

Hanover Primary School



School Visits policy

<b>Who reviewed this policy?</b>	<b>Lyn Tanswell, Amanda Reese, Howard Revill</b>
<b>Who approved this policy?</b>	<b>Finance and Personnel Committee</b>
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## **Introduction**

Hanover Primary School is committed to providing school visits as a positive tool to enhance and develop learning, build a sense of community, develop individuals, stimulate pupils' imaginations, bring learning to life, and provide an experience of the local and wider world to our pupils as they begin their learning journey.

Pupils derive a great deal of educational benefit from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a pupil's investigative skills and longer activities/visits in particular encourage greater independence.

The benefits include but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for meaning making, creativity, developing learning relationships, and practising strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Approved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, ie; encouraging pupils to become more risk aware as opposed to risk adverse
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle

Islington Council, as the employer of staff at Hanover Primary School and all other Community and Voluntary Controlled Schools, has the responsibility for the health and safety of pupils and staff and the actions of all employees while in the course of their employment.

All school employees have a responsibility to:

- Take reasonable care of their own and others' health and safety
- Co-operate with their employer
- Carry out activities in accordance with training and instruction
- Inform the employer of any serious risk

This policy is designed to help staff to ensure that pupils stay safe and healthy on all off-site activities. This document has been produced to offer school staff advice and support in the planning and organising of these activities.

## **Definition**

This policy refers to:

*“An educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the headteacher and/or the governing body.”*

There are three ‘types’ of visit:

1. Visits/activities within the ‘School Learning Area’ that are part of the normal curriculum and take place during the normal school day. These visits follow the ‘School Learning Area’ operating procedure.
2. Other non-residential visits within the UK that do not involve an adventurous activity - eg: visits to museums, farms, theme parks, theatres etc. These visits are entered on EVOLVE by our Educational Visits Coordinator, and submitted to our Head or Deputy Head for approval.
3. Visits that are overseas, residential, or involve an adventurous activity. These follow 2. Above, but our Head then submits the visit to the local authority for approval

The boundaries of the School Learning Area include, but are not limited to, the following frequently used venues: e.g.

- Graham Street park
- Caledonian and Highbury Swimming pools
- Rosemary Gardens
- Regents Canal Tow Path
- Angel Central
- Local museums and galleries

## **Scope of policy**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this School Visits Policy, Hanover Primary School

1. Adopts the local authority’s document: **‘Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE’** (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## **Aims and expectations**

All off-site activities have clear curricular or developmental relevance. The trip leader outlines the aims and expectations for the trip in the **Guidance for School Trips Form (appendix 1)** which is handed out to parents and carers on the day of the trip.

Each class should have at least one educational visit per term with a maximum of 2 per term. A maximum of 2 trips across the school can be booked per day. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive.

### **Equal opportunities**

All activities are available to all children irrespective of needs, ethnicity, gender or religion. At Hanover we adhere to the Equality Act 2010.

### **Responsibility for organisation of off-site activities.**

**Visit Leaders** are responsible for the planning of their visits; they will liaise with phase managers, and members of the Senior Leadership Team (SLT) in the organization of off-site visits.

They should obtain outline permission for a visit from the Head Teacher prior to planning, and before making any commitments. Visit Leaders have the responsibility of ensuring all information regarding their visit is submitted to the Educational Visits Coordinator, TWO WEEKS prior to their visit, to enable the EVC to enter the visit on EVOLVE.

Visit Leaders also have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

**The Educational Visits Coordinator (EVC)** is Lyn Tanswell, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans, before entering them on EVOLVE. The EVC sets up and manages staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head Teacher** has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LA for approval.

**The Local Authority (LA)** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

### **Staff Competence**

We recognize that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways;

- an apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role
- supervision by senior staff on some educational visits
- supporting staff to attend training courses relevant to their role, where necessary

In deciding whether a member of staff is competent to be a Visit Leader, the Head Teacher will take into account the following factors;

- relevant experience
- previous relevant training
- the prospective leaders ability to make dynamic risk management judgments, and take charge in the event of an emergency
- knowledge of the pupils, the venue, and the activities to be undertaken.

### **Approval of off-site activities: Procedures and deadlines**

All off-site activities must be approved by the EVC, following prior approval from senior leaders, using the ***Pre Visit Application Form (Appendix 2)***.

