

## WOOLENWICK JUNIOR SCHOOL

### Educational Visits and Activities Policy v1

<b>POLICY NAME</b>	<b>Educational Visits and Activities Policy</b>
<b>CREATED BY</b>	<b>SCHOOL</b>
<b>RESPONSIBILITY OF</b>	<b>SCHOOL IMPROVEMENT COMMITTEE</b>
<b>REVIEWED BY</b>	<b>MC</b>
<b>THIS REVIEW DATE</b>	<b>JAN 2013</b>
<b>NEXT REVIEW DUE</b>	<b>2016</b>
<b>CYCLE</b>	<b>3 YEARS</b>
<b>RATIFIED BY GOVERNING BODY ON</b>	<b>JAN 2013</b>

#### **Version History**

<b>VERSION</b>	<b>AMENDMENTS</b>	<b>DATE</b>	<b>AUTHOR</b>
<b>V1</b>	UPDATE TO INCLUDE LEARNING WITHIN SCHOOL GROUNDS	<b>JAN 2013</b>	<b>MC</b>

#### **Aims**

At Woolenwick Junior School we aim to:

- Offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- Enrich the curriculum through a range of educational visits and other activities that add to what they learn in school.
- Ensure that all offsite visits are planned with due regard to educational validity and health and safety
- Work within the Herts. County Off Site Visits - manual and forms (2006). A copy of this document is available in school or on the internet at: <http://www.hertsdirect.org/scholearn/atschool/outside/formsoffsitevisits/>

#### **Organisation**

- The National Curriculum defines what we teach the children in school. This is the basis for the school curriculum map. To supplement this teachers organize a series of visits and activities that support the children's learning.
- Visits and activities usually take place within the school day.
- We follow the LEA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.
- Activities which take place within the school grounds will follow the school's normal Health and Safety Procedures for risk assessments.

All visits must be authorized by the Headteacher. All visits fall into one of 3 categories

### **Level 1**

- Activities that would not expose those taking part to greater risk than experiences on a day to day basis
- Regular visits of one day or less – Swimming, theatre trips etc
- Generic Risk assessments can be used but adapted and added to, to suit the children going
- Risk Assessments to be checked by manager annually

### **Level 2**

- Non routine activities and residential stays
- Adventurous and hazardous activities run by licenced centres
- Individual visit Risk Assessments
- Each visit organization must be checked using audit checklist
- Providers of adventurous or hazardous activities must meet identified standards

### **Level 3**

- Would not normally be carried out at Woolenwick Junior School
- Please refer to Headteacher/Off site Visits manual for Guidance.

## **Responsibilities**

### **Hertfordshire County Council**

Under the Health and Safety at Work Act 1974, Hertfordshire County Council, as employer, has a duty to ensure, so far as is reasonably practicable, the health and safety of their employees and others affected by their work activities. This includes participants in off site visits.

The Council is also required, under the Management of Health and Safety at Work Regulations 1999, to:

- assess risks arising from activities
- implement suitable control measures
- provide information, training and supervision
- monitor their arrangements for controlling risk

Although the ultimate responsibility for health and safety rests with the council, specific tasks are delegated to competent individuals.

### **The Governors**

- To make sure that the written policy is reviewed on a regular basis
- ensure that the establishment is following the CSF policy and guidance on visits and other relevant council policies
- ensure that those organising visits have sufficient support, time and resources to fulfil their responsibilities
- be aware that their role is to ask questions, not to advise or become directly involved in risk assessments
- It is not expected that governors should check arrangements for every visit.

## **The Head Teacher and Extended School co-ordinator**

The Headteacher and Extended School co-ordinator must ensure:

- they comply with the council's policy and associated guidelines on visits
- that staff involved in organising or supervising the visit have the required level of competence and training.
- sufficient time and resources are allocated to the planning stages
- a full risk assessment has been carried out and suitable control measures are in place. This should be based on a knowledge of the location/centre where the activity will take place
- only activity providers whose safety arrangements have been assessed are used
- that arrangements are in place for the governing body to be informed of non routine visits in good time, so that questions can be asked
- child protection procedures are in place
- that trips are valuable and provide value for money
- visits are monitored and evaluated, to inform operation of future visits, future training needs etc.

