



Raysfield Schools

Educational Visits

This policy is supplemental to the School's Health & Safety policy and applies to all educational staff, pupils and volunteers.

In addition to the schools Educational Visits Policy, the Employer expects staff and others to follow the standards of the [Outdoor Education Advisors Panel National](#) (OEAP). Any deviation from these standards will be covered by a detailed risk assessment.

1 – INTRODUCTION

Educational visits are considered to be a valuable part of a pupil's education and the school is committed to provide a learning experience through varied, well planned, managed and conducted visits off the school site. Visits will

- Enrich the learning experience of all pupil's
- Support the curriculum
- Expand teaching and learning strategies available to staff
- Enhance the social development of all pupil's

2 – DEFINITION OF A VISIT

For the purpose of this policy, a visit may include an excursion off site for the day or half day, this may include outdoor pursuit activities, a residential stay for a night or more, time spent overseas or a longer expedition in the UK.

3 – DEFINITION OF ROLES WITHIN THE SCHOOL

An ***Educational Visit Approval group*** and ***Visit Leadership team*** have been set up to assist with the planning, notification, approval and leadership of activities and visits. Their roles and responsibilities are as follows:

- a) ***EDUCATIONAL VISIT APPROVAL GROUP*** – This group will consider proposed visits for approval and ensure that all necessary information about the visit is available. The group may consist of:
- **The Head Teacher** – Will be aware of their responsibilities and the responsibilities of others when schools organise visits. See [OEAP](#) for further guidance
 - **Governor** – Will be aware of their responsibilities and have an understanding of school visits and the role these play in schools. See [OEAP](#) for further guidance
 - **Educational Visits Coordinator (EVC)** – It is good practice to appoint an EVC but where one is not nominated, by default, this role rests with the Head Teacher. The EVC needs to be competent, ideally have experience of leading school visits or being suitably qualified. See [OEAP](#) for further guidance

b) **VISIT LEADERSHIP TEAM** – This will comprise of all adults on a visit who share the responsibility for supervision. All should be well briefed by the Visit Leader to be clear about their roles and tasks allocated to them.

- **Visit Leader** – Responsible for the visit and who will have overall responsibility for the safety and conduct of participants and the **Visit Leadership Team**.
- **Assistant Leader** – Provides support to the Visit Leader and is capable of taking over from the Visit Leader when necessary
- **Activity Leader** – Responsible for the management, supervision and safe conduct of the group taking part in a specific activity within a visit.
- **Helper** – An adult who has an agreed role during the visit but is none of the above e.g. an inexperienced member of staff, a parent etc.

4 – COMPETENCE/INDUCTION/TRAINING – Staff and volunteers participating in any educational visit are aware of the extent of their duty of care and are competent to carry out their defined roles and responsibilities. This is particularly important for both newly qualified and newly appointed staff and the school will ensure that an induction programme for educational visits is established. An assessment of the training requirements for staff and volunteers will be carried out and appropriate training completed where required. This will include Visit Leader and EVC training.

5 – PLANNING A VISIT – The following steps will be followed for staff wishing to plan a visit

a) **INITIAL PROPOSAL & HAZARD RATING** - The person proposing a visit will complete THE INITIAL PROPOSAL and HAZARD RATING FORM. (**Appendix 1**)

This form is designed to provide sufficient information to enable the **EDUCATIONAL VISIT APPROVAL GROUP**, to decide whether it will proceed to the formal planning stage.

Some visits may be [overseas](#) and will need specific considerations. A check will be made on the Foreign and Commonwealth Office website www.fco.gov.uk and their advice will be followed. The school will keep on checking updates at regular intervals and immediately prior to leaving.

b) **INITIAL APPROVAL** – **The EDUCATIONAL VISIT APPROVALS GROUP** will assess the information provided and decide whether the visit:

- a) conforms to the type of educational visit the school undertakes and
- b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the visit will not be approved.