Visits must be booked well in advance following the ***School Trips Protocol (Appendix 3)***. Please also use the ***School Trips Checklist (Appendix 4)*** to assist you in planning your trip.

There is also a ***Checklist for Office Staff (Appendix 5)*** detailing actions with deadlines.

Approval for all offsite activities, involving non-routine activities of less than a day should be submitted to senior leaders at least 5 weeks prior to a visit using the appropriate form (Appendix 2) and then to the EVC at least 2 weeks prior to the date of the visit.

Approval for visits involving residence, adventure activities, or visits abroad must be submitted to the EVC and LA at least 4 weeks prior to the date of departure. For any residential activities involving a parental contribution, the pre visit application must be submitted to the EVC at least 6 months prior to the proposed visit date.

The Head will request approval from the LA for all visits abroad, those involving residency or those involving adventurous activities. Other off site activities will be reported to the LA in the Headteacher's report.

### **Risk Assessment**

Risk assessment arrangements vary, depending on whether the visit / activity takes place within or outside the 'School Learning Area'.

#### **Operating Procedure for visits / activities within the School Learning Area**

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent - however at the beginning of each year we gain a 'blanket consent' for such activities
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- will be recorded on EVOLVE, including regular trips, eg swimming lessons

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Dangers around water.

These risks are managed by a combination of the following:

- The Head, Deputy or EVC must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will always be the appropriate staff:pupil ratio. (see 'managing the activity')
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group, as well as using public transport, ie; buses, trains, underground etc
- Pupils have been educated in the importance of seat belt safety on school buses
- Pupils are educated in water safety, around ponds, canals, and swimming pools
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A Visit Leaders mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

### **Operating Procedure for visits / activities outside the School Learning Area**

In cases when a visit falls outside our 'School Learning Area', or the visit is to a new environment or place, a risk assessment for each individual trip will be completed by the EVC, and submitted to the Head for approval, via EVOLVE.

Visits that are residential, overseas or involve an adventurous activity are not covered by the 'School Learning Area' operating procedure, and an extensive risk assessment and management plan of all activities must be completed for every individual trip and submitted via EVOLVE.

### **Managing the activity**

The EVC will assess the competence of the adults accompanying the activity, and maintain a record of adults' training, experience and qualifications.

The appointed Visit Leader is responsible for managing the whole activity.

Parents and carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off site activity. The Visit Leader must therefore ensure that parents and carers receive all necessary information – see **Communications with parents/carers** below.

Supervising adults must be aware of the "duty of care" which is placed upon them. The overall responsibility rests with the headteacher as overall manager of the school. The school's Supervision Policy and Child Protection Policy will be implemented during all off site activities.

Visit Leaders must assess the risks and consider an appropriate safe supervision level for their particular group.

The following are examples of adult : pupil ratios.

- Visits involving children in Nursery classes - 1 : 4 minimum
- Visits involving children in Reception classes - 1 : 6 minimum
- Visits involving children in Years 1 – 3 classes - 1 : 8 minimum
- Visits involving children in Years 4 – 6 classes - 1 : 12 minimum

Year 4-6

- Public transport is used 1 : 12 minimum
- Pupils are involved in adventurous activities 1 : 10 minimum
- Visits are residential 1 : 12 minimum
- Visits abroad 1 : 10 minimum

Each off-site activity should be risk assessed to ascertain the level of adult supervision required. It is desirable that an adult of each gender should accompany mixed groups of pupils if possible.

Residential activities for mixed groups require that adults of each gender accompany the group.

If the activity requires remote supervision, parents/carers must be informed in advance of the trip.

Newly Qualified teachers must be accompanied by an experienced member of the teaching staff on their first visits.

Supervising adults must always include someone who has knowledge of basic First Aid. At least one adult who has a current paediatric first aid certificate must accompany children from the EYFS on any off-site activity.

Supervising adults must know of any special medical details relevant to a pupil.

An adult who has not been DBS checked should never be left alone with less than four children during an activity.

Supervision is “full time”. There is no reduction in levels of supervision on routine or non-routine activities. Responsibility for pupils lies with the group leader and staff at all times.

All “free time” must be planned for and supervised.

### **Communications with parents/carers**

Parents and carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off site activity. The school may, on occasion, take children on short, local trips without writing to parents. These may include trips to the canal towpath for example. Permission for these short trips will be sought at the beginning of each school year.

