the incident is clearly serious he/she should immediately contact Children & Young People Services: IN OFFICE HOURS: Ring the Director of Children & Young People Services: (020) 8313 4060 OUT OF OFFICE HOURS: Ring the Emergency Call Centre Careline UK: (020) 8464 4848	
<b>All involved</b>	Liability should not be discussed or admitted. Document any potentially compromising actions or comments.	

Trip Leader:	Venue:	Date:
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## GENERAL CONSENT FORM

Dear Parents/Carers

Throughout your child's time at (school name) there will be occasions when the children visit the local area, whether a trip to the library or walking to church for one of our Christmas concerts.

These trips are always accompanied according to the correct ratio of adults to children stipulated in the Educational Visits Policy and sometimes we are fortunate to be escorted by our local Police Community Support Officers.

We will of course advise you of all trips before they take place.

In order that we may take the children out of school, please could you sign and return the permission form below. This will stay with your child during their time at the school, unless you advise us in the future of any reason why your child should not be allowed to attend local trips.

Thank you

name  
Headteacher

.....

**Local trips permissions form**

Child's name ..... Class .....

I give permission for my child to leave school on local trips

I understand that this will last for the duration of my child's time at school.

I understand that I will always be informed before a trip takes place.

I understand that this does not include trips using coaches or going abroad.

Signed ..... Date .....

## RESIDENTIAL TRIP CHECKLIST

**Destination:**..... **Year Group:** .....

**Date(s) of Trip:**.....

**Date completed:** .....

ACTION TAKEN	YES/NO	NOTES
Outline visit plan approved by Headteacher/ EVC – including overall cost of trip		
Raise purchase orders and send to Accounts Payable		
Letters to parents via Parent Pay, set up Parent Pay and organise parents meeting		
Venue visited or others consulted		
Confirm numbers with venue		
Confirm itinerary		
Risk assessments completed and checked by Headteacher and EVC		
Medical forms completed		
Insurances checked		
Staffing levels agreed (based on risk)		
Transport arranged		
Equipment sufficient and suitable		
First Aid arrangements in place		
Staff and volunteers briefed		
Parents briefed		
Participants briefed		
Emergency plan agreed		
Collect medication, passports, E111s and pocket money.		
Check first aid bags		
Check room allocation with venue		
Organise groups		

Final plans approved by Headteacher		
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**Signature Headteacher/ EVC:** \_\_\_\_\_

**RESIDENTIAL SCHOOL JOURNEY – PARENT CONSENT**

Destination .....Dates to/from .....

**PARENTAL CONSENT**

I agree to (child's name)\* ..... D.O.B ..... Class .....

taking part in the school journey.

Parent's/guardian signature .....Date .....

**EMERGENCY DETAILS**

Parents/guardians will be contacted if a child has an accident. In the event of an emergency, any decisions for treatment will be taken by medical professionals.

Contact names (parent/s)\*: 1 ..... 2 .....

Home address (full): .....

.....

Home telephone number (full) .....

Work/mobile telephone number (full) 1 .....

Work/mobile telephone number (full) 2. ....

Alternative contact name\*: .....

Home telephone number (full) .....

Work telephone number (full) .....

\* Please print

## RESIDENTIAL TRIP CODE OF CONDUCT

As the children will be away from home, many for the first time, it is important that they understand our expectations of behaviour.

Adults	Pupils
<p><b>All adults involved in the visit will:</b></p> <ul style="list-style-type: none"> <li>• Do their best to keep everyone healthy and safe</li> </ul> <p><b>Teachers will:</b></p> <ul style="list-style-type: none"> <li>• Act as any reasonable parent would in the same circumstances</li> </ul>	<p><b>Pupils will:</b></p> <ul style="list-style-type: none"> <li>• Follow the instructions of the adults looking after them</li> <li>• Behave sensibly and responsibly at all times</li> <li>• Look out for anything that might hurt or threaten themselves or anyone in the group and tell an adult about it</li> </ul>

**Groups** The teachers put a lot of time and effort into organising the day and night groups so that all children have the best possible time. Please note that groups will not be negotiable.

**Our aim is that everyone involved in the visit will enjoy themselves.**

In the unlikely event that a pupil's behaviour is considered to be a danger either to themselves or to others, he or she may be:

- Moved from their group
- Miss out on certain activities
- Excluded from future trips
- Sent home early and excluded from future trips

- I have talked to my child about the code of conduct \_\_\_\_\_

Parent's signature

- I understand the code of conduct and will do what it says \_\_\_\_\_

Pupil's signature

Please discuss this with your child, fill in the signatures and return it to school.

Thank you.

## RESIDENTIAL SCHOOL JOURNEY – HEALTH FORM

Destination ..... Dates .....

Child's Name ..... Date of Birth .....

Home Address .....

.....

Home tel. no. ....

Name &amp; Address of GP .....

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Telephone number: .....

Is your child allergic to anything? (e.g. food, drugs, sticking plaster or antiseptic)  
Please give details.

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Is your child used to any special diet? Please give details.

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Please give details of any chronic illness such as asthma, bronchitis, diabetes, etc.,  
or have any other disability? Please give details including medication (continue on separate sheet if  
necessary).