If Approval is given then an individual will be appointed as the **VISIT LEADER** for the visit and the visit given a risk assessment classification by the **EDUCATIONAL VISIT APPROVALS GROUP**. The risk assessment classification will be High, Medium or Low. This is based on the following:

High Risk - Visits overseas and/or involving adventurous activities

Medium Risk - Other residential visits.

Low Risk - Short duration visits in the local vicinity or regular visits. This would include visits to local shops, park etc

c) CHECKLIST/ RISK ASSESSMENT -

The appropriate visit checklist/risk assessment, either local/day (**Appendix 2**) or residential (**Appendix 3**) will be completed by the **VISIT LEADER**. This will include, or have attached, all relevant information about the trip and may involve the **VISIT LEADER** undertaking a preliminary visit to the venue. Where an external provider and facilities are used, the school will take advantage of any national schemes that provide assurances of safety and quality of provision e.g. there should be no need to seek assurances from adventure activity providers who hold the Learning Outside the Classroom (LOtC) Quality badge (covers both quality and safety of all activities provided) See link <http://lotcqualitybadge.org.uk/>. Where a provider does not hold such accreditation, a **PROVIDER STATEMENT FORM (Appendix 4)** will be sent to them asking for relevant information.

Risk assessment checklist/process

The following procedures should be followed to minimise any risk.

- Parents are informed of venue, nature, date and purpose
- Consent is obtained together with voluntary contributions
- All parents are informed of appropriate clothing and packed lunch
- Essential information form completed by parent and returned to school (see attached)
- Groups are organised on a ratio of 1/6 (YR-Y3) and 1/10 (Y4-Y6) and assigned to an adult who is given the relevant contact forms in a sealed envelope to be used should an emergency arise
- Children with EHC plans will have a designated 1:1 adult where appropriate.
- Groups led by adult helpers should always be kept in sight of a member of staff
- All children and helpers are provided with high visibility tabards which are to be kept on for the duration of the school trip
- All children will have stickers on their clothes detailing the emergency contact number (EYFS and KS1 pupils)
- All helping adults are given a copy of the school trip guidelines (see attached). **Please pay particular attention to the guidelines regarding accompanying children to the toilet.**
- All helping adults are fully informed of the tasks to be carried out
- All helping adults are fully informed of the itinerary for the day
- All transport used is fully fitted with approved seat belts
- The teacher in charge should take a school mobile phone (not personal)
- Parents are asked to inform the school of any last minute changes to contact arrangements
- In negotiation with the coach company a safe place is to be found for dropping off and picking up ie a coach/car park, bus stop/coach dropping off point
- Should roads have to be crossed; pedestrian crossing should take priority at all times
- Take first aid/sick buckets for coach
- Small first aid packs for each adult
- Any medication required for asthma or allergies e.g. epi pens and inhalers – medication to be retained by a member of staff

Risk assessments will be proportionate to the risks involved and most low risk visits will need no specific risk assessment e.g. local places of worship, a library, forest schools or where the risks are routine and controlled by a service provider e.g. visits to the swimming pool. A general risk assessment has been completed to cover all such low risk visits which will be regularly checked to ensure the precautions remain suitable.

Throughout the visit, dynamic/ongoing risk assessing will take place if/when required.

d) FORMAL APPROVAL OF VISIT - Once completed, the Risk Assessment Form will be submitted to the **EDUCATIONAL VISIT APPROVALS GROUP**, together with any supporting paperwork. The **EDUCATIONAL VISIT APPROVALS GROUP** will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

e) PARENTAL INTEREST/CONSENT – Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school within the local area as most of these activities take place during school hours and form part of a pupil's education. However, parents should be told where their child will be at all times and of any extra safety measures required. A 'one-off' consent form for local trips which parents can sign when a pupil enrolls at the school can be found in **Appendices 7/8**. This will cover the pupil's participation in adventure activities, off-site sporting fixtures outside the school day.

Specific individual written consent is usually only requested for activities that need a higher level of risk management or those that take place outside of school hours e.g. visits abroad and some visits involving third party provision (for example an outdoor education centre) where the provider requires their own consent forms to be signed.