Consent is necessary for non-routine activities such as class visits to places of interest, sports competitions and musical performances. Consent must be gained by letter. The letter, where possible, must be sent home at least two weeks before the proposed non-routine activity. It must provide information regarding itinerary, schedules and expectations of the pupils on the activity. Signed consent must be received, where possible, at the school at least two days before the activity. The letter must be approved by the EVC before circulation.

Consent for routine activities such as swimming, split site movement, sports lessons, should be gained at the beginning of each term/year and will cover all related activities for that term/year as specified.

A meeting is held for parents and carers for all off-site activities involving residency. This meeting is held well in advance of the departure date and includes all relevant details pertaining to the activity.

Emergency telephone contacts must be obtained for all pupils participating in residential activities along with parental consent form.

### **Finance**

The Visit Leader must be aware of the school's Charging Policy for School Activities. The financial implications of the activity need to be discussed with the School Business Manager and charges / voluntary contributions agreed. Parental contributions will be made directly to the school office.

The amount for parental contributions must cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers etc. When calculating the charge, round up to the nearest 50 pence.

The school trip contingency fund can cover the loss of a small number of children who are unable to contribute towards the cost of the trip. Every effort should be made to collect the voluntary contributions, but no child should be left at school because their family cannot pay. Any excess money will be retained as contingency.

### **Insurance**

No activity can commence unless there is adequate insurance cover in place.

Hanover is covered by the LA insurance for school trips. In addition to the public and employers' liability cover and building insurance that the LA has in place, there is also a blanket schools travel insurance policy that covers all our school trips.

For travel overseas within the EU, all participants on school visits must hold a valid EHIC (European Health Insurance Card-(see [www.dh.gov.uk](http://www.dh.gov.uk))

The Visit Leader must ensure that parents/carers are informed of all insurance arrangements. For visits involving residence, adventure activities, or visits abroad, parents/carers must be informed of their ability to increase the level of personal cover should they so wish.

If arrangements have been made for staff to use their own personal vehicle, a private car use form (Appendix 6) will be completed and submitted to EVOLVE. Suitable motor insurance will be taken out to cover use of a vehicle in relation to the business- Hanover primary school.



## **Code of conduct**

The school's code of conduct remains in place during school visits and staff and pupils are expected to abide by it.

For visits involving residence, adventure activities, or visits abroad, a code of conduct targeted for the trip must be drawn up for pupils and adults, with discussion and involvement of the pupils. Subjects for inclusion will vary per activity but could include behaviour, dress, boundaries, sanctions, etc.

## **Safety and Emergency procedures**

Parents and children need to have clear expectations about the role of helpers on an outing. The Visit Leader will brief the class and all helpers just before the class departs. During this briefing, they must make it clear that children assigned to groups must stay with the adult in charge of that group, children must obey the instructions of any adult helper and that the adults have a collective responsibility towards all of the children.

The following must also be adhered to in order to minimize risk:

- The Visit Leader must refer to the emergency procedures for each visit.
- When walking along a pavement, children must be in a line in pairs, though in a busy place a single line may be necessary. The visit leader should be at the rear of a "crocodile"; another adult who knows the route should be at the front. Other helpers should walk alongside the crocodile, ensuring children keep up and do not go too close to the road.
- Always have a Plan 'B' in case of bad weather, accidents, etc.
- A list of all participants – children and adults – is held at the school and by each adult taking part in the activity.
- Regular head counts must be taken.
- "Lost child" procedures must be established and understood by all adults involved in the activity.

The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least bi-annually and following major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention, then assistance will be sought from the LA.

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.

5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry an LA Emergency 'Card' (Appendix 7 and 8)

### **Lost Children**

Prior to an educational visit, children will be briefed about the importance of staying with their partner and group leaders. They will be reminded to encourage each other to be aware of what is going on and stay with the group.

Children will be instructed on what to do if they are separated from the group, e.g. they must STAND STILL so that the Visit Leader can re-trace their steps to locate the child, or if a child has been left on the tube/train, they are to get off at the next station and STAND STILL.