## **The Group Leader**

- Teachers accompanying a group of children are in 'loco-parentis' and are responsible for the safety and well being of the children at all times. The teacher's duty is to take such reasonable care of them, as a careful parent would exercise. Other supervising adults will also have a duty of care, but the Leader retains overall responsibility.
- To ensure that they have consulted the Offsite Visits manual and understand the guidelines before starting to organize the trip. (Copies are available in the Head's Office and in the Staff Room. All staff have attended training given by OVC and have own copy.)
- To ensure that the competence of each assisting adult is appropriate to their role.
- Where possible make a preliminary visit.
- To complete appropriate risk assessments
- To complete School Trip Audit (OV1) and gain Headteacher's approval – (appendix 1).
- To ensure that all helpers have signed a Voluntary Helpers Form (appendix 2).
- To ensure that the school and other leaders have copies of the emergency contact arrangements
- Before starting the activity children and adults should be informed about safety policy, procedures and practice. This includes ensuring that appropriate medical equipment (e.g. inhalers, epipen etc.) is taken.
- To make sure all adult helpers have been given a copy of 'School Outings, Guidance for Volunteers' (copies available in off-site visits folder and from OVC)

## **Curriculum links**

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities that includes visits by specialists. All these activities are in line with guidance published by the LEA:

- English – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, visits to botanical gardens
- Mathematics – use of shape and number trails in the local environment
- History – castle visits, study of local housing patterns, local museums
- Geography – use of the locality for fieldwork, village trails
- Art and design – art gallery visits, use of the locality
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches
- Music – range of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear
- Design and technology – visits to local factories/design centres
- ICT – its use in local shops/libraries/secondary schools etc
- RE – visits to local centres of worship, visits by local clergy.

We also may have visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children. Local clergy take assembly on a regular basis. Other local religious leaders may also take assemblies in the course of the school year. We do this with the full agreement of the governing body.

### **Charging for school activities**

- All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.
- We may however ask for voluntary contributions to ensure that the trip may go ahead. No child will be barred from a trip because they haven't paid. However, if we do not receive enough voluntary contributions then the trip or visit may need to be cancelled.
- There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.
- We may however charge for board and lodging on a residential visit as well as the full cost on a visit which is deemed an optional extra. A visit counts as an optional extra if it falls wholly or mainly outside of school hours or, does not form part of the national Curriculum, or is not part of a syllabus towards a proscribed Public Examination or is not in scope of the statutory requirements relating the religious education.

### **Permission from Parents**

Parents should decide whether their child attends a trip. They should be given sufficient information. A briefing session may be held if appropriate.

The Group leader should ensure that the parents have early written information about the scope and how much each parent will be charged or the amount of the voluntary contribution

It may be useful to break the costs down into travel, entrance, food etc

The Group Leader should come to an agreement with the parents whether any surplus should be returned to the parents or retained for another visit.

## **Residential activities**

Currently Residential Trips are run in year 5 and 6. This contains hazardous activities However we always use accredited centres with established health and safety routines. The Form OV6 will be used to check their procedures This is identified as an optional extra

## **Health and Safety**

It is essential that formal planning takes place for all trips and visits. This must include a risk assessment.

Risk assessments are usually carried out by the Trip Leader. An assessment should be made before the trip and should be approved by the Headteacher. The risk assessment should inform the planning and decision making process. Where possible the group leader should visit the venue for the trip before hand.

First aid and emergency recovery should form part of any Risk Assessment Generic Risk assessments can be used for regular or parts of a school trip i.e. traveling by coach. These need to be updated at least annually.