Provided sufficient interest is indicated then the process will move to the next step

f) CONFIRMATION OF VENUES ETC. - This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

g) LETTER TO PARENTS – A letter will be sent to parents/guardians explaining in detail what the trip aims to achieve and what they will need to provide, e.g. pocket money, packed lunch, appropriate clothing etc. It will also indicate whether they will need to contribute towards the funding of the trip and the likely cost (refer to 6 for further details).

h) BRIEFING OF PUPILS - Pupils must know what to expect and what is expected of them and this will include codes of behaviour conduct implemented by the school. Pupils should also know what to do if they get lost or separated from the group.

i) SAFEGUARDING – It is the responsibility of all staff and adults to safeguard and promote the welfare of pupils during any school visit and any risks will be considered during the planning process.

j) INCLUSION - The principles of inclusion will be promoted and addressed ensuring:

- an entitlement to participate.
- accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- integration through participation with peers.

k) EMERGENCY PROCEDURES AND INCIDENT REPORTING - Details relating to emergency provision will be finalised and will include 24/7 access cover at base. The emergency contact will have access to all details of the visit, including medical and next-of-kin information regarding staff and pupils. All accidents/incidents will be reported as in accordance with the schools H&S policy.

l) Plan B – There are contingency plans in place which have been discussed and thought through at the initial proposal stage to deal with changing circumstances during any visit.

m) COMPLETION OF NOTIFICATION FORM - If the visit is to involve a residential stay then the **RESIDENTIAL EDUCATIONAL VISITS NOTIFICATION FORM (Appendix 6)** will be emailed to the Schools Health and Safety Unit **at least 4 weeks** in advance of the visit. For World Challenge Expeditions or similar, notification up to **one year** in advance is requested.

n) THE VISIT - The visit takes place. Some visits may be subject to monitoring by the EVC

o) DEBRIEF & EVALUATION - Staff and pupils involved will be asked to comment on the visit highlighting where things worked out positively and identifying any concerns.

6 – CHARGING POLICY (DfE guidance to be followed - Charging for school activities)

7 – INSURANCE

Insurance cover will be checked for all school visits. Further advice can be obtained from the schools insurance provider

8 – APPROVAL AND REVIEW

The policy will be reviewed regularly and updated to remain current and in line with good practice.

We take opportunities to maximize positive impacts for sexuality, disabled and non-disabled people, people of different ethnic, cultural and religious backgrounds, girls, boys, men and women.

Links to Charging and Remissions, Health and Safety and Guidelines for school trips

Ratified at Resources meeting on 5th July 2017, agenda item 14a.

Review date: summer 2018

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**RAYSFIELD SCHOOLS
INITIAL SCHOOL TRIP PROPOSAL FORM**

1 - PURPOSE OF VISIT AND EDUCATIONAL OBJECTIVE(S)
2 - VISIT LOCATION(S) & PROPOSED DATES
3 - DURATION OF VISIT
4 - IF ADVENTUROUS ACTIVITIES ARE TO BE UNDERTAKEN PROVIDE DETAILS BELOW
5 - WHAT TRANSPORT WILL BE REQUIRED
6 - IF THE TRIP WILL INVOLVE AN OVERNIGHT STAY GIVE DETAILS OF ACCOMMODATION.
7 - NAME OF PROPOSER
8 - ESTIMATED COST. (THIS WILL BE BASED ON OTHER TRIPS OR INVOLVE SOME INVESTIGATION OF COSTS RELATING TO INSURANCE, TRANSPORT, ACCOMMODATION, ENTRANCE FEES ETC.)
9 - TRIP APPROVED FOR FORMAL PLANNING? YES/NO (IF NO GIVE REASONS)
10 - IF APPROVED, INDICATE BELOW THE NAME OF SCHOOL TRIP ORGANISER APPOINTED