Children will be advised that many adults are there to help them, therefore if they are approached by a person in uniform e.g. a station attendant, zoo keeper, the police, etc, or a parent with children, they can talk to the person and let them know what is happening. Under no circumstances must they go with the person - they should remain where they are and ask that their message is taken so that it can be conveyed by loud speaker or the school telephoned.

In the unlikely event of a child being separated from the group, the Visit Leader will call the register to ascertain that the child is missing. The Visit Leader and one other member of staff will search the immediate vicinity, going to places where the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.

The Deputy Visit Leader will assume overall responsibility for the group during the absence of the Visit Leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the Visit Leader will contact the school by telephone to notify them and ascertain whether they have any information. The school will notify the parents.

The Visit Leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The Visit Leader will remain with the police to comfort the child when found and maintain regular contact with the school.

The Deputy Visit Leader and remaining staff will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and Senior Leadership Team will conduct a full investigation to ascertain why the incident occurred and revise the risk assessment procedures where appropriate.

## **Risk Assessments for specific educational visits**

### **1 Farm visits**

This section concerns risk assessments when taking students to farms. It includes hazards associated with E coli 0157 and other infections as well as those arising from the misuse of farm equipment. Precautionary measures include:

- Making sure that students wear appropriate outdoor shoes and clothing
- Covering cuts and grazes on hands with waterproof dressing
- Never allowing students to kiss animals or place their faces against them
- Ensuring that students wash their hands thoroughly before and after eating, after any contact with animals and again before leaving the farm
- Making sure that students do not use or pick up tools (eg. spades and forks) unless permitted to do so by farm staff and that they do not ride on tractors or other machines.

Before organising a farm visit, the Visit Leader should try to check that:

- The farm is providing quality and meaningful learning experiences;
- It is well-managed and has a good reputation for safety and animal welfare;
- It maintains good washing facilities, and has clean public areas.

During the planning of a farm visit the Visit Leader should discuss visit arrangements with the farmer/education officer and check the provision at the farm to ensure that:

- Eating areas are separate from those where there is any contact with animals;
- There are adequate clean and well-maintained washing facilities. The provision of running water (preferably warm) and soap is essential;
- There is clear information for visitors on the risks and the precautions to take;
- Slurry pools (where animal waste is collected) and sheep dips are fenced off and areas containing chemicals are secured;
- Young people will not get close to working machinery and equipment;
- Young people will not ride on vehicles which have not been modified to carry passengers. See HSE Carriage of passengers on farm trailers [www.hse.gov.uk/pubns/ais36.pdf](http://www.hse.gov.uk/pubns/ais36.pdf)
- There are traffic-free areas for groups to meet and be briefed.

Remember to discuss and agree all supervision arrangements with the farm staff that will be supporting the visit.

#### *Managing Risks*

The following advice is based on two HSE documents:

- HSE information sheet AIS23: *Avoiding ill health at open farms – advice to farmers*
- HSE information sheet AIS23 Supplement: *Avoiding ill health at open farms – advice to teachers*

Both documents can be downloaded at [www.hse.gov.uk/pubns/ais23.pdf](http://www.hse.gov.uk/pubns/ais23.pdf)

#### *Hazards associated with E. coli 0157 and other infections*

Some infections may be contracted on farms. All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, where they may cause ill health. There is a seasonal increase in the number of cases of *E.coli 0157* and *E. coli 026* infections, and there is a link between farm visits and infection in young people.

The following simple and sensible steps will help make a farm visit even more safe, healthy and enjoyable.

**Before the visit** the Visit Leader should:

- Read the advice in the HSE AIS23 information sheets, and discuss visit arrangements with the farmer/education officer to be reassured that the facilities provided match the recommendations in AIS23;
- Discuss and agree with assistant leaders and volunteer helpers their role during the visit. They must understand the need to make sure that the young people are supervised in washing, or are helped to wash, their hands thoroughly after contacting animals, and follow the other guidance suggested below;
- Discuss with young people the reasons for and importance of hygiene during the visit, stressing that they must not eat or chew outside the areas in which they are permitted to do so (and not until after they have washed their hands);
- Make sure that all young people (and accompanying adults) wear appropriate clothing, including sturdy outdoor shoes (not sandals) or wellington boots if possible;
- Check that any cuts, grazes, etc. on hands are covered with a waterproof dressing.