The group leader should monitor the level of risk during the activity and take action as necessary.

## **Guidance and Training for Group Leaders**

All group leaders should study the guidance contained within the Herts. CC Offsite Visits Manual (2003) on organizing, preparing for and hosting an offsite visit.

Group Leaders should follow the guidance given in the manual.

Training in organizing Offsite Visits will be contained in staff training and development

## **Appendices**

**Appendix 1 School Visits Form OV1**

**Appendix 2 Voluntary Helpers**

**Appendix 3 Guidance for 'Avoiding Ill Health at Open Farms**

- HSE Information Sheet

**Appendix 4 Risk Assessment Form**

**Appendix 5 Providers Assessment Form OV6**

**Appendix 6 Emergency Contact Arrangements**

**Appendix 7 Trip checklist**

**Appendix 8 Timing checklist**

# Appendix 1 School Visits Form OV1

<p>FORM OV 1</p> <p>LEVEL 1</p> <p>VISITS AUDIT CHECKLIST AND APPROVAL</p>
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**Woolenwick Junior School**  
**Acting Headteacher:**  
**Michelle Kingston**  
**Tel: 01438 216565**



Level 1 visits are activities that would not expose those taking part to greater risk than that experienced on a day to day basis. They would normally be regular visits of one day or less (e.g. swimming, theatre trips, environmental studies, etc).

## **PART 1: APPROVAL REQUEST**

This part of the form should be completed by the visit organiser. It should then be passed to the establishment manager for audit and approval.

<b>Visit Organiser:</b>	
<b>Visit/Activity:</b>	
<b>Purpose of visit:</b>	
<b>Dates and times:</b>	
<b>Supervision arrangements:</b>	
<b>Transport arrangements:</b>	
<b>Details of providers/venues to be used – address and telephone numbers</b> (where relevant):	
<b>Emergency contact details:</b> School: 01438 216565 Teacher mobiles: Contact at school (HT / DHT):	
<b>Risk assessment attached?</b>	<u>Y</u>

## PART 2: MANAGERS APPROVAL

This section of the form should be completed by the establishment manager after he/she has completed the audit checklist overleaf and checked the risk assessment and arrangements.

<i>I confirm that I have checked arrangements for the above visit and have given approval for visits to take place as specified in the application for approval between the following dates:</i>	
<b>From:</b>	<b>To:</b>
<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	

<b>PART 3: AUDIT CHECKLIST</b> To be completed annually by manager to confirm arrangements are in place for the visit.	<b>Acceptable Y / N / NA</b>
<b><u>Training</u></b>	
Are those who may lead or supervise on level 1 visits suitably competent?	
Are arrangements in place for ensuring new staff are: <ul style="list-style-type: none"> <li>• competent to lead or supervise the visit;</li> <li>• briefed on the County Council's / establishments arrangements for safety during visits;</li> <li>• briefed on the risk assessment and arrangements for safety during the visit?</li> </ul>	
<b><u>Risk Assessment</u></b>	
Has suitable generic risk assessment been provided for the visit?	
Has the assessment been critically reviewed within the last year?	
Are there arrangements in place for ensuring individual risk assessments are carried out/reviewed for children with special requirements (e.g. behavioural or medical needs)?	
Have the provider's safety arrangements been assessed or reviewed in the last year?	
<b><u>Other Items</u></b>	
<u>Are proposed supervision levels adequate?</u>	
<u>Has parental consent been obtained?</u>	
<u>Are arrangements in place to ensure that Criminal Records Bureau checks have been carried out for all those who may have one to one contact with children?</u>	
<u>Are proposed transport arrangements adequate?</u>	
<u>Where staff or volunteers are driving or using their own vehicles have checks been made on their licenses/insurance?</u>	
<u>Are proposed emergency/contingency arrangements suitable?</u>	

## Appendix 2 Voluntary Helpers

### Educational Visits and Activities

#### School Outings Guidance for Volunteers

Thank you very much for offering to help at a Woolenwick off-site school visit. It is very important that you take the time to read this guide and any other paperwork the Group Leader (teacher) gives you. This will ensure maximum safety and enjoyment for the children, the other adults and yourself.