SCHOOL TRIP RISK ASSESSMENT PROFORMA/CHECKLIST

1 - DESCRIPTION OF SCHOOL TRIP
Type of Trip: (Local, residential, foreign, adventurous): Duration of Trip: Pupils to Attend: _____ Boys _____ Girls : Total : _____ Name of Party Leader _____ Name of Deputy/ies _____ Other Competent Adults Attending: _____ _____ Educational Aims of Trip _____ _____
2 - DETAILED ITINERARY
A detailed itinerary needs to be attached to the risk assessment. This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.
3 - PERSONS AFFECTED BY THE TRIP
The persons affected by the activities will be the staff, pupils and volunteers participating in the trip.
4 – HAZARDS
The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.
5 - CONTROL MEASURES
The control measures provided must be identified. The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed
5.1 – Activities
<i>Details are required on any activity which may be undertaken and full information needs to be provided to parents. Activities usually fall under two broad headings, formal and informal.</i>
<i>Formal – These activities usually involve visits to museums or activities classed as outdoor activities. There is usually very specific information available on the type of precautions required</i> There must be clear written guidelines on the activities to be undertaken and their purpose; this will include any venues to be visited.
There must be clear guidance on opportunities for the children to play ie after lunch and their conduct at all times

5.2 – Disability

a) Has the venue been confirmed as able to provide activities for disabled.....
YES/NO

b) Has the accommodation been confirmed as being accessible. Specifically does it have
• suitable disabled toilet and washing facilities?

.....**YES/NO**

• access to rooms via ramps, lift or stair lift? .

.....**YES/NO**

• accessible dining facilities?

.....

YES/NO

c) Are the emergency evacuation arrangements at the venue suitable to deal with the persons disability?

.....
.....**YES/NO**

5.3 – Insurance

a) Does the trip take place during normal school time and form part of the curriculum.....**YES/NO**

(If Yes the same insurance arrangements will apply as for a normal school day.)

b) Does the trip involve an overnight stay?

.....**YES/NO**

(If Yes, then School Journey type insurance is strongly recommended.)

c) Does the trip involve travel abroad?

.....**YES/NO**

(If Yes, then School Journey type insurance is strongly recommended.)

5.4 - Parents/Guardians

Have parents/guardians been informed of the

a) educational aims of visit?

.....
YES/NO

b) itinerary and both organised and ad hoc activities?

.....**YES/NO**

c) clothing etc. is required?

.....
YES/NO

d) need to inform staff of any medical/dietary needs of their child?

.....**YES/NO**

e) insurance arrangements in place for the trip?

.....**YES/NO**

5.5 - Personal Needs

Have pupils been notified

a) what clothing they will need?

.....**YES/NO**

b) what footwear is required?

.....**YES/NO**

c) if a packed lunch is required?

.....**YES/NO**

d) if they will need money?

.....
...**YES/NO**

e) the itinerary? YES/NO
5.6 - Security
There are many aspects of security and these will vary depending on the type and duration of trip. The following need to be considered
a) Have pupils/helpers been advised of what they can expect and how to summon assistance..... YES/NO
b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance? YES/NO
c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved? YES/NO
5.7 - Staffing & Supervision
(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)
a) What is the level of competent adults to pupils? _ _ _ _ Adults _ _ _ _ Pupils = Ratio _ _ _ _
b) Does the trip comprise a mixed sex group? YES/NO
c) If yes to b), are there competent adults of each sex present? YES/NO
d) Are there any pupils with special or medical needs? YES/NO
e) If yes have all staff been informed of relevant details? YES/NO
f) Have all staff/volunteers going on trip had Police clearance? YES/NO
5.8 – Transport
There are many possible means of transport to a venue. The following is a guide to some of the different types.
5.8.1 - Transport - Hired (This will usually be some form of motor vehicle)
a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance? YES/NO
b) Is the vehicle fitted with seatbelts? YES/NO
c) Is there one seat for each of the party? YES/NO
(NB the three for two rule is no longer in operation.)
5.10 - Emergency Arrangements
a) First Aid - Is there: • a qualified first aider in the party? YES/NO • an appointed person in the party? YES/NO
NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.

