



# Educational Visits Policy

**March 2023**

**Approved by the Governing Body Strategy Group 12/03/23**

**This Policy is due for renewal in Term 4  
2025–26**

# **EDUCATIONAL VISITS POLICY**

## **OF**

### **GODINTON PRIMARY SCHOOL**

#### **SECTION ONE: NATURE OF EDUCATIONAL VISITS**

Educational visits enhance the learning experience of children. They help to develop knowledge and skills through first-hand experience and enable learning to be brought to life. They also help to develop social skills such as team-work or working alongside children from other schools and sometimes give children experiences that they may not otherwise have the chance to participate in. Offsite visits at Godinton range from short trips around the local Godinton Park estate to residential visits abroad. The safe return of all children and adults from any offsite visit is always a priority and a number of measures are taken with any offsite visit to ensure that this is the case.

It is not necessary for each class to have a school visit each year, nor is it necessary for each class to be limited to just one visit annually. Teachers will take advantage of the resources around them, to organise a range of offsite visits as appropriate.

No visits, with the exception of Year 6 or activities arranged as an incentive e.g. 'marble day', are to be organised as purely social activities. The educational reason for each offsite visit will be carefully considered.

Teachers should take every opportunity to visit the local community, or explore the school grounds to support the curriculum. They are also encouraged to arrange for visitors to school, who can also strengthen what is being taught. Visits further afield are encouraged, provided they offer the children an educational opportunity which cannot be found locally.

When staff take or accompany children on a visit they have a duty of care and are in loco parentis. This means that if anything were to go wrong, staff must be able to demonstrate that they acted as a reasonable parent or carer would have done in the circumstances and that they have taken reasonable care. Staff have responsibility for maintaining good order and discipline and safeguarding the health and safety of children in their charge. The trip leader is also responsible for the adults in the party who must demonstrate an appropriate code of conduct and offer a good level of support to the group leader.

The Educational Visits Coordinator (EVC) is Hita Kelleher.

## **SECTION TWO: FINANCING OF EDUCATIONAL VISITS**

In schools, the education provided wholly or mainly during school hours is free. Charges will not be made for any activity which fulfils the statutory duties relating to the National Curriculum. The head teacher may, however, ask for a voluntary contribution.

The main cost of off site visits comes from the transport, especially if a coach is used. We will endeavour to limit these costs by organising trips in the Autumn and Winter terms when possible, as prices are lower or by looking at alternative forms of transport such as trains.

The cost of trips may also include the costs incurred by any necessary supply cover or overtime for support staff. Teaching staff are not paid for attending school trips. Support staff however will be paid for any overtime which falls outside their usual hours. No staff are paid overtime for residential trips.

No child will be excluded from a trip for non-payment. We will aim to ensure that no off site trip is in deficit. Any short fall in the costs of a trip will be met by the school.

Some activities are offered as enrichment activities and fall outside of the scope of the curriculum. Some of these visits may have a limited number of places available. For these types of visit, full payment is required. Sometimes the school is able to assist with funding for pupil premium pupils – this is budget dependent as outlined in the school's pupil premium strategy.

Some trips may be offered at no charge to the pupil. This will include visits which have been externally funded by organisations such as Artsmark. In these situations the school reserves the right to select the most appropriate children to take part in the visit. Pupils will usually be selected by a group of staff, including class teachers and the trip leader. Staff will consider which pupils best meet the criteria for the visit and the process of selection will be applied fairly.

Children may be able to take spending money on a trip. This will be outlined in the initial information for parents. Staff will set a suggested amount which takes into account the age of the children and items which they may be able to purchase. Staff and other adults accompanying the trip should not lend money to children.

The school may offer the option of exchanging foreign currency, for spending money, on behalf of parents for trips abroad. This may offer a better rate of exchange. Parents will be advised if this facility is available for a particular trip.

Receipts must be obtained for all elements of the visit.

## **SECTION THREE: APPROVAL OF EDUCATIONAL VISITS**

It is necessary to gain the Governors' approval for any trip which is not covered by the local visits consent form. The Governing Body have nominated a single governor to approve all off site trips. If they cannot approve a visit, they will refer the issue to the full

governing body for a decision.

Special consideration should be given to trips which involve:

- Travelling abroad
- An overnight stay
- Hazardous pursuits (as identified on the IGO list)

In these instances in order for approval to be gained, the appointed Governor should meet with either the EVC or the member of staff leading the visit in order to discuss all elements of the visit including insurance arrangements and risk assessments.

This approval must be sought six weeks prior to the activity or visit taking place.