Outing: \_\_\_\_\_

Date of Outing: \_\_\_\_\_

Your group leader is: \_\_\_\_\_

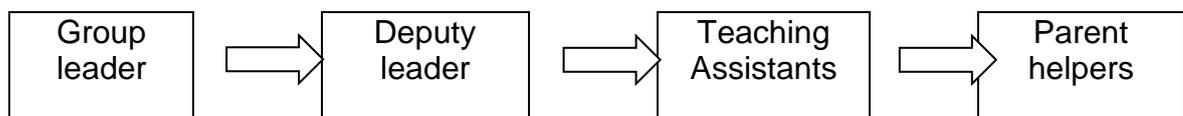
The children in your group are:

*Information about any children with specific learning or behavioural may be shared with you and must be kept confidential.*

### Voluntary Helper Off-Site Visits Guide

#### Order of decisions and leadership

Every school outing will have a group leader, who is usually one of the year group's class teachers. The deputy leader is usually the other class teacher.



The group leader, together with the deputy may have planned:

- transportation
- the timetable of the day
- small groups with allocated adults

- lunchtime arrangements

They will also have completed risk assessments specific to the trip (look at safety, behaviour, emergency procedures, etc) and for necessary children, individual risk assessments.

### **Expectations of Volunteers:**

PLEASE:

- Stick to the timetable of the day
- Support the teacher
- Ask the class teachers before making any final decision
- Do not contact other children's parents whilst on the trip (i.e. if Child A hurts their self or falls ill, the class teacher will contact the school, who will contact the parent/carer of the child)
- If you are a parent, please detach yourself from your 'parental' role – you have volunteered to help, not to just be with your child
- Regularly head count your group (on and off the coach, in and out of toilets, moving around the buildings, etc)
- Have read and follow the procedures of the risk assessments where necessary.

### **Expectations of Children:**

- To behave as they would in school (or better)
- To listen to adult instructions
- To remember their manners
- To walk in two's or in smaller areas, in a single line
- To remain in their groups with their assigned adult

### **Working with a small group**

To ensure both you and the children have a good time, it may be worth:

- learning the children's names (children can not wear a name tag on a trip)
- make sure they know your name
- regularly count the children (there is no such thing as over counting!)
- remind the children what to do if they get lost
- talk to them about what they can see
- know when and where to meet with the rest of your group.

### **Emergency Procedure**

- Your group leader will talk you through any plans prior to the trip.
- You should have an agreed meeting point for lost children/groups/adults
- It is the group leader's responsibility to contact the school if an incident arises, the school will then contact parents/carers.
- Under no circumstances should you talk to the press about an 'incident'. This will be dealt with by the Local Education Authority. Absolutely no names should be given to the press.
- If there is a fire drill at your location, it is essential that you keep your group together.

- In the event of an emergency, make sure all children are moved to a place of safety.

### **Mobile Phones**

If you have a mobile phone, we ask that you bring it on the school trip with you, fully charged. This will enable communication between groups if necessary (i.e. one group is late to get to the bus).

- Please share your mobile number with the group leader.
- The group leader will share their mobile number with you.
- All mobile numbers should then be deleted and not used after the school trip.
- Mobile phones should not be used in front of the children for personal reasons (unless absolutely necessary).

### **For your safety**

- Never be alone in a room with a child
- Do not follow the children into the toilets
- Do not allow a child to sit on your knee
- Do not give children any medication.