b) **Medical Needs** - have staff been:

- made aware of those in the party with medical needs?
.....**YES/NO**
- provided, where appropriate, with a copy of the health care plan?
.....**YES/NO**
- informed where the medication is kept?
.....**YES/NO**
- trained, where appropriate, to administer the medication?
.....**YES/NO**
- advised, whether non prescription medication can be provided to individual pupils?
.....**YES/NO**

c) **Notification to Parents** -In the event of an accident /incident have arrangements been made for

- Someone in the party to contact the parent(s)?
.....**YES/NO**
- Someone in the party to contact a designated person who will then contact parents?....**YES/NO**

d) **Arrangements for sending someone home** - In the event of misbehaviour or injury have arrangements been established for sending someone home?
.....**YES/NO**

e) **Emergency Plan** - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for

- Staff?
.....**YES/NO**
- Pupils?
.....**YES/NO**
- Parents?
.....**YES/NO**

f) **Interpretation Service** - For trips abroad has the school obtained details of the Councils current interpretation service provider and briefed staff and pupils on how to access the service?
.....**YES/NO**

6 - Specific Considerations

6.1 - Alcohol - No alcohol is to offered or consumed by any pupils of any age whilst in the care of the school, except in he case of visits to foreign countries where appreciation of the culture of the country would include the pupils sampling local wines. In such cases the consent of the parent(s)/guardian(s) of the child must be obtained in writing.

SCHOOL TRIP CONSENT & ESSENTIAL INFORMATION FORM

NAME.....CLASS.....

1 - MEDICAL INFORMATION

a) Does your child have any medical condition? YES/NO
 If Yes please give brief details below, e.g. asthma, epilepsy, allergy

if the school has already agreed to administer medication for this condition please give details

b) Please give contact details for Child's GP

Name:

Telephone:_____

Address:_____

2. CONTACT ARRANGEMENTS

If, in the event of an emergency, we need to contact you please provide details of how and where you may be contacted throughout the day.

Please note that if for any reason this information changes you must inform the school office.

In the event of your needing to contact any participating member of the trip please contact the school office.

Name_____

Telephone.....Mobile tel.....

3 - EMERGENCY TREATMENT

Please note that in the event of an emergency, where staff are unable to contact you, they will give permission for any emergency dental, medical or surgical treatment. Staff will give permission for treatment as advised by the medical authorities present.

4 - DECLARATION

I have answered the questions above fully and the information provided is accurate as far as I am aware.

Signature (Parent/carer)

Name in Block Capitals_____Date :

Please return this form to school by:

RESIDENTIAL EDUCATIONAL VISIT CHECKLIST/RISK ASSESSMENT
RAYSFIELD SCHOOLS

1 - DESCRIPTION OF SCHOOL VISIT

The completed providers Statement should be attached to this form

Date _____
Type of Trip: (residential, foreign, adventurous): _____

Name and address of venue: _____
_____ Type of venue _____

Tel No. _____

Duration of Trip: _____
Year Group (s) _____
Pupils to Attend: _____ Boys _____ Girls : Total : _____

Name of Visit Leader _____
Name of Assistant Leaders _____

Other Competent Adults Attending:

Educational Aims of Trip

It is generally recommended that a pre visit inspection take place or that you make contact with someone who has stayed at the facility recently.
A plan of the sleeping accommodation and emergency exits is useful, as is a brochure, so that parents and pupils get an appreciation of the type of facilities available.

2 - DETAILED ITINERARY (attached)

This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.

3 - HAZARDS – (something with the potential to cause harm)

The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.