## **SECTION FOUR: RISK ASSESSMENT FOR EDUCATIONAL VISITS**

Preliminary visits are strongly recommended, where possible, for all members of staff leading school visits. The EVC coordinator should be consulted as to whether this is required or not.

Risk assessments for all trips must be completed before the trip proceeds, ideally at least 6 weeks ahead of the visit.

### **4.1 Planning and Approval**

All visits will have a named trip leader who is ultimately responsible for the safe completion of the visit. The trip leader / EVC must prepare for the visit by:

1. Contacting the venue and obtaining a copy of their risk assessment, even if they have visited the site before. Changes may have been made in the interim of which the staff member would otherwise remain unaware.
2. Completing the school's Offsite Activities Form. This form will outline all of the details of the visit.
3. After completing the form, it should be shared with the EVC. At this time, the trip leader and the EVC will also complete any additional risk assessments required. The EVC will then pass the completed forms to the nominated governor for approval.
4. The EVC will contact the school's insurance company where necessary to ensure that insurance provides adequate cover and indemnity against loss associated with the visit. School journey travel insurance is separate to public liability insurance and is mandatory for any trips abroad.

## **SECTION FIVE: PREPARATION FOR EDUCATIONAL VISITS**

The trip leader is responsible for the well being of the children in his or her care, from the agreed meeting time, up until the children are handed back into parental care.

Staff are provided with clear guidelines as to what needs to be considered when organising a school trip and the time scales involved in this. This is attached as appendix A.

Staff must ensure that group lists, contact information, medical information and consent forms are taken with them on the trip.

Children will be briefed before the trip begins with regard to behaviour expectations, any hygiene and safety regulations, care of their belongings and any further specific information relating to the visit.

### **5.1 Emergency Contacts//Medical Consent Forms/ Passports**

Parents must complete a consent form before a pupil can be taken off site. The form should also include a signed consent for any appropriate medical treatment to be given to the child, should the need so arise. A local visit form is completed when a child starts at school and gives permission for children to be involved in local visits in and around Ashford.

A copy of each child's medical questionnaire form held on file at the school will also be taken on all trips, in order that this could be passed onto emergency services should the need arise.

Trip leader should ensure that all adults accompanying the trip have an emergency contact sheet. The sheet will list the names of all pupils, staff and helpers taking part in the visit, and list contact numbers for all of them. A copy of the emergency contact sheet must also be left with the school office on the day of the trip.

The individual pupil emergency contact sheet provides an overview of the medical conditions of any pupil who is taking part in the trip, as well as the location of any medicines which might be required.

The trip leader must keep all medical and consent forms with them at all times.

For trips abroad, passports and European Health cards should be collected in by the school at least two weeks before the trip. The lead member of staff for the visit will have responsibility for these for the duration of the visit.

### **5.2 Supervision**

The trip leader will organise an appropriate number of helpers to join the visit. Children will be supervised at all times.

Supervision must be at a level commensurate with the activity being undertaken, the mode of transport used and the age of the children involved.

The overall ratios for low risk activities must not exceed the following minimum levels:

- Year R – one adult to 4 children
- Year 1–3: One adult to 6 pupils
- Year 4–6: One adult to 10–15 pupils

For trips which require the use of public transport, especially to London or which involve more adventurous activities these ratios will be smaller. Ideally this will be:

- Year 1–6: One adult to 4/5 pupils (depending on the nature of the activity)

Other supervision considerations must be:

Teachers should use the utmost discretion when choosing adult helpers to accompany a trip. The law requires all adults who have regular unsupervised access to young people under 16, to disclose any convictions of a criminal nature other than minor motoring offences. This means that adults assisting on a school visit do not have to undergo a DBS check as they do not have regular unsupervised access. However the school will endeavour to use adults on school visits who do have a DBS check in place. At no time should the adult helpers who do not have a DBS be left in sole charge of children where there is no member of staff present. Helpers under the age of 18 should at no time be left with children unattended by another adult.

For residential visits, ideally both male and female adults should be present but with few male members of staff this may not always be possible. All must have completed a DBS check prior to the start of the visit.

### **5.3 Supervisor Briefings**

The trip leader must contact all accompanying adults, prior to the trip and provide them with an adequate brief regarding their responsibilities, the risks which they may encounter and how they should be dealt with, the identification of first aid facilities and any other relevant details to ensure the smooth running of the trip. The attached guidance for adults accompanying the trip should also be handed out.

### **5.4 First Aid and Medication**

It is not compulsory to take a first aider on an offsite visit. The need for a first aider to accompany the trip should be considered as part of the initial risk assessment and adequate cover organised as required.

A full first aid box and/or first aid pouches must be taken on every trip. The EVC will advise as to what is required for each specific visit.