**Thank you once again for taking the time to read all paper work associated with the school outing. This will help us to ensure maximum safety and enjoyment for both children and adults taking part on the school trip. Without your help, we would be unable to provide children with these fantastic learning experiences.**

## **Appendix 3**

### **Guidance for 'Avoiding Ill Health at Open Farms**

- HSE Information Sheet can be found here

<http://www.hse.gov.uk/pubns/ais23.pdf>

# Appendix 4

<p>FORM OV 5</p> <p>INDIVIDUAL RISK ASSESSMENT</p> <p>Visit:</p>
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**Woolenwick Junior School**  
**Headteacher:**  
**Tel:** 01438 216565



<b>Name of Individual:</b>	
<b>Date of birth:</b>	

1. **Risk to self** (Please describe potential risky behaviours, vulnerabilities, or other characteristics as specifically as possible)

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2. Circumstances, situations, triggers which are likely to increase risk to self:

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3. Detail action necessary/strategies required to minimise risk to self:

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Signed:	Name:	Date:
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## Appendix 5



FORM OV 6 (CSF4257)

### PROVIDERS ASSESSMENT FORM

Establishment:

Visit:

This form should be completed by providers and returned to the visits organiser, along with relevant documentation where indicated:

<b>1</b>	<b>Name and address of Centre/Provider:</b>
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<b>2</b>	<b>Name of Visiting Group:</b>	<b>Group Leader:</b>	<b>Date(s) of Visit:</b>
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<b>3</b>	<b>Health, Safety and Emergency Policy/Procedures</b>	<b>✓/✗</b>							
<b>3a</b>	<p>The provider complies with all relevant safety law including the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and has a health and safety policy, recorded risk assessments and written operating procedures, which are available for inspection. (Checked by AALA only in respect of licensed activities).</p> <p><i>Please attach copies of your Policy Statement and information on risks that we need to be aware of prior to the trip.</i></p>	<input type="checkbox"/>							
<b>3b</b>	<p>Accident and emergency procedures are maintained and records are available for inspection.</p> <p><i>Please attach copies of your emergency procedures.</i></p>	<input type="checkbox"/>							
<b>3c</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Qualified First Aiders are on site:</td> <td style="width: 10%;">24 hours</td> <td style="width: 10%;"></td> <td style="width: 10%;">For Activities</td> <td style="width: 10%;"></td> <td style="width: 10%;">Other Please Specify</td> <td style="width: 10%;"></td> </tr> </table>	Qualified First Aiders are on site:	24 hours		For Activities		Other Please Specify		
Qualified First Aiders are on site:	24 hours		For Activities		Other Please Specify				
<b>3d</b>	<p>All equipment used in activities is suited to the task, adequately maintained and examined in accordance with statutory requirements and current good practice. Records are kept of examinations and maintenance checks.</p>	<input type="checkbox"/>							

For an electronic version of this form please access  
[www.thegrid.org.uk/info/healthandsafety](http://www.thegrid.org.uk/info/healthandsafety).

<b>4</b>	<b>Vehicles</b>	<b>✓/✗</b>
<b>4a</b>	All vehicles and trailers are roadworthy and meet the requirements of the law.	<input type="checkbox"/>
<b>4b</b>	What qualifications do your minibus/coach drivers hold? E.g. PCV, PSV, MIDAS or local arrangements (give details).	

<b>5</b>	<b>Staffing</b>	<b>✓/✗</b>
<b>5a</b>	All relevant staff who have access to young people are police cleared (Criminal Records Bureau).	<input type="checkbox"/>
<b>5b</b>	The provider operates a policy, available for inspection, for staff recruitment, training and assessment which ensures all staff are competent to undertake their duties.	<input type="checkbox"/>
<b>5c</b>	Staff competences for relevant activities are confirmed by possession of appropriate NGB qualifications at the level advised by that NGB, or staff have had their competences ratified by an appropriately experienced and qualified technical advisor.  <i>Please attach details of qualifications held relevant to activities to be undertaken.</i>	<input type="checkbox"/>

