

THE TONBRIDGE FEDERATION



Policy name	Trips and visit Policy
School in which policy applies	Long Mead Community Primary School
Date written	September 2020
Date agreed by Governing Body	
Date of renewal	September 2023
Senior member of staff with oversight	Elizabeth Alexander
Governor with oversight	

Trips and Visits Policy

Aims

Pupils can derive huge educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative and leadership skills and longer visits in particular encourage greater independence. This policy is designed to ensure that pupils stay safe and healthy on school visits. The Head of School should ensure that visits comply with regulations and guidelines provided by the LA, Governing Body and the school's own Health and Safety Policy.

Governance

As a Foundation School, the Governors are ultimately responsible for the organisation of school all trips and visits. To monitor the implementation of this policy and of the trips, the governors:

1. Will review this policy on a regular basis;
2. Will be required to read and sign off all residential trips;
3. Will be required to be informed about any adventurous trips;

What is a trip or visit?

All of the following activities constitute a trip or visit and therefore fall under the guidance and instruction of this policy:

- I. Sports fixtures;
- II. Visits to local establishments e.g. schools, libraries, town centres;
- III. Official curriculum school trips to educational venues;
- IV. Residential trips; V. Visits to local businesses.

Charging for trips

Trips and visits which form an essential part of the curriculum delivery, should be subsidised by the school. To counter the cost of cover teachers, the school may seek voluntary contributions from parents.

For trips and visits which are not an essential part of the curriculum, and hence are supplementary/additional to the core delivery of a curriculum area, parents should be asked for the full amount of money to cover the cost of the trip, including cover and any additional costs. The school may make an appropriate contribution for these trips for Free School Meal / Pupil Premium students.



Roles & responsibilities

The Governing body should:

- satisfy themselves that risk assessments are being carried out for visits;
- satisfy themselves that the trip has been funded appropriately;
- satisfy themselves that appropriate safety measures are in place;
- satisfy themselves that training needs have been addressed;
- satisfy themselves trips and visits are appropriately insured;
- periodically review trips/visits paperwork and procedures;

The Head of School should ensure that:

- the trip/visit has been planned appropriately and properly financed;
- the equal opportunities and equality policy is fully adhered to;
- the finance department has been informed when the trip/visit has been officially improved;
- parents have signed consent forms for non-local trips;
- arrangements have been made for the medical needs and special educational needs of all the pupils;
- adequate first-aid provision will be available;
- adequate child protection procedures are in place;
- the risk assessment has been completed and appropriate safety measures are in place;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the Group Leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the mix of staff attending the trip/visit is appropriate to the demands of the visit and the mix of the students;
- the Group Leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- non-teacher supervisors on the visit are appropriate people to supervise children;
- ratio of supervisors to pupils is appropriate;
- the mode of travel is appropriate;
- travel times out and back are known and communicated to parents including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- Staff and parents have the name of visit's venue;
- the Group Leader, group supervisors and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin (if overnight stay);
- there is a contingency plan for any delays including a late return home;

One teacher, the Group Leader, should have overall responsibility for the supervision and

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conduct of the visit and should have regard to the health and safety of the group. The Group Leader should have been appointed or approved by the Head of School.

The Head of School has overall responsibility for every aspect of all trips and visits.

The Group Leader should:

- obtain the Head of School's prior agreement before any off-site visit takes place;
- inform the finance department of the trip and organise an appropriate payment schedule if appropriate;

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insure the trip/visit is appropriately funded and cover implications/costs identified;

- follow LA and Governing Body regulations, guidelines and policies and strictly adhere to this policy;
- appoint an appropriate deputy in case of an emergency;
- clearly define each group supervisor's role and ensure all tasks have been assigned;
- be experienced at dealing with and leading pupils of the relevant age range;
- be suitably competent to instruct pupils in an activity and be familiar with the location/ centre where the activity will take place;
- be aware of child protection & SEN issues;
- ensure that adequate first-aid provision will be available;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the pupils proposed for the visit to assess their suitability and specific needs and to be satisfied that their suitability and needs have been assessed and incorporated into the planning for the trip;
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group and the trip;
- ensure that group supervisors have details of the school contact;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;

Teachers on school-led visits act as employees of The Tonbridge Federation whether the visit takes place within normal hours or outside.