The trip leader is responsible for any medication, including asthma inhalers, which may need to be taken or administered on a trip. The EVC will organise this in advance. Any

medication usually kept in school (e.g. inhalers) must be returned to the EVC after the trip.

## **5.5 Safety**

The trip leader must ensure that head counts are conducted at regular intervals. Pupils will usually wear school uniform when going off site, to aid recognition. However, they may wear training shoes if they are walking long distances and they may wear non uniform if they are completing messy/cold activities (parents will be advised about this in advance). For visits to London or trips where there are crowds, children are provided with stickers or wrist bands containing contact details.

## **5.6 Transport**

Teachers are welcome to use any type of public transport during a visit, provided the supervisory ratio is sufficient to ensure safety and that a risk assessment has been completed.

### **5.6.1 Cars**

Parents' agreement must be obtained for their children to be carried in the private car of any adult. This is covered in the local visit form and will be specified on other consent forms for visits further afield.

If children are to be driven in private cars of parents, the driver must have completed a form indicating that their vehicle is adequately insured and has an up to date MOT certificate before children can use the car.

All teachers who drive children within their own cars must also ensure that their insurance companies will cover their transporting of children for work purposes and that their vehicle has an up to date MOT certificate.

Children must not be transported in the front seats of cars.

Those children who are below the legal height requirements must use an appropriate booster seat.

All members of staff and all other responsible drivers must ensure that they do not leave themselves alone in a car with one child.

All drivers must transport pupils from the school to the event, or back. They should not be allowed to take children to their homes or to another destination unless this has been agreed beforehand and permission obtained.

It must remain the responsibility of the visit leader to ensure that pupils are collected at the end of an event.

A copy of the document to be completed by any adult transporting children is attached as appendix B.

### **5.6.2 Coaches**

- Coaches must have seat belts, and children must wear them at all times.
- Staff must ensure that they sit around the coach and not altogether in order to ensure adequate supervision.
  - Sick bags /buckets should be available to children feeling ill.

If the coach is in motion and a situation arises which necessitates the teacher leaving their seat, the teacher should have the coach stopped, provided it is safe to do so, before dealing with the situation.

In some circumstances, it will be impossible for the coach to stop. In these situations, the teacher is able to leave their seat, whilst the coach is in motion, and they will be covered by the school's insurance if an accident subsequently occurs and they are injured, provided that the situation with which they are dealing is a potential emergency. Teachers are not covered by the school's insurance if they leave their seat, whilst the coach is moving, to merely converse or socialise with the children.

Coach drivers must not be used for the supervision of children.

In the event of a coach breakdown, then the steps outlined in Appendix D should be followed.

### **5.6.3 Public Transport (including international trains)**

It is not always possible to reserve train carriages on local trains, therefore supervision ratios must be such that the group can be separated if needed. Children must be supervised within a train carriage.

Children should be briefed about the risks of using public transport e.g. about where to stand on a train platform.

When arranging a visit, consideration will be given to the number of children taking part due to the limited number of seats which may be available on a train. This may include different classes travelling on different days.

Children may be required to stand on a train whilst it is moving due to limited seats available. The adult supervising the children will ensure that the children are standing in an appropriate location and that they have something suitable to hold onto (e.g. when using the London Underground). Trips will be organised to try and avoid rush hour periods.

### **5.6.4 Flights**

Flights will be booked through an airlines group booking service in order to ensure that seats are allocated together.

Advanced passenger information may need to be provided prior to the flight requiring the need for the school to gather passport information.



Children will be supervised at all times.

The trip organiser will ensure that all required documentation is taken on the trip.

Parents will be advised as to luggage restrictions.

#### **5.6.5 Mini Bus**

The school has a mini bus which may be used to transport children to offsite activities.

School staff have been assigned as drivers of the school mini bus and have been suitably trained.

The school is responsible for ensuring that the vehicle is taxed, serviced, has an up to date MOT and is suitably insured. Any problems with the vehicle are immediately addressed.

The vehicle is also covered by European roadside / breakdown assistance.

Parental permission is required for children to be transported by mini bus.

#### **5.7 Telephones**

Trip leader must ensure that the school mobile telephones accompany each trip, with the exception of some trips abroad. In these instances the trip leader may use their personal number as the main point of contact. Staff must check that the telephones are fully charged prior to the trip leaving the school and for residential trips that the phone can be charged during the visit. Children are not permitted to bring mobile phones on school trips.

All adults accompanying the trip should have contact numbers on which they can be contacted during the day. All adults will have a contact number for the trip leader and vice versa.

#### **5.8 Free School Meals**

Children who have free school meals, are entitled to a packed lunch from the kitchen. This should be arranged with the cook at least one week prior to the trip if required.