**During the visit** make sure that the young people:

- Do not kiss or place their faces against animals;
- Do not eat or drink while going round the farm;
- Always wash their hands thoroughly before and after eating, and after any contact with animals. The young people must be supervised during hand washing to make sure that they all wash and dry their hands thoroughly. Farm staff may be able to help with this supervision;
- Eat only food that they have brought with them (or food for human consumption they have bought on the farm), in designated areas, and never eat food which has fallen to the ground;
- Do not taste any animal foods;
- Do not drink from farm taps (other than in designated public facilities);
- Do not bite their nails, suck their fingers or put their hands in their mouths;
- Do not put pens, pencils or crayons, etc. in mouths;
- Do not touch animal droppings — if they do, hands must be washed.

**At the end of the visit** allow plenty of time before leaving so that the young people do not have to rush. Make sure that they:

- Wash their hands thoroughly before leaving the farm;
- Clean or change their footwear before leaving, remembering to wash their hands after any contact with animal droppings on their footwear.

**If a member of the group shows signs of illness (e.g. sickness or diarrhoea) after a visit, advise them or their parent/carer to visit the doctor and explain that they have had recent contact with animals.**

## 2 Group Safety at Water Margins

This section concerns risk assessment for learning activities that might take place near or in water – such as a walk along a river bank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water.

### *Things to think about before the visit:*

- Suitable staff to pupil ratio, taking into account any children with SEN or medical needs
- If a visit has not taken place at the venue previously a pre-visit will be considered to identify the foreseeable hazards, and to minimize the risks these present to your group. All staff and volunteers will be briefed fully on the purpose and plan for the visit, and ensure that they understand their responsibilities throughout.
- Telling group members in advance about the purpose of your visit, the environment you are visiting and any hazards it presents will help them to prepare and to participate appropriately on the day
- If appropriate, obtain informed consent from group members' parents.
- If appropriate, check if the Centre holds a LOtC badge; if not, appropriate checks will be made in advance

### *Group Briefing*

- All staff and pupils will be briefed before, and during the visit, exactly what is planned, and what is expected of them
- Safety rules around water shared before the visit
- Expectation of pupils' behaviour will be clearly stated
- The group will be aware that pushing, dragging or ducking others into water are unsafe and unacceptable practices.
- Physical boundaries will be set, beyond which the group should not venture

### *Potential Hazards*

- Possibility of someone falling into the water
- What lies downstream, or around the corner? ie: fallen tree, a waterfall. A fence- or any other hazard
- Underwater hazards
- Tidal conditions
- Weather conditions
- Pupils clothing
- Illnesses from bacteria found in water
- Pupil behaviour

### *Management of a hazard*

- All staff and children will be briefed on the importance of water safety
- Children will not be left unattended, and will be under direct supervision at all times
- We will always have a Plan B activity planned, if it is unsafe for any reason to continue with the visit
- If a child fell into water any public safety equipment, a towel, a piece of clothing, could be used to reach out to them. If the visit lacks any such equipment, an alternative venue will be sought after
- For visit located near the sea or an estuary, tidal conditions will be checked with the coastguard, to insure it is safe to be near or enter the sea.
- If weather condition effect the safety of the visit, an alternative activity will be offered

- In damp, cold weather water proof clothing will always be worn for any activity
- A spare set of clothes and a towel will need to be taken
- In warm weather sunscreen, hats and long sleeves will be worn to protect pupils from the sun
- Footwear will be warm at all times
- We will always identify a safe area, children will stay within these boundaries.
- Bacteria may derive from chemicals, sewage, dead animals or other causes. Make sure all pupils and staff wash their hands before eating, and if appropriate shower upon return. If any members of your group fall ill following the visit it will be advised that they see their GP.

*If we intend to get in the water:*

- First we will consider whether entering the water is appropriate to the purpose of the visit
- Check that the bank is not slippery, and that there is no deep mud or vegetation.
- Explain to pupils what is expected of the group to be doing in the water
- It must be safe and easy for all to get in and out easily
- Ensure no underwater hazards (such as rocks or roots which can trap feet, rusty cans or wire which can cut, or strong currents).
- Get a weather forecast before the visit and ensure you understand how it might affect your location and planned activity.

**School Visits Policy - Appendix**

**Guidance for School Trips**

Thank you for coming to help on this visit. School trips are a valuable way of making learning come alive and we value your support. Below are a few notes to help us ensure there is consistent practice from all adults and that you, as well as the children get the best from the day.