Teachers must do their best to ensure the safeguarding and health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

IT IS THE RESPONSIBILITY OF THE GROUP LEADER TO INSURE THAT:

- 1. NO CHILD IS EVER LEFT ON THEIR OWN;**
- 2. CHILDREN:STAFF & MALE:FEMALE RATIOS ARE NEVER COMPROMISED;**
- 3. STAFF ACT IN A PROFESSIONAL MANNER AT ALL TIMES IN LINE WITH THE OFFICIAL TEACHER STANDARDS;**
- 4. NO MEMBER OF STAFF OR STUDENT IS ALLOWED TO CONSUME ANY ALCOHOL, ILLEGAL SUBSTANCE OR SMOKE WHILST ON ANY TRIP/VISIT.**

BREACH OF THESE CONDITIONS WILL RESULT IN AN OFFICIAL INVESTIGATION BY THE HEAD OF SCHOOL AND THE GOVERNING BODY AND MAY RESULT IN OFFICIAL DISCIPLINARY ACTION BY THE EXECUTIVE PRINCIPAL.

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Teachers should:

- follow the instructions of the Group Leader and help with control and discipline;
- immediately report any issues or problems to the Group Leader;
consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable;

Teachers should not attend a school trip with their own children, even if the child is a member of the school. If this case arises, the teacher must obtain consent from both the Head of School and the Chair of Governors.

Support staff/parents on a visit should be clear about their roles and responsibilities during the visit.

Support staff/parents acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the Group Leader and teacher supervisors and help with control and discipline;
- speak to the Group Leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit;

Responsibilities of pupils:

The Group Leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress in school uniform (unless casual or specialist attire is explicitly permitted) and behave sensibly and responsibly;
- follow the school behaviour policy as if they were participating in a normal school day;
- look out for anything that might hurt or threaten themselves or anyone in the group and inform the Group Leader or supervisor about it;

Any pupils whose behaviour may be considered to be a danger to themselves or to the group, may be stopped from going on the visit. There should be a discussion between the trip organiser and the parents in advance of such a decision, to enable the student to rectify their behaviour. If a student is stopped from attending a curriculum trip on health and safety grounds, the curricular aims of the visit should be fulfilled in other ways wherever possible. Any child who does not attend a visit should attend school as normal.

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The Group Leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions. The Group Leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Children on stage 3 at Long Mead will be considered dependent on a parent/carer attending the trip as well or attending with 1:1 support. For students on behavioural stages 1 or 2, a meeting will be conducted looking at all of the available evidence to decide on the suitability of the student attending the trip

Parents will need to:

- provide the Group Leader with emergency contact number(s);
- sign the consent form;
- give the Group Leader information about their child's emotional, psychological and physical health which might be relevant to the visit;

Planning

Whether the visit is to a local park, museum or swimming pool, or includes a residential stay, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. In practice, the Head of School, who is responsible for authorising visits, will delegate the detailed planning to the organiser of the visit or the Group Leader.

Risk assessment

An assessment should be completed by the Group Leader well before the visit, and should be approved by the Head of School. For residential trips, the risk assessment should also be approved by a member of the Governing Body.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place. The risk assessment should be based on the following considerations:

1. What are the hazards?
2. Who might be affected by them?
3. What safety measures need to be put in place to reduce risks to an acceptable level?
4. The level of expertise of the teaching team taking the trip and potential training needs
5. What steps will be taken in an emergency?

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The Group leader should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Head of School should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. Nevertheless, it is essential not to become complacent.

A generic assessment of the risks of such visits should be reappraised on each visit, and careful monitoring should take place.

The Group Leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

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The Group Leader should take the following factors into consideration when assessing the risks:

- the type of visit/activity and the level at which it is being undertaken; the location, routes and modes of transport; the competence, experience and qualifications of supervisory staff; the ratios of teachers and supervisory staff to pupils; the group members' age, competence, fitness and temperament and the suitability of
- the activity; the special educational or medical needs of pupils; the
- quality and suitability of available equipment; seasonal conditions, weather and timing; emergency procedures; how to cope when a pupil becomes unable or unwilling to continue; the need to
- monitor the risks throughout the visit;

Exploratory visit

An exploratory visit should be made by any teacher who is to lead a group on a residential visit or who is to instruct or lead the group in an outdoor activity such as trekking in a location that is not familiar to them. In other cases the Group Leader should undertake an exploratory visit, wherever that is possible, to:

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit;
- obtain names and addresses of other schools who have used the venue;
- obtain advice from the manager;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group; □ become familiar with the area before taking a group of young people there; □ obtain a risk assessment from the venue being visited.

