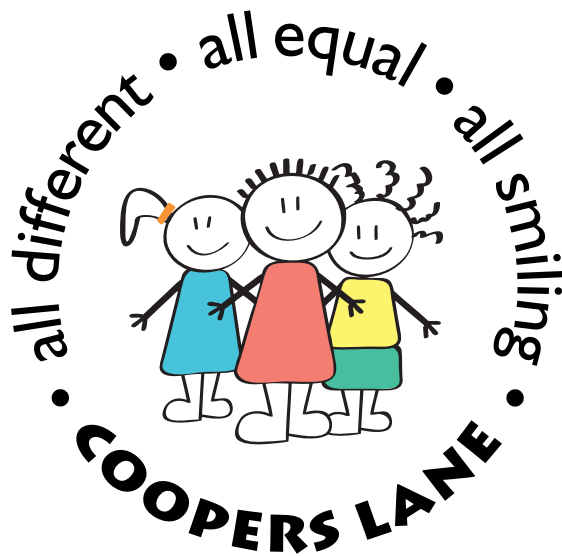


Coopers Lane Primary School



Educational Trips Policy

Author / Checked : Amy Riley

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
- 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 traveling by coach the driver should NOT be responsible for supervision.

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

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

Further details and recommendations for supervision can be found in the DFES guidelines “Health and Safety of Pupils on Educational Visits” which is available in school 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.

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 traveling 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 traveling in public children should wear high visibility vests so they are easily identifiable.

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

Insurance

The school has insurance provision to cover all trips.

Evaluation

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

Personal Information

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

Residential Journeys

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

Choosing a centre

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

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

Exploratory visits

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

Parental Consent

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

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

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

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

Charging

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

(Please consult with the Head Teacher about this)

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

In order to secure a place on the trip parents/carers are asked to pay a non-refundable deposit of £50. Parents/carers can then choose to pay by installments using a payment card, or pay the full amount.

Residential trips may be subsidised for pupil premium children.

Risk Assessment

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

Coopers Lane Primary School



Educational Visits & Trips Protocol for Parents and Volunteers

Author / Checked:	Claire Firmin/Amy Riley	Date: November 2024
Approved by:	Head Teacher	Date: November 2024
Issue date:	November 2024	Next Review due by: November 2026

Aims

Coopers Lane Primary School believes that parents' involvement in their children's education is vital – this is why we encourage parent partnerships in many ways, including accompanying children on educational trips and visits.

The purpose of this document is to ensure you have all the information you need to guarantee that your time on school trips is both worthwhile and enjoyable, that our pupils benefit from as much help and support as possible, and that they remain safe and secure whilst in our care.

As a parent helper, or volunteer, you have a valuable role in supporting us to fulfil our aims. We hope that you find the information in this document helpful and thank you for volunteering to help our pupils on their educational trip/visit.

Parent/Volunteer Duties

You may not always have your own child in your group – you will be given a list of pupils for whom you are responsible.

As a parent helper on an educational trip or visit, your main duties are to:

- Ensure the safety and security of pupils.
- Engage with pupils to enhance their learning experience.
- Help all pupils participate fully and independently in all activities.

In carrying out your duties, you must ensure that you always comply with this protocol and are aware of your responsibilities with regards to representing the school.

We will attach an agreement slip to this document. We ask that you sign and return this to school to confirm that you have read, and agree to, the conditions outlined in this protocol.

Responsibilities of the School

The school agrees to:

- Explain your tasks carefully and ensure you are clear about how we would like you to engage with pupils.
- Ensure that the pupils you work with behave and work well.
- Treat you with respect and care.
- Share relevant information about the pupils you are working with.
- Let you know the overall agenda for the day, and to inform you if this changes.
- Treat anything you tell us with confidentiality. We will never ask you to deal with difficult or challenging behaviour, or to carry out a task that you feel uncomfortable with.

Expectations of parents/volunteers

As a parent/volunteer accompanying school visits or trips, you are expected to:

- Do your best to ensure the health and safety of everyone in your assigned group.

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- Follow the instructions of the group leader and school staff, and provide support with control and discipline, ensuring the pupils in your group follow all instructions.
- Dress appropriately for the trip or visit.
- Help pupils in your group to put on their seatbelts in the trip involves a coach journey.
- Pupils are not permitted to eat or drink on coaches.
- Model acceptable behaviours and uphold the positive image of the school whilst out in public.
- Work cooperatively and professionally with staff.
- You must inform the school if you unable to attend a trip or visit by telephoning the school office on 020 8857 7680 as soon as possible.

You must not:

- Smoke cigarettes / vapes or consume alcohol at any point during the trip or visit.
- Use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps.
- Share any information you have seen or heard with friends, family or another child's parent.
- Must not leave your group at any time without notifying the group leader.
- Use the time spent on the trip to deal with issues regarding your own child(ren) e.g. asking staff about their progress.
- Eat foods when not at a scheduled food break or offer any pupils any of your food.
- Permit pupils to eat or drink anything when travelling - including on a coach / train.
- If pupils have been asked not to bring spending money, purchase items for your child or anyone in the group.
- Bring any of your child's siblings or additional children on a school trip nor arrange for anybody to meet up with the group during the trip.