The aims of today's visit are the following:

\_\_\_\_\_ is when we will arrive back at school.

Your visit leader today is:

\_\_\_\_\_

**We would ask that you:**

- Enter into the spirit of the trip and enjoy it!
- Expect high standards of behaviour on the trip and keep the children calm
- Listen to the teacher and other adults when asked and model this to the children too
- Do not smoke or drink alcohol during the trip
- Do not buy the children any food or drink or give your child, or any other child, money for a treat, or buy one for them
- Do not leave your group unattended
- Do not administer medication to children

Please ensure you carry a mobile phone and that you have given the number to the trip leader. Your trip leader's contact number is: \_\_\_\_\_

Please also store the school's number in your mobile: 020 7689 8949

The trip leader will have completed a risk assessment and will brief you on any guidance necessary for the trip. They will also discuss the aims and learning objectives for the trip. Please feel free to ask any questions.

You will be allocated a group of children for the duration of the trip. It is very important that you stay with your children at all times – including lunchtime and whilst travelling. Please do regular head counts and

ensure the children are in pairs when walking anywhere.

Please always accompany children to the toilet with another adult. If this is not possible, please stand in the doorway with the door ajar, or directly outside the toilets. Do not enter the toilets without another adult unless it is an emergency.

You should not administer any medicine to the children, prescription or non-prescription unless explicit consent is given by the parent in writing. The trip leader will provide you with inhalers for any children in your group who may need them. Please ensure you carry these with you at all times for the children to administer themselves if required.

If after today you have any safeguarding concerns with regard to a child, please raise these concerns with your trip leader immediately and directly with our child protection officer, Mandy Reese when you arrive back at the school.

### Emergencies

These are very unlikely to occur. If an emergency situation occurs or if a child needs medical assistance, please contact the trip leader, or if that fails, the school, as soon as possible after attending to the child.

In the unlikely event of a security alert, please lead your group to safety following the emergency services' advice. Do not be concerned if you become separated from the rest of the group, but do ensure that your children are all accounted for and contact the school immediately.

In the unlikely event of a child being separated from the group, please advise the trip leader immediately who will follow planned procedures.

Thank you for giving up your time and we hope you have an enjoyable day.



**School Visits Policy - Appendix 2**

**Pre Visit Application**

*This form is to be completed and sent to the school business manager for approval 5 weeks prior to your visit.*

Name of applicant: \_\_\_\_\_

Name of educational visit: \_\_\_\_\_

Purpose of visit and curriculum link: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Destination (to include full address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time: \_\_\_\_\_

Planned mode of transport: \_\_\_\_\_

Cost: \_\_\_\_\_

Group details (i.e Class/Year group): \_\_\_\_\_

Adult supervision required: \_\_\_\_\_

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Approved by Senior Teacher:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## School Visits Policy - Appendix 3

### School Trips Protocol

*A school trip is defined as any activity that involves children leaving the school site.*

#### **When organising a school trip the following steps and timeframes must be adhered to:**

1. School trip applications are to be sent to the school business manager 5 weeks prior to the proposed trip date.
2. Once an application has been approved the party leader must input the visit onto the school diary with clear details of the expected departure and return times. Please ensure that you cc your senior teacher and the school business manager into the diary booking.
3. A letter for parents must be raised 4 weeks prior to any visit and sent to your senior leader and the school business manager with a 2 week turnaround for reply slips and income.
4. The school business manager will forward any trip letters to the office for distribution by text and letter.
5. Details of any transport tickets required must be made clear to the school business manager 3 weeks prior to the date of the trip.
6. Pre visits for any new trips are to be held during PPA time prior to completion of a risk assessment.
7. Risk assessments via 'E.V.O.L.V.E', are to be completed and submitted for approval 2 weeks prior to the date of the trip.
8. Once all consent forms and income has been received office staff will notify party leaders of any volunteer applications that have been received. The party leader must then notify their senior leader and the school business manager of staff/parents attending the trip a week before the visit.
9. The office staff will notify the kitchen staff of any packed lunches required 5 working days prior to the visit.
10. For any children where consent is not received 24 hours prior to the start of the trip they will not be allowed to attend. (Where transport is required and affected this timescale can be altered accordingly)