4 - CONTROL MEASURES NEEDED TO REDUCE HAZARDS

The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed

4.2 – Activities		
<i>Details are required on any activity which may be undertaken and full information needs to be provided to parents.</i>		

4.2.1 - Activities – Higher risk (Canoeing, Skiing etc.)	Yes	No
a) (UK) Is the centre registered with the Adventure Activities Licensing Authority (AALA) or LOtC ? If Yes give reference number and what licensed for : _____ What is Quality Badge expiry date? _____		
b) For any adventurous activity, whether in the UK or abroad, has guidance from OEAP and 'Safe Practice in PE', produced by AFPE, been followed?		
c) For activities/ adventurous activities abroad, i) Have checks been made on the standard of provision offered? ii) What makes the provider competent? _____ iii) Is evidence attached?		

4.2.2 – Provider Statement	Yes	No
Many control measures will be met if the provider being used holds the LOtC quality badge. Where this is not held, the provider statement should be completed and attached to this form. Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk		
a) A check has been made to confirm that the provider holds the LOtC quality badge (If provider holds badge, do not complete b-e)		
b) Has a Provider Statement been completed?		
c) Have all relevant questions been answered?		
d) Have all queries been addressed?		
e) Is the provider statement completed and attached to this form?		

4.2.3 - Activities - Lower risk (Shopping, Sightseeing etc.)	Yes	No
a) Have you identified the location where these activities will take place?		
b) Have you identified if the area is known to have a problem with crime?		
c) Have you identified whether there are any special weather conditions required for the activity?		
d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?		
e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with <ul style="list-style-type: none"> • Emergency contact details? • Location of member of staff? • Information on how to contact emergency services? 		
f) If pupils are abroad have they been briefed on local customs?		

4.4 – Insurance	Yes	No
a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming? (If Yes the same insurance arrangements will apply as for a normal school day.)		
b) Does the trip involve an overnight stay or travel abroad? (If Yes, check cover with insurance provider)		

4.5 - Parents/Guardians	Yes	No
Have parents/guardians been informed of the a) educational aims of visit? b) itinerary and both organised and ad hoc activities? c) clothing etc. is required? d) need to inform staff of any medical/dietary needs of their child? e) insurance arrangements in place for the trip?		

4.6 - Personal Needs	Yes	No
Have pupils been notified a) what clothing they will need? b) what footwear is required? c) if a packed lunch is required? d) if they will need money? e) the itinerary? f) about sun protection?		

4.7 - Security	Yes	No
a) Have pupils been advised of how to summon assistance?		
b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?		
c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?		

4.8 - Staffing & Supervision	Yes	No
(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)		
a) What is the level of competent adults to pupils? ___ Adults ___ Pupils = Ratio ___ : ___		
b) Does the trip comprise a mixed sex group?		
c) If yes to b), are there competent adults of each sex present?		
d) Are there any pupils with special or medical needs?		
e) If yes have all staff been informed of relevant details?		
f) Have all staff/volunteers going on trip had DBS check in accordance with government guidance?		

5.9 – Transport		
There are many possible means of transport to a venue. The following is a guide to some of the different types.		
5.9.1 - Transport - Hired (This will usually be some form of motor vehicle)	Yes	No
a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?		
b) Is the vehicle fitted with seatbelts?		
c) Is there one seat for each of the party?		

5.9.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)	Yes	No
a) Have the tickets been booked in advance?		
b) Is the party to be sat together?		
c) Does the party have all the necessary paperwork for travel abroad: <ul style="list-style-type: none"> • Passports & Visa's if necessary • European Health Insurance Card (EHIC). 		

5.9.3 - Transport - School Minibus	Yes	No
a) Does the minibus have a valid and current section 19 permit which is it displayed in the vehicle?		
b) Is the driver MiDAS trained?		
c) Does the driver have a D1 category entitlement on their driving license? (this allows them to drive a minibus with up to 16 seats)		
d) Is the use and operation of the minibus in line with the Council Policy?		

