

Mulbarton Primary School



## Educational Visits and School Trips Policy

## Statement of intent

Mulbarton Primary School takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils.

This policy has been designed in line with the DfE and HSE guidance, and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Signed by:

Bev Theobald Headteacher

Date: November 2019

Kevin Holland Chair of governors

Date: November 2019

Next review due October 2021

## **1. Legal framework**

- 1.1. This policy has been created with regard to the following statutory legislation, including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following DfE guidance:
  - DfE (2014) 'Charging for school activities'
- 1.3. This policy should be used in conjunction with the following school policies:
  - Complaints Procedure Policy
  - Behavioural Policy
  - Critical Incidents Policy
  - Health and Safety Policy
  - Charging and Remissions Policy

## **2. Definitions**

- 2.1. 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.
- 2.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Mulbarton Primary School which takes pupils and staff members off-site.
- 2.3. 'Residential' means any school trip which includes an overnight stay.
- 2.4. Activities of an 'adventurous nature' include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## **3. Key roles and responsibilities**

- 3.1. The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy.
- 3.2. The governing body has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

- 3.3. The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- 3.4. The headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 3.5. The educational visits coordinator has overall responsibility for educational visits and school trips.
- 3.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 3.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.
- 3.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 3.9. Pupils are responsible for behaving in a manner which matches the ethos of Mulbarton Primary School, and for following the behaviour rules set out in the school's Behavioural Policy as they relate to the Educational Visits and School Trips Policy.

#### **4. Training of staff**

- 4.1. Teachers and support staff will receive regular and ongoing training as part of their CPD.

#### **5. Risk assessment process**

- 5.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 5.2. The process is as follows:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record your findings and implement them
  - Review your assessment and update if necessary
- 5.3. A risk assessment form is available in Appendix 3, although most will be completed using the Norfolk Evolve system online.

## **6. Parental consent**

- 6.1. Parental consent is not generally required for off-site activities within the village that take place during school hours.
- 6.2. Written consent is required for:
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips within school hours that are out of the village.
  - Trips outside of school hours.
- 6.3. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## **7. Staffing ratios**

- 7.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:
  - Residential: 1:7
  - High risk: 1:4
  - Other visits: 1:6

## **8. Insurance and licensing**

- 8.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.
- 8.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 8.3. Parents will be informed of the limits of any insurance cover.
- 8.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 8.5. Medical expenses will be recorded and stored in the school office.

## **9. If things go wrong**

- 9.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 9.2. Written records of any incident will be kept.
- 9.3. Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

- 9.4. Teachers will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 9.5. Teachers will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 9.6. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- 9.7. Pupils and teachers are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- 9.8. To ensure pupils are easily identifiable, they must wear their school uniform.

## **10. If someone goes missing**

- 10.1. The school places pupil and staff safety as its top priority when participating in school trips.
- 10.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section five of this policy.
- 10.3. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 10.4. When travelling with a pupil with special educational needs and disabilities (SEND), the educational visits coordinator will ensure an adult is with them at all times and the visit is adequately modified to suit the pupil's needs in accordance with section 11 of this policy.
- 10.5. All people on the trip will be provided with a contact sheet for all members of staff, in the event they're unable to locate their group.
- 10.6. All staff members and pupils will be required to carry mobile phones with them at all times.
- 10.7. Upon arriving at every venue the trip leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group.
- 10.8. Pupils and staff will wear Mulbarton Primary School branded clothing, in accordance with point 10.9, in order to make them easily identifiable.
- 10.9. Regular head counts of all pupils and staff will take place sporadically throughout the day to ensure all persons are present at all times.
- 10.10. In the event someone goes missing whilst on a school trip domestically or abroad:

- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, should be contacted.
- If the police are called, the trip leader should contact the headteacher, or other available person, back at the school and inform them of what has happened.

10.11. If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they're suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

10.12. If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

10.13. If the missing person cannot be found, the group will return to school.

## **11. Special educational needs and disabilities (SEND)**

11.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

11.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

## **12. Finance**

12.1. The financial procedures outlined in the school's Charging, Remissions, Voluntary Contributions and Refunds Policy will always be followed when arranging trips.