First Aid and Medical Conditions

Group leaders are responsible for all first aid and medication(s).

If there is a medical emergency, you must let your group leader know immediately – they are responsible for contacting the school in emergency situations.

You will be made aware of who the first aiders are on the trip and who will carry the first aid kit(s).

Safeguarding

We are not required to obtain a DBS check for all volunteers e.g. those who accompany pupils on one-off trips, however you will always be always under

the supervision of the group leader, who will explain the task, what is required of pupils, and your role within the group.

If you are unsure of what you have been asked to do, please speak to the group leader immediately.

The headteacher has the authority to refuse the help of parent helpers if they believe that it would not be in the best interest of pupils.

If, when accompanying pupils on a trip, a pupil tells you something that causes you concern, you must report this to the group leader as soon as possible in an appropriate setting, to ensure others cannot overhear.

We all must follow careful guidelines with regards to physical contact with pupils.

We ask that you do not initiate contact with pupils, and we strongly discourage over-familiarity, even if you know the pupil already.

You cannot take pupils to the toilet.

Please do not lift, carry or move a pupil in any way other than to protect them from harm or further injury.

You can find a copy of our Safeguarding and Child Protection Policy on our school website [here](#),

should you wish to find out more about safeguarding provision in our school.

Parent/Volunteer Accompanying Trips or Visits Agreement

Thank you for volunteering to accompany our pupils on this trip/visit.

Both pupils and staff gain huge benefits from your involvement, and we hope that you too find it to be a rewarding experience.

Before the trip takes place, we ask that you read through our Educational Visits and Trips Protocol for Parent Helpers and Volunteers and sign this form to confirm your agreement to the school's expectations of you as a parent helper or volunteer helper.

I confirm that I have read and understood the Educational Visits and Trips Protocol for Parent/Volunteers and agree to follow these guidelines.

I understand that by not following these guidelines, I will not be invited to accompany pupils on any future trips.

Name: _____ Signed: _____

Date: _____

Year group of Trip: _____ Date of Trip: _____

Visit you are accompanying:

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 bus - road traffic accident – risk of injury or death.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • All children must stay under the supervision of an adult responsible for their group for the entire journey (ratio as recommended in policy) • At the bus stop all children and adults to stand away from the edge of the road, in a line of pairs • Head count at bus stop and Group Leader to count the children on and off the bus • Children to be seated where possible for the duration of the journey • When using the top deck children must hold the handrail when climbing up and down the stairs • Children must remain seated until the bus stops • All adults to have a copy of the travel plan with emergency procedures 	<ul style="list-style-type: none"> • Adults briefed before leaving school about their responsibilities <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>

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		With the exception of emergencies, never 1 staff/1 child. Emergency 1:1 approved by the Headteacher.	
<p>Travelling by tube or train – 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"> • Complete public transport checklist (trips folder) • All children must stay under the supervision of an adult responsible for their group for the entire journey (ratio as recommended in policy) • All children and adults to stand behind the yellow line on platform, in a line of pairs • Head count on platform and after boarding the train/tube • Children to be seated where possible for the duration of the journey • All adults to have a copy of the travel plan with emergency procedures • When using the escalators children must – stand on the right, hold hand rail, remain stationary • Head count after alighting train • Group Leader to walk at the front, children in pairs, school adult at the back. <p>With the exception of emergencies, never 1 staff/1 child. Emergency 1:1 approved by the Headteacher. Pupils always in the rear seats in cars/ minibuses/ coaches</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>
<p>Separated on the underground</p>	<p>Pupils and members of staff</p>	<ul style="list-style-type: none"> • Children to stay with the designated adult for the entire journey • Group Leader to inform London Underground staff on arrival and give details of journey 	<ul style="list-style-type: none"> • Adults briefed before leaving school about their responsibilities • Emergency procedures given to all adults

		<ul style="list-style-type: none"> • When using the escalators children must – stand on the right, hold hand rail, remain stationary • Group to walk along the platform to far end and head count before boarding train • Group Leader to board first, school staff member to wait on platform until all the children have boarded – repeat procedure for leaving the train • All group to use one carriage where possible • Head count on platform before walking pairs to street level. 	<ul style="list-style-type: none"> • 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.
Walking in an urban area - road traffic accident – risk of injury or death	Young people and staff, members of the public	<ul style="list-style-type: none"> - Appropriate supervision – supervisors competent and briefed by group leader. - Young people organised in manner suitable for age and behaviour (event specific). - Young people briefed and educated in basic Road Safety (rules for keeping safe) - Adults to wear High Viz jackets - Group Leader to walk at the front, children in pairs, school adult at the back. <ul style="list-style-type: none"> • - When crossing the road, an adult to stand on either side of the road to stop traffic 	<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"> • Keep a note of changes to route (road works etc)
<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>
• •	• •		

What is your review procedure? Annually in September