If in the last resort an exploratory visit is not feasible, then the Group Leader will need to consider how to complete an adequate assessment of the risks. A minimum measure would be to obtain specific information by letter from the venue, from other schools who have recently visited it and from local organisations such as tourist boards.

Supervision ratios

There is no legal requirement in terms of student:teacher ratios, only guidance. Final decisions on ratios will be decided following the conclusion of the risk assessment and will involve analysing the age of students, the gender ratio, the specific education needs of the group, their behaviour, the activities to be conducted on the trip and from the professional judgement of the Group Leader. However, at Long Mead we advise that adequate levels of supervision and staffing ratios must be established for the journey based on such factors as the sex, age and ability of the children, the presence of pupils with special educational needs, the nature/length of the journey, the nature of activities to be undertaken and the experience and competence of the staff involved.

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1 adult for every 6 pupils in school years 1 to 3 (under 5s reception classes should have a higher ratio);

1 adult for every 10-15 pupils in school years 4 to 6;

Other considerations

Other factors which should form part of the planning stage include:

- the facilities/equipment the group will need to take on the visit;
- the facilities/equipment to be provided at the venue;
- staff training needs;
- the designation of someone to record the details of the visit and to carry accident forms, etc.;
- transport arrangements;
- communication arrangements;
- supervision ratios;
- contingency measures for enforced change of plan or late return;
- information to parents;
- preparing pupils;
- emergency arrangements;

Financial planning & charging

The Group Leader should ensure that there has been a meeting with the Finance department regarding the funding of the trip.

For residential visits, parents should have early written information about the costs of the visit at least six weeks before the proposed visit, and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit (arrangements can be made for payment in instalments).

Charging for visits

The education provided wholly or mainly during school hours should be free. The Head of School can ask for a voluntary contribution. Parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

The Head of School may, however, charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an 'optional extra'. An optional extra:

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- falls wholly or mainly outside school hours; does not form part of the
- National Curriculum; is not part of a syllabus towards a Prescribed Public Examination; and is not in scope of the statutory requirements relating to religious education.
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E.g.: going bowling at the end of year would be an optional extra.

The Head of School / Group Leader should obtain the parents' agreement to meet the costs of an optional extra visit before the visit is planned in detail. Charging parents for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge.

On residential visits which are not optional extras, or which take place during school hours, some parents may have board and lodging costs remitted. These children are those eligible for free school meals.

First aid

First aid should form part of the risk assessment. Before undertaking any off-site activities the Head of School or the Group Leader should assess what level of first aid might be needed. On any kind of visit the Group Leader should have some knowledge of first aid or delegate that to a named individual and ensure that an adequate first-aid box is taken. For all visits it is sensible for at least one of the group's supervisors to be a fully-trained first-aiders. All adults in the group should know how to contact the emergency services.

The minimum first-aid provision for a visit is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid arrangements.

Other considerations when considering first-aid needs should include:

- the numbers in the group and the nature of the activity; the likely injuries and how effective first aid would be; the distance of the nearest hospital.

First aid should be available and accessible at all times. The Health and Safety Executive recommends the following minimum contents for a travelling first-aid box where no special risk has been identified:

- a leaflet giving general advice on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile un-medicated wound dressing approximately 18 cm x 18 cm; two triangular bandages;

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- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves;
- a resuscitator (for hygienic mouth to mouth resuscitation may also be included).

Related Policies & Documents

- HC Trips and Visits Documents
- Tonbridge Federation Health and Safety Policy
- Teacher's Standards
- Tonbridge Federation Charging Policy
- Tonbridge Federation Whistleblowing Policy
- Tonbridge Federation Equal Opportunities Policy
- GDPR policies