12.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
  - Part of a syllabus for an examination that the pupil is being prepared for at the school.
  - Part of religious education.
- 12.3. Any charge made in respect of pupils will not exceed the actual cost of providing the trip, divided equally by the number of pupils participating.
- 12.4. Money for school trips will always be paid directly to the school, via the online payment system. Under no circumstances should school trip monies be processed through personal accounts.
- 12.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.
- 12.6. If a child is absent on the day of the trip, a refund will only be possible if the venue/provider does not charge for that child. There will be no refund of transport costs.
- 12.7. In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's circumstances for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.
- 12.8. Where a pupil has previously cancelled a space on a school trip, and received a full refund, the school has the right to refuse to admit the pupil to attend future trips and visits.
- 12.9. Mulbarton Primary School will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 12.10. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is £5, or more, per pupil.
- 12.11. Any excess of expenditure will be subsidised by the school fund.

### **13. Planning school trips**

- 13.1. Prior to planning a school trip, the following guidance should be read by organisers:
- The DfE's Health and Safety: Advice on Legal Duties and Powers (2014)
  - The HSE's School Trips and Outdoor Learning Activities (2011)



## **14. Monitoring and review**

14.1. The effectiveness of this policy will be monitored continually by the headteacher. Any necessary amendments may be made immediately.

14.2. The scheduled review date for this policy is October 2021.

## Appendix 3 – Educational Visits and School Trips Risk Assessment

Assessment conducted by:	Job title:	Covered by this assessment: <b>Teachers, teaching assistants/volunteers/supervising adults and pupils.</b>
Date of assessment:	Review interval: <b>Annually</b>	Date of next review:

<b>Related documents</b>
<b>Health and Safety Policy, First Aid Policy, School Emergency Procedure, Personal Emergency Evacuation Plan, Educational Visits and School Trips Policy, Code of Conduct, Coach Travel Risk Assessment, Train Travel Risk Assessment</b>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policy and procedures	H	<ul style="list-style-type: none"> <li>• Written procedures for ensuring the health and safety of pupils and staff members are in place. They are agreed by the <b>governing board</b> and reviewed annually.</li> <li>• Existing risk assessments are in place based on knowledge, experience and training.</li> </ul>	Y	Headteacher	XX.XX.X X	M
Inadequate leadership		<ul style="list-style-type: none"> <li>• Trip leaders are trained, experienced and competent.</li> <li>• All adults in the group have clearly defined roles and responsibilities.</li> <li>• The trip leader is experienced in class visits.</li> <li>• The trip leader visits the venue prior to the class visit to identify potential dangers.</li> </ul>				
Hazards specific to venue		<ul style="list-style-type: none"> <li>• All trip leaders are familiar with any guidance offered by the venue's management, including first aid and emergency procedures.</li> <li>• Pupils are briefed regarding: <ul style="list-style-type: none"> <li>– Expected behaviour.</li> <li>– 'No-go' areas.</li> <li>– Meeting points.</li> <li>– Meeting times.</li> <li>– Contacting staff in an emergency.</li> <li>– Emergency procedures.</li> <li>– Emergency contact details.</li> </ul> </li> </ul>				

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Lost group members		<ul style="list-style-type: none"> <li>• Large groups are divided into smaller groups with adequate supervision.</li> <li>• Name checks are conducted at each rendezvous point.</li> <li>• An established contingency plan is in place for dealing with a lost group member.</li> </ul>				
Transport		<ul style="list-style-type: none"> <li>• A reputable coach company, preferably one the school has experience working with, is used.</li> <li>• If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport.</li> </ul>				
Confrontation with the public		<ul style="list-style-type: none"> <li>• All pupils are briefed on expected code of conduct.</li> <li>• A buddy system is used to ensure pupils are responsible for each other and that pupils are never alone.</li> <li>• Pupils are told what to do if approached inappropriately by a stranger.</li> <li>• When travelling on public transport, seats are booked in advance and group seating is secured.</li> <li>• Adult leaders will sit at both ends of the block of pupils.</li> </ul>				
Car parks		<ul style="list-style-type: none"> <li>• Adult leaders are first off and on the coach/minibus.</li> <li>• Pupils are led quickly and safely in a line to an area free from vehicles.</li> </ul>				

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Emergency away from school		<ul style="list-style-type: none"> <li>• All emergency contacts are up-to-date.</li> <li>• The allocation of leaders takes into account all known medical conditions, special educational needs, disabilities, and behavioural conditions of pupils.</li> </ul>				