<b>6</b>	<b>Insurance</b>	<b>✓/✗</b>
<b>6a</b>	The provider has public liability insurance to at least £5 million.	<input type="checkbox"/>
<b>6b</b>	The provider complies with the Package Travel Regulations, including bonding to safeguard customer's money in case of provider financial failure (where relevant).	<input type="checkbox"/>

<b>7</b>	<b>Accommodation (if residential accommodation is to be provided)</b>	<b>✓/✗</b>
<b>7a</b>	The premises are covered by a current Fire Certificate and/or has been subject to a Fire Risk Assessment under the Fire Precautions (Workplace) Regs or meets local fire regulations.	<input type="checkbox"/>
<b>7b</b>	There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.	<input type="checkbox"/>
<b>7c</b>	Any premises used abroad comply with local health and safety standards.	<input type="checkbox"/>

<b>7d</b>	The premises have adequate facilities to cater for those with disabilities. <i>Please give details:</i>	<input type="checkbox"/>
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<b>8</b>	<b>Use of Contractors</b>	<b>✓/x</b>
<b>8a</b>	Where contractors are appointed to carry out certain activities on the providers behalf (e.g. drivers, local guides), a thorough safety vetting procedure is carried out by the provider.  <i>Please attach evidence</i>	<input type="checkbox"/>
<b>8b</b>	Please list contractors you use and the activities they will be carrying out (relevant to the proposed visit).	

<b>9</b>	<b>For Adventurous Activities</b>	<b>✓/x</b>
<b>9a</b>	Do you hold any of the following:	<input type="checkbox"/>
a	An Adventurous Activity Licence (AALA licence) Licence No (with dates):	<input type="checkbox"/>
b	Accreditation under a non statutory scheme (that includes an assessment of safety performance).	<input type="checkbox"/>

List activities carried out and whether they are covered by the AALA or a non statutory accreditation scheme. If covered by an accreditation scheme please indicate your membership status (e.g. affiliated, etc)

Activity	Accreditation body/membership or AALA	Instructor qualification	Ratio Instructor: Participant


If you organise activities that are not covered by a licence or accreditation, please attach your safety arrangement and competency details.

**If any of the above specifications cannot be met or are not applicable, please give details:**

<b>Signed:</b>	<b>Position:</b>	<b>Date:</b>
<b>Documents included with Form:</b>		<b>✓/x</b>
Policy Statement		<input type="checkbox"/>
Relevant health and safety information		<input type="checkbox"/>
Emergency procedures		<input type="checkbox"/>
Qualifications of staff undertaking specific activities		<input type="checkbox"/>
Safety arrangements for activities that are not accredited or licenced.		<input type="checkbox"/>

## Appendix 6



FORM OV 9 (CSF4263)

**EMERGENCY CONTACT INFORMATION**

**Establishment:**

**Visit:**

To be completed before the visit. Copies to be held by the group leader and establishment contact.

<b>1. Name of Group Leader:</b>	
Home Phone No:	Mobile No:

<b>2. Departure and Return:</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Departure:			
Return:			

<b>3. Group:</b>	Adults:	Group Members:	Total:

<b>4. Do you have an emergency contact list for everyone in the group?</b> (If no, obtain one. If yes, attach it to this sheet).	YES/NO

<b>5. Emergency contact information:</b>			
<b>Establishment:</b>	<b>Work Tel:</b>	<b>Home Tel:</b>	<b>Mobile:</b>
Manager			
Deputy/other			

Visits Co-ordinator			
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**Travel Company:**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Travel Rep name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Mobile: \_\_\_\_\_

**Hotel/Accommodation:**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_

Hotel contact (e.g. Manager): \_\_\_\_\_

**Insurance/Emergency Assistance:**

Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Local Emergency Telephone Numbers:**

National Emergency Number: (e.g. Europe 112)

