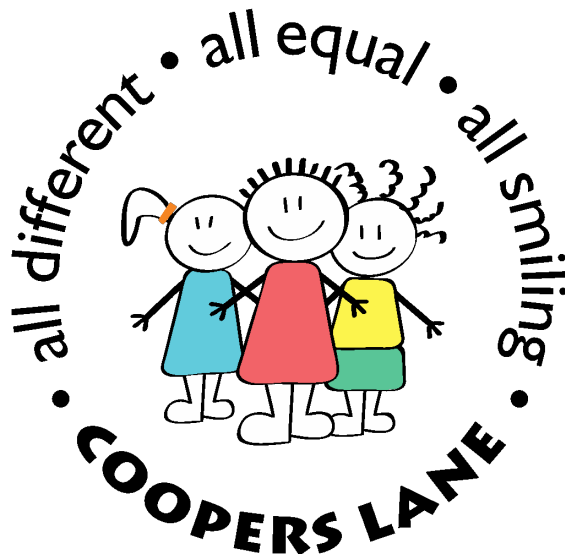


# Coopers Lane Primary School



## Educational Trips Policy

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Date: June 2024

Approved by: Head Teacher

Date: June 2024

Issue date: June 2024

Next Review due by: July 2025

# 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. Coopers Lane believes that trips, visits and learning off-site comprise an essential part of the school curriculum. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world. 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.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

### ***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

## **Local Learning Area**

### ***General***

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours, follow the Operating Procedure outlined below.

These visits/activities:

- do not require parental consent unless the visit is to the local church where parental consent will need to be given via ParentPay.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- Families will be informed about the local area visit in advance.

**Boundaries**

The boundaries of the Local Learning Area include, but are not limited to, the following frequently used venues:

- *Northbrook Park*
- *Chinbrook Meadows*
- *Grove Park Nature Reserve*
- *Local Area walk around adjacent streets to the school*

**Operating Procedure for Local Learning Area**

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces (→ slips, trips and falls)
- Weather conditions
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

**These are managed by a combination of the following:**

- The Head, Deputy or EVC must give verbal approval before a group leaves the school grounds.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of three school adults for EYFS and KS1 and a minimum of two school adults for KS2.
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- Staff will provide the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return by completing an Activity Sheet
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that they remain contactable until notified of the group's safe return.
- A school adult's mobile will be taken and the office will have a note of the number

- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

## **Trips outside the Local Learning Area**

### ***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***

When planning educational visits, class teachers will always consider the cost implications for parents. 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. 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. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them.

**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

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- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- 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
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- 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.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken

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
- Supervising adults must know of any special medical details relevant to any pupil
- 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) each academic year.

#### ***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 travelling 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 or by clicking [here](#). 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
- Defined roles and responsibilities for school staff
- Risk assessments
- DBS/list 99 checks for as many parents/carers as possible

### ***Risk Assessment***

A full risk assessment must be completed by the group leader a minimum of two weeks prior to a trip. This must then be approved by the school's EVC. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server. The group leader should have, where possible, carried out a preliminary visit. All risk assessments will include any children with medical needs, any additional support for individual children and the assigned first aider.

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

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Local area visits are covered by the Local Area Learning Policy but each class must still complete a local area risk assessment, which will need to be approved by the EVC beforehand.

### ***Parental Consent***

Consent should always be obtained for non-routine and residential trips. Trips in the locality should be covered by a form signed by the parent or carer upon 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 qualified person (usually a teaching assistant) in charge of first aid
- Tissues, newspapers, bin and sick bags if travelling by coach
- Inhalers, EpiPen's 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.

### ***Emergency Procedures***

The trip leader must always complete the Emergency Arrangements Form prior to any educational visit and leave a copy in the school office. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents. If a child falls ill or has an accident on a trip:

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 travelling 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 of £50. Parents/carers can then choose to pay by instalments 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, after 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 Local Authority 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.

### **Other Relevant Policies and Documents**

This policy complements and supports a range of [other policies](#):

[Health and Safety Policy](#)

[Safeguarding Policy](#)

[Behaviour Policy](#)

### **Monitoring**

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

**Appendix 1**

## COOPERS LANE SCHOOL VOLUNTEER INFORMATION



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

Dear \_\_\_\_\_

Thank you for volunteering to help with our educational visits. Before going on a trip, we would like you to read this information and agree to the code of conduct overleaf. Please feel free to ask any questions.