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Does your child suffer from travel sickness? Yes/No

If yes, please state what medicine your child will be taking before the journey and provide sufficient for the  
duration of the trip.

Name of medication .....

Details for administration .....

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Does your child have any problems with bedwetting, nightmares, etc.? Yes/No

Details .....

**P.T.O**

Please note any other information about your child that you feel may be of interest to us.

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I give permission for adhesive plasters to be used, if necessary ☐ (please tick)

I give permission for my child to be given Paracetamol ☐ and/or Ibuprofen ☐, if necessary (please tick applicable box/es).

I give my permission for staff to give medicine that has been clearly marked with name, dosage etc., to my child should the need arise; also to administer first aid, if necessary.

Please list below **all** medication you will be sending with your child:

Medication	Dosage

If the child starts a new course of medicine just prior to the trip, please inform the Group Leader, in writing, of the reason and dosage **BEFORE** the day on which the party leaves school.

All medication should be clearly marked with name and dosage.

Further information regarding the procedures for dealing with medication can be found in the Supporting Pupils with Medical Conditions Policy on the TSPT website.

Signed ..... Date .....

**Please note that it is imperative to inform us if your child comes into contact with any infectious diseases within one month of the trip.**

## RISK ASSESSMENT ADULT SIGNATURE FORM

Trip Title: ..... Trip Date: .....

Year Group: ..... No. of adults attending: .....

Adult's Name:	I have read and understood the trip's risk assessment:

## TSPT EXPECTATIONS FOR MINIBUS USE

TSPT school minibuses are deemed to, in the main, be classified as being used for 'hire or reward' as a result of parental contributions covering the cost of school activities which include an element of transport cost.

**The TSPT expectations for Minibuses are as follows:-**

- All TSPT school minibuses must have a Section 19 permit
- All drivers of TSPT school minibuses must fulfil the relevant criteria in relation to driving licences
- All TSPT staff who drive school minibuses must have completed MiDAS training

**Section 19 Permit**

All TSPT school minibuses must have a Section 19 permit (£11 fee) which must be displayed prominently whenever the minibus is being used. Section 19 permits application forms can be downloaded from <https://www.gov.uk/government/publications/application-for-a-standard-or-large-bus-permit-psv372>. This form should be completed by the school with the exception of the payment information section, and then sent to the A Payable team at TSPT who will add the credit card details and submit the form. Enquiries can be directed to [permits@otc.gov.uk](mailto:permits@otc.gov.uk) or the DVSA Customer Service Centre on 0300 123 9000.

**Driving License**

All drivers of TSPT school minibuses must fulfil the following criteria in relation to the driving licence they hold: Staff driving the minibus must either hold a full D1 (or D) PCV entitlement or, in certain circumstances, can use a car (category B) licence depending on when the driver passed their car driving test:-

**If you passed your category B (car) driving test before 1 January 1997**, your licence should automatically include category D1 (101) entitlement<sup>3</sup>. This means you can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle.

**If you passed your category B driving test on or after 1 January 1997**, you may drive a minibus if the following conditions are met:

- you are over 21 and have held a category B licence for at least 2 years;
- you provide the service on a voluntary basis; this means that it should not officially be part of your job description, and you should not paid an additional sum for driving the minibus (other than reimbursement of out of pocket expenses such as petrol);
- the gross vehicle weight of the minibus is not more than 3.5 tonnes. The weight of the vehicle (sometimes known as the Maximum Authorised Mass or MAM) is shown on a plate situated in the engine shell or on a door pillar.

**MiDAS training**

All TSPT staff who drive school minibuses must have completed MiDAS (Minibus Driver Awareness Scheme) training. TSPT have registered with MiDAS but the course booking must be managed by the individual schools and can be done online (<https://ctauk.org/training/midas/>). Please quote reference number (129711) when making a booking.

MiDAS certificates are valid for 4 years. It is suggested that for schools with a minibus at least two staff members complete MiDAS training. This number can be higher but the budget implications must be considered by the relevant school. In emergencies e.g. where a trip or activity would have to be cancelled due to staff absence, school minibuses may be driven by staff without the MiDAS training as long as the above license criteria are met. This is only to be in exceptional circumstances.

A new MiDAS certificate requires approximately 150 minutes of classroom training as well as a practical driving assessment and is likely to cost approximately £100 per person.

MiDAS certificates can be extended by attending a refresher course before the certificate expires. This reduces the training requirements to 60 minutes of classroom training as well as the practical element, and will be cheaper than having to undertake a full induction. Short extensions to existing certificates can be applied for via the above website link as long as a refresher course has been booked.

Possible providers of MiDAS training:- (please note these are not recommendations as these companies have not yet been used by TSPT, they are noted here for convenience only).

<i>Alpha Training UK (David Collins) 07859 895129</i>	<i>or</i>	<i>UK Global Road Safety (Kevin Packer) 01452 347332</i>
<i>Up to 4 trainees/day for £325</i>		<i>Up to 4 trainees/day for £495</i>

A Driver CPC (Certificate of Professional Competence) is not required for drivers of school minibuses.

Relevant documents used to compile guidance:

- DfE guidance 'Driving School Minibuses' Sept 2013
- <https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>