Police: \_\_\_\_\_

Doctor: \_\_\_\_\_

Hospital: \_\_\_\_\_

Embassy/consulate: \_\_\_\_\_

Others: \_\_\_\_\_

**Other emergency numbers** (e.g. telephone tree, CSF emergency contact):

REMEMBER: IN AN EMERGENCY

**Record all action taken, with time.**

**Direct all press enquiries through CSF Communications Tel: 01992 588534**

## **Appendix 7**

### **Checklist for Offsite Visits**

**Every visit that requires the children to leave the school grounds, needs to have their parent/careers permission**

**Prior to booking (this should be carried out at least a few months in advance to the planned date):**

- 1) Research what is available out there, especially what is in the local vicinity (this will help to keep the cost down).
- 2) You need to tell the provider what you want from the trip and ask them to cater the delivery to your learning needs.
- 3) Fill in a trip suggestion form (will be on the server under the outdoor visits folder) and see Off site visit co-ordinator, who will then discuss with Head teacher and give the go ahead. Do not book anything until this has been given.

*This will ask you for a trip name (i.e. river study) and a learning objective, this will help to justify the cost, etc and will help explain the purpose and necessity of the trip.*

*A trip shouldn't just be booked, with no real focus and you just go there and hope it goes well (these first three stages should help to get you on track for a successful visit).*

- 4) There needs to be one group leader (one teacher to take overall charge and make final decisions, but year partner should be supportive and cooperative)
- 5) Both teachers should carry out a pre-visit to the site not just to check out the educational side of things, but also where the coach will be able to park, road crossing, where you're eating your lunch and a back up plan! Etc.
- 6) Check planned date with the school diary, music lessons, kitchen, assemblies, etc.
- 7) If the trip is quite costly, it may be worth sending a letter home to see how many parents would be prepared to pay.

- ❖ Letters and permission slips, with enough time (minimum 4 weeks) to pay need to be sent home asap. Parents have to have enough time to pay. Remember it is a voluntary contribution if it is during school times. There is no such thing as a non-learning trip.
- ❖ All letters must be checked by HT or DHT before they are sent to the parents.

**Once booked:**

- 1) Risk assessment to be completed three weeks prior to the trip date (trying to get EVOLVE developed – I will show you).
- 2) Individual risk assessments also need to be completed.
- 3) All adult helpers need to be CRB checked. (If they aren't, speak to HT or CH to see if school is happy to get them one – this takes a minimum of 8 weeks though).
- 4) These need to be looked at by Off-site co-ordinator, who will approve and pass to HT to sign. Some changes may need to be made but through Evolve this is easy.
- 5) How will your trip affect school life – kitchen, break duties, music teachers, tutoring, clubs, etc – you need to check and inform the necessary people.
- 6) Free school meal children are entitled to a free packed lunch – kitchen need to be told with plenty of notice (not the day before and please do not just rely on the office to tell them). This should be included in the letter home.
- 7) Check first aid kits and sort out supplies if necessary. It is important you have some first aid provisions with you. The office can arrange getting them or you may be able to be reimbursed, but check before you buy as to what to buy!

**The day of the trip, before you leave:**

- 1) Meet adults before the children are in school, discuss plan for the day, procedures, etc (I am creating a booklet that all volunteers will need to be provided with prior to the trip.) Make sure adults are aware that all decisions need to be passed through the class teachers first. Adults should be taken through the risk assessments as well.
- 2) Register taken and photocopied – copy for each staff member
- 3) Behavior expectation talk with the children
- 4) First aid kits
- 5) Medicine, asthma pumps, etc.
- 6) Lunches
- 7) What happens if I get lost talk – a meeting point to be agreed, this may need to be done once at the site
- 8) Mobile phones – charged? Only to be used in an emergency not for personal reasons, as you wouldn't in class or on the playground.

**The trip:**

- 1) Registers
- 2) Constant counting
- 3) Contact with the school if necessary
- 4) Seating on the coach – are adults strategically placed?
- 5) No direct calls to parents – any information needs to be passed to the school, who will then pass it onto the necessary people.
- 6) Enjoy and have fun!