You:

- **must** accept the duty of care to act as a “responsible parent” towards the children
- Will be given clear guidance from the group leader about the activities to be undertaken (with approximate timings) and the purpose of the visit.
- **are not** held accountable as teachers
- **should not** be left in sole charge of pupils at any time, including taking groups of children to the toilets without a school-based adult present. (As part of our school’s safeguarding policy, no adult without a DBS certificate is to be left alone with children.)
- **should not** take any photographs of children (including their own) in line with GDPR regulations
- **must** maintain the confidentiality of our pupils and staff.
- **should not** send children anywhere without an adult.
- **must not** smoke at any time for the duration of the trip.
- **should not** answer any personal calls on your phone and keep it on silent where appropriate.

In the event of an emergency, all adults from within the party must follow the Lewisham policy, which states that:

- You **should not** use your phone to contact any third party unless instructed to do so by the group leader.
- You **should** make sure all other group members are accounted for, are safe from danger, well looked after and that young peoples’ mobile phones are not used until permission is given.
- You **should** make sure that there could be no recurrence of the dangers that created the emergency.

Once again, thank you for volunteering to help out with this educational visit. **Please turn over, read our code of conduct and sign to say that you have been briefed and agree to the roles and responsibilities set out.**



## 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:**

**Any medical conditions or medicines that we need to be aware of:**

**Signature:**

**Date:**

**Risk Assessment – Travelling by public transport and walking in the urban area**

**Number T2**

**Establishment:** London Borough of Lewisham

**Assessment date:** 08/02/21

**Activity** Travelling by public transport and walking in the urban area

**Completed by:** Mike Bond OE Advisor

**Date reviewed:**

**Reviewed by:**

**No of Pupils:**      **No of Staff:**      **Name of First Aider(s):**      **Group Leader:**

<p>Hazard</p> <p><i>List significant hazards which may result in serious harm or affect several people.</i></p>	<p>Who may be affected?</p>	<p>Control Measures</p> <p>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</p>	<p>Any Further Action</p> <p><i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i></p>
<p>Travelling by <b>bus</b> - road traffic accident – risk of injury or death.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>• All children must stay under the supervision of an adult responsible for their group for the entire journey (ratio as recommended in policy)</li> <li>• At the bus stop all children and adults to stand away from the edge of the road, in a line of pairs</li> <li>• Head count at bus stop and Group Leader to count the children on and off the bus</li> <li>• Children to be seated where possible for the duration of the journey</li> <li>• When using the top deck children must hold the handrail when climbing up and down the stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Adults briefed before leaving school about their responsibilities</li> </ul> <p>Check public transport protocol in 'There and Back Again':</p> <p>Check for any changes to travel arrangements on the morning of travel (engineering works, closures, alternative routes)</p>

		<ul style="list-style-type: none"> <li>• Children must remain seated until the bus stops</li> <li>• All adults to have a copy of the travel plan with emergency procedures</li> </ul> <p>With the exception of emergencies, never 1 staff/1 child. Emergency 1:1 approved by the Headteacher.</p>	
<p>Travelling by <b>tube or train</b> – risk of injury or death.</p> <p>Psychological harm from being lost. Sexual abuse.</p>	<p>Pupils and staff</p> <p>Members of the Public</p>	<ul style="list-style-type: none"> <li>• Complete public transport checklist (trips folder)</li> <li>• All children must stay under the supervision of an adult responsible for their group for the entire journey (ratio as recommended in policy)</li> <li>• All children and adults to stand behind the yellow line on platform, in a line of pairs</li> <li>• Head count on platform and after boarding the train/tube</li> <li>• Children to be seated where possible for the duration of the journey</li> <li>• All adults to have a copy of the travel plan with emergency procedures</li> <li>• When using the escalators children must – stand on the right, hold hand rail, remain stationary</li> <li>• Head count after alighting train</li> <li>• Group Leader to walk at the front, children in pairs, school adult at the back.</li> </ul> <p>With the exception of emergencies, never 1 staff/1 child. Emergency 1:1 approved by the</p>	<p>Check vehicle protocols in ‘There and Back Again’:</p> <p>Car protocol</p> <p>Minibus protocol</p> <p>Coach protocol</p> <p>Public transport protocol</p> <p>Check for any changes to travel arrangements on the morning of travel (engineering works, closures, alternative routes)</p>