**School Visits Policy - Appendix 4**

**School Trips Checklist**

**Class** \_\_\_\_\_ **Party Leader** \_\_\_\_\_

**Date of trip** \_\_\_\_\_ **Destination** \_\_\_\_\_

<b><u>Essential information</u></b>	<b><u>Completed</u></b>
Your senior teacher's permission has been obtained for the trip.	
The trip has been added to the school diary with clear details of departure and return times.	
The SBM has been informed of the visit.	
A letter has been raised for parents and sent to the SBM for distribution.	
A request for transport (where applicable) has been sent to the SBM.	
A pre visit has taken place.	
A risk assessment has been submitted to the EVC for approval.	
All income/consent forms have been received.	
Volunteers have been chosen and notified.	
Kitchen staff have been notified of the number of packed lunches required (responsibility of office staff)	
Sick bucket, paper towels, plastic bags are sourced.	
Resources/Equipment required on the day taken.	
Cheques for payment taken where necessary.	
First Aid kit taken with teacher on visit, including medication required for specific children.	
The lead teacher must carry a mobile phone with them at all times leaving it on to receive and make calls. The school office must have the number of this mobile phone. In the event of an emergency the group leader must inform the School Office as soon as possible.	
On the day of the outing, prior to departure, the children and adults attending have been briefed about rules and expectations on the visit. Adults have also been provided with a paper copy of their expectations for the visit (please use <u>appendix 5 as a guideline</u> ).	
Where the children have been divided into groups for the purposes of the visit, the group leader has no responsibility for one group. Each adult assigned responsibility for a group has a written record of the names of the children in that group.	
All staff are aware that in the event of an emergency arising where a child needs hospital treatment, an adult must accompany the child. In such instances an accident report form is to be completed and returned to the Headteacher by the group leader on the day of the incident.	

Checklist for Office Staff

**Trip protocol checklist for Office Use**

Name of visit: \_\_\_\_\_

Date of visit: \_\_\_\_\_

Party Leader: \_\_\_\_\_

<u>Action</u>	<u>Expected Date</u>	<u>Date Received/ Actioned</u>
Letter for parent received	4 Weeks prior to visit	
Letter sent to parents	Following day	
Transport booked	14 days in advance of trip	
Party Leader and Senior Teacher informed of transport booked	Following booking	
All income and consent received	2 weeks prior to visit	
Volunteer parent list sent to Party Leader	1 week prior to visit	
Kitchen staff informed of packed lunch required	5 days prior to visit	
Volunteers notified of attendance/non attendance on trip	3 days prior to visit	

Appendix 6

**Private Car Form**

**Use of a private car to transport young people**

To: The Head of Hanover Establishment

**I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.**

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

**Insurance cover required**

For teachers, youth workers, or other LA employees *'Use by the Policyholder in connection with the business of the Policyholder'*

For parents and other volunteers *'Use for social, domestic and pleasure purposes'*

Appendix 7

## Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

**This ‘card’ or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.**

**The establishment’s Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.**

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

**If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:**

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

**If the incident does involve serious injury or fatality, and/or is likely to attract media attention:**

**It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Islington Council on 0207 527 1895/0800 (9.00 – 17.00 Mon – Fri) to report the incident to the chief officer within your directorate. Give brief details of the incident. The Emergency Contact Centre will pass details to the relevant chief officer.**

- Inform the Visit Leader that someone will phone him/her back as soon as possible;
- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment	0207 689 8949	
Deputy Head of Establishment	Ext: 781	
Islington Council Emergency Contact	0207 527 1895/0800 9.00 – 17.00 Mon-Fri	-

Appendix 8

## Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not involve serious injury or fatality, and/or is not likely to attract media attention**, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that **does involve serious injury or fatality, and/or is likely to attract media attention**, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

**Islington Council (out of hours) Emergency Contact:**

**Linkline Supervisor:**

**0207 527 6336/5456/8006 24 hrs incl. bank holidays**

Be prepared to give:            Your name and Establishment/Group  
    Phone number & back up phone numbers  
    Exact Location  
    Nature of Incident  
    Number in the Group

**The Emergency Contact Centre will contact a chief officer and pass on details.**

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment	0207 689 8949	-
Islington Council Emergency Contact	0207 527 1895/0800 9.00 – 17.00 Mon-Fri	-

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact	0208 342 9627	07799897215
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