5.10 - Emergency Arrangements	Yes	No
a) Emergency Contact List – In the event of an emergency or accident, have contact details including senior management phone numbers been provided?		
b) First Aid - Is there <ul style="list-style-type: none"> • a qualified first aider in the party? • an appointed person in the party? NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.		
c) Fire Arrangements at accommodation – On arrival have staff been informed to <ul style="list-style-type: none"> • check fire escapes are accessible? • check location of assembly point? • advise group of fire procedures? 		
d) Medical Needs - have staff been <ul style="list-style-type: none"> • made aware of those in the party with medical needs? • provided, where appropriate, with a copy of the health care plan? • informed where the medication is kept? • trained, where appropriate, to administer the medication? • advised, whether non prescription medication can be provided to individual pupils? 		
e) Notification to Parents - In the event of an accident or incident have arrangements been made for <ul style="list-style-type: none"> • Someone in the party to contact the parent(s)/designated person who will then contact parents? 		
f) Arrangements for sending someone home - In the event of misbehaviour or injury have arrangements been established for sending someone home?		
g) Emergency Plan - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for <ul style="list-style-type: none"> • Staff? • Pupils? • Parents? 		

6 - Specific Considerations	Yes	No
6.1 – Exchanges and Home Stays. Homestays require careful planning to ensure everyone involved is clear about their responsibilities and the supervision arrangements See current OEAP advice Exchanges and Home Stays		
6.2 – Foreign and Commonwealth Office(FCO) Travel Advice – When planning a visit to countries that are further afield, check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.		
6.3 - Age of Consent - Pupils and parents should be made aware of the differing ages of consent that apply in different countries. This information must therefore be obtained well in advance of the trip. The expectation is that pupils on school trips will conform to the legal position in force in this country rather than in the country visited.		
6.4 - Alcohol - No alcohol is to offered or consumed by any pupils of any age whilst in the care of the school, except in he case of visits to foreign countries where appreciation of the culture of the country would include the pupils sampling local wines. In such cases the consent of the parent(s)/guardian(s) of the child must be obtained in writing.		
6.5 - Body/Ear Piercing and Tattooing - Pupils and parents are to be informed that the school does not allow pupils who are under loco parentis to have ears/bodies pierced or permanent tattoos. This should be viewed as a serious disciplinary issue which will result in pupils being sent home early.		

Signed _____

Date _____

Review _____

Raysfield Infants School
Learn, Enjoy, Achieve, Discover, Together

Guidelines: School trips

We are grateful you have offered to come with us. We hope you and your group enjoy your day together.

It is a time for pleasure but also learning for the children. Each trip has a learning focus and there will be tasks for you and the children to do together. It is important that these are done as there will be follow up work carried out in school for the next week or so.

We hope these notes will help you with safety, the learning situation and ensuring the children are good representatives for our school.

GUIDELINES FOR OUTINGS

Safety and Child Protection

1. Plan to keep in sight of another designated group that is being led by a member of staff at all times - this is for child protection reasons, health and safety, access to toilets and in case of an emergency.
2. Do not combine with this designated other group – supervision of and talking to your children could become a problem. Also it is very tempting to only chat to the other adult!
3. It is important that you realise that you are responsible for your group only unless there is a real emergency or accident when the safety of the children takes precedence and common sense prevails.
4. There should be limited physical contact with the children in your care and no child should ever be picked up and moved in any circumstance:
 - Medical emergencies need professional assistance and you will need the help of your designated 'in-sight' group
 - Any disciplinary matters should initially be dealt within each group but then referred to a member of staff if the issue is unresolved
4. Keep your group with you at all times.
5. Always ask the children to walk and keep to the paths.
6. They must not climb on walls, monuments etc.
7. Should you have to cross a road always use a pedestrian crossing
8. You will be given a small emergency first aid pack and any inhalers needed. Please return all these to school.
9. Please do not allow the children to eat or drink on the coach or at any time during the journey.
10. All children and helpers are provided with high visibility tabards which are to be kept on for the duration of the school trip.
11. **Please do not take photographs of children using your own personal camera or mobile phone or post any photographs to any social networking sites.**

Please talk to your group about the interesting things you see. Ask them questions and encourage them to ask questions and talk about the things that interest them. The children will be given tasks to carry out which will then be used as a basis for follow up work in the classroom. It is important that these tasks are carried out with great care and to the highest possible standard to ensure the quality of the follow up work. You can help and encourage the children by asking open ended questions such as 'what do you think?' and 'how could you make this better?'