**After the visit:**

- 1) Record any near misses or accidents with myself (important that these are logged in case a parent or incident comes back on us at a later date.

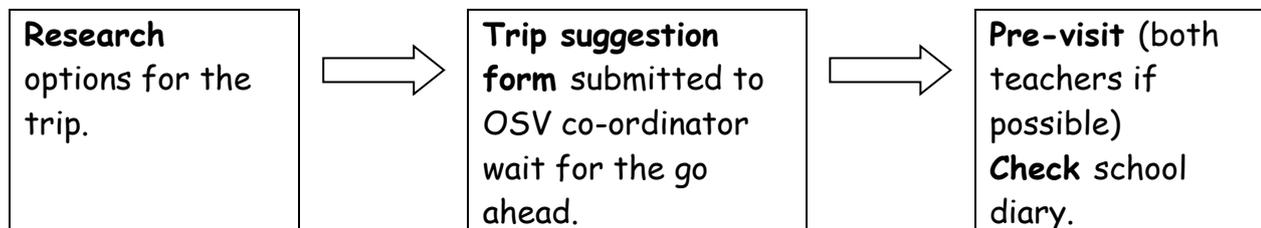
2) Fill in an evaluation form (on the server) and hand to me no later than 2 weeks after the visit.

Both of these will help the rest of us learn and are not there as a judgment of your trip or your teaching!

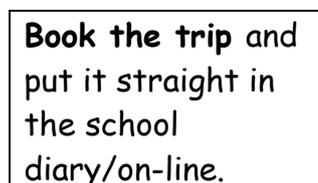
## Appendix 8

### Timings for trip arrangement

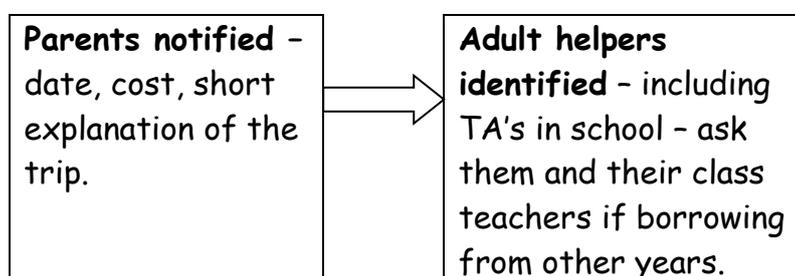
**At least 2 months prior to proposed date:**



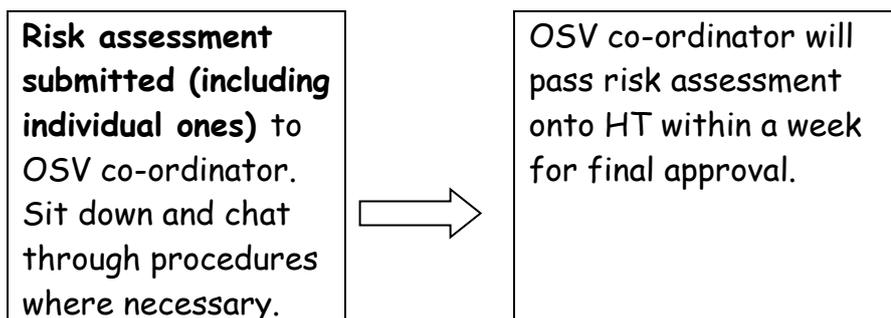
**At least 6 weeks prior to proposed date:**



**At least 4 weeks prior to proposed date:**



**At least 3 weeks prior to proposed date:**



**At least one week prior to proposed date:**

<b>Kitchen informed?</b>	<b>Free school meals/packed lunches</b>	<b>First aid kit checked and stocked?</b>	<b>Groups and adult helpers assigned</b>	<b>Adult helpers provided with pack and risk assessments</b>
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