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		Headteacher. Pupils always in the rear seats in cars/ minibuses/ coaches	
Separated on the underground	Pupils and members of staff	<ul style="list-style-type: none"> <li>• Children to stay with the designated adult for the entire journey</li> <li>• Group Leader to inform London Underground staff on arrival and give details of journey</li> <li>• When using the escalators children must – stand on the right, hold hand rail, remain stationary</li> <li>• Group to walk along the platform to far end and head count before boarding train</li> <li>• Group Leader to board first, school staff member to wait on platform until all the children have boarded – repeat procedure for leaving the train</li> <li>• All group to use one carriage where possible</li> <li>• Head count on platform before walking pairs to street level.</li> </ul>	<ul style="list-style-type: none"> <li>• Adults briefed before leaving school about their responsibilities</li> <li>• Emergency procedures given to all adults</li> <li>• <b>If separated, adults who are on the train to continue on journey to destination stop and wait on the platform. Adults who are not on the train take the next train and join the group at the destination stop.</b></li> </ul>
<b>Walking in an urban area</b> - road traffic accident – risk of injury or death	Young people and staff, members of the public	<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> <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>	<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> <ul style="list-style-type: none"> <li>• Keep a note of changes to route (road works etc)</li> </ul>
<b>First Aid required on a trip</b>	Young people, staff and volunteers	<ul style="list-style-type: none"> <li>• The designated first aider (under the supervision of the trip leader) to carry school trip first aid pack which will include</li> </ul>	



		<p>Calpol and Allergy Relief medication suitable for children up to 11.</p> <ul style="list-style-type: none"> <li>• The first-aider deals with minor ailments at the scene.</li> <li>• For major ailments the first-aider will assess the situation, administer first aid, call for the emergency services (if required) call the school, and update. Parents/carers are also informed by the school office or teacher in charge of trip.</li> <li>• Staff including first-aiders will follow the medical advice given on a pupil's individual care plan including administering of any medications and the calling of the Emergency Services.</li> <li>• Any accident or incident is reported back at school. A note on the incident is made at the scene.</li> <li>• For any head injuries the school and the parents are informed immediately by telephone.</li> <li>• In the event of a serious incident an ambulance is <b>ALWAYS</b> called, and the Leader of the Trip is led by the information provided to them by the Emergency Services.</li> <li>• <b>WHERE POSSIBLE</b> - Two members of staff will accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.</li> <li>• In the event of parents being unreachable, the contact people on the child's forms will be phoned.</li> <li>• If a staff member has an accident, a first-aider will assess the situation and</li> </ul>	
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		<p>administer first aid. If the Emergency Services need to be called, a member of school staff will accompany the adult in the ambulance only if the Pupil to Adult ratio of the trip group is not compromised</p>	
<p>A member of the trip party becomes unwell on the trip</p>	<p>Young people, staff and volunteers</p>	<ul style="list-style-type: none"> <li>• Child taken to a quiet space (most venues have a first aid room) and are accompanied by a school adult</li> <li>• Office informed immediately that the child is unwell.</li> <li>• Office to contact parents/carers and ask if they can collect.</li> <li>• If the child has a temperature/fever, parental permission to be obtained (by the school office) to administer Calpol</li> <li>• If the child has a mild allergic reaction, parental permission to be obtained (by the school office) to administer allergy medicine.</li> <li>• All decisions regarding administering medicines to be taken by SLT in conjunction with parents/carers.</li> <li>• If a child vomits, they will need to be taken back to school as soon as possible. This must be by 2 adults with at least one of them being a school member of staff. If appropriate, those adults can return to the trip afterwards.</li> <li>• School ratios to always be robust enough to allow for two adults to leave the group in an emergency.</li> </ul>	

<u>Hazard</u>	<u>Children needing 1:1</u> • •	<u>Control Measures</u>	<u>Any Further action</u>
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<u>Children with medical needs</u> • •	<u>Medicine needed</u> • •	<u>Responsible adult</u>	<u>Any Further action</u>
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What is your review procedure? Annually in September