When you have your picnic:

Encourage your children:

- to eat up what has been provided.
- stay sitting while eating.
- chat to you and their friends.
- wait for each other to finish before getting up.
- dispose of all rubbish tidily.
- then go with you for a walk or run in a suitable place before the afternoon session.

At the end of the afternoon session time must be allowed for a toilet visit before returning to the coach for a prompt start home.

All children should be accompanied by a CRB checked adult when going to the toilet. All children should use the ladies toilets unless the boys can be accompanied by a CRB checked male. At this point you may well need the cooperation of your designated other group.

Any concerns over potential child protection issues should be referred to the Teacher or Headteacher (designated Child Protection Officer).

N.B. In order that all children are treated equally and safely:-

- 1 Please do not allow your group to take part in an activity which involves extra payment, or buy them gifts.
- 2 Your group should not be bought any form of refreshment ie ice-cream, lollies sweets etc. - their picnic will be sufficient. There will then be no danger of an emergency caused by an allergy.
- 3 Please do not allow your group to play on any playground equipment or go on any rides etc

Links to policies: Child protection, Safeguarding, Social Media

Thank you for your help.

SOUTH GLOUCESTERSHIRE COUNCIL

Head of Junior School : Mr M. Williams.
Telephone/ Answerphone :
01454 866795
Fax:
01454 866797



RAYSFIELD JUNIOR SCHOOL
Finch Road
Chipping Sodbury
Bristol
BS37 6JE

Dear Parent,

School Trips

During the time that your child spends at this school we will be organising occasional trips out of school in connection with various curriculum activities. As you may know we need to have parental consent every time your child leaves the school premises for a trip / visit.

There are occasions during a school year when we take children out for a local, walking visit for a specific curriculum activity, involving no cost. In order to save time we would like to obtain a blanket parental consent, to cover all such local trips out of school. Such consent will not cover any day or residential trips involving transport away from school, for which your specific consent will be sought, when notifying you of other arrangements.

Every time we plan to take your child out of school – on a local trip / visit we shall send you written information, beforehand, about the trip, giving full details. If for any reason you do not wish your child to take part in a local visit you have the right to withdraw your child from that activity, just send a written note to school.

May I ask that you complete the below slip and return to school with the other forms enclosed in this pack.

Yours sincerely,

Mr Williams
Headteacher

PARENTAL CONSENT FORM FOR LOCAL TRIPS - TO COVER YOUR CHILD'S TIME AT RAYSFIELD JUNIOR SCHOOL

This is to confirm that I agree to my child taking part in local trips out of school.

Childs NameClass

Signed (Parent/Guardian)Date

Raysfield



LearnEnjoyAchieveDiscover
Together!

Raysfield Infants' School, Finch Road, Chipping Sodbury South Gloucestershire, BS37 6JE

Email: office@raysfieldinfants.org.uk Website: www.raysfieldinfants.org.uk

Telephone: 01454 867140

Executive Headteacher: Mrs Alison Wood

Head of Infants: Miss Sarah Sheppard

May 2017

Dear Parents/Carers

During the course of this academic year classes will be organising local trips in connection with the Early Years Foundation Stage National Curriculum, ie local walking visits for a specific activity.

In order to save you filling in forms for each visit, we should like to obtain consent in advance to cover all such local trips until the end of this school year. Every time we plan to take your child out of school we shall send you, before the date, everything you need to know regarding where, when and why they are going.

Trips further afield, for which there is a charge, will continue to be dealt with individually.

Please complete the form below and return to school as soon as possible.

Yours sincerely

Miss S Sheppard
Head of Infants

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YR - Local trips/visits 2017/2018

I give permission for my child..... Class

to take part in local trips away from the school premises during the academic year 2017/2018

Signed..... Date.....