#### **5.9 Instructors**

The trip leader is still responsible for the care of the children, even when they are under the guidance of an instructor or guide. They should supervise their group at all times.

Teachers are acting in the place of the parent, when they take children off site. Consequently, they must consider whether they are acting in a manner, or allowing an activity, which would be authorised by a parent in their place.

If they feel that any activity is either inappropriate, or dangerous, the trip leader must

stop the activity.

The trip leader must be aware that whilst appropriate risk assessments have been completed, conditions may change and it may be necessary to deviate from their intended plan in order to maintain the safety of the pupils.

#### **5.10 Advice to Parents and Parental Contact**

Parental permission is required for trips off site. Parents complete a local visit form when their child starts school which indicates their consent for all visits within the Ashford area. Separate permission is sought for visits further afield as they arise.

Parents will be advised as to the nature and time of all off site visits at least two weeks beforehand, preferably longer. They will be advised as to the nature and duration of the visit and any requirements e.g. costs or equipment needed.

If any child does not arrive for a trip at the designated leaving time, the trip leader should telephone the home to confirm whether the child is coming or not. The trip may leave without the child, but the parent should be made aware of this so that no child is left unsupervised at the school.

The trip leader must telephone the school office when they begin the return journey, to inform them of an expected arrival time. If there are significant delays, these will be shared with parents via ParentMail.

If the expected arrival time differs significantly from that which was originally told to parents, and is after the school is closed for the evening, the trip leader and other members of staff accompanying the visit must telephone parents individually to let them know of the revised arrival time if ParentMail cannot be accessed. Parents will be advised in advance as to how they will be contacted in the event of a delay.

Parents should be informed of any accidents which befell their child during the day, just as they would be at school.

For residential visits, parents are informed of the system for contacting the group leader in the event of an emergency.

#### **5.11 Photographs**

Photographs taken on trips must be taken in accordance with the school's photographic images policy. No adult accompanying a trip is permitted to take a photo of a pupil on a mobile phone.

Some external providers might ask for additional permission to take photos of children for promotional purposes.

#### **5.12 Toilet Supervision**

If there is no male member of staff accompanying the visit, then staff should consider the

following when the children use public toilets:

- For young children, staff may consider taking the boys into the ladies toilet so that they can be accompanied.
- For older children – the children should visit the toilet in pairs or groups (waiting in the toilet block for each other). A female member of staff should wait outside the cubicles or block as appropriate and attempts should be made to clear members of the public from the toilet block so that the school group has sole access.

If a male member of staff is present, female members of staff should assist as appropriate in order to not leave the male member of staff with sole responsibility or vulnerability.

No member of staff should be in a toilet cubicle or block, alone with a child. Another member of staff or another child must also be present.

## **5.13 Safeguarding**

### **5.13.1 General Safeguarding principles**

All safeguarding principles outlined in the school's safeguarding policy, equally apply to activities away from the school site. As does the staff code of conduct policy and all other school policies relating to safeguarding.

### **5.13.2 Designated Safeguarding Leads**

A Designated Safeguarding Lead (DSL) should be contactable during the course of all offsite visits. Staff are made aware as to who can be contacted, including arrangements for 'out of hours' contact.

Any safeguarding concerns that come to light must be shared with the DSL as soon as is practically possible.

### **5.13.3 Safeguarding on Residential Trips**

If children are sleeping within an accommodation block, security checks should be completed by staff before retiring for the night, to ensure that all doors are firmly closed. If security passwords are provided to access the block, these should only be shared with the adults accompanying the trip.

All rooms should be labelled on the outside so everyone knows who is in which room and so that children can clearly see where staff bedrooms are.

Staff should only enter a child's bedroom when assistance is required and this cannot be carried out elsewhere. No member of staff should enter a child's bedroom without first knocking and announcing who they are. Another child or a member of staff should always be present.

Staff should keep their own bedroom door locked. If a child needs assistance in the night they should knock on the member of staff's door. Where possible, a member of staff

should attend to a child's needs outside of any bedroom. A child should not enter a member of staff's bedroom alone.

Staff should not enter toilet facilities or showering facilities unless a child needs assistance and this cannot be carried out anywhere else. Staff should be accompanied by another member of staff and other children cleared out of the area first.

Children will be briefed on the importance of being suitably clothed or wearing a towel when moving between showers and bedrooms if en-suite facilities are not available. Staff should follow the code of conduct for their own dress code at all times.

Further information about residential trips can be found in section 6 below.

#### **5.13.4 Toilets**

See section 5.12 above.

### **SECTION SIX: RESIDENTIAL VISITS**

A pre visit by the trip leader is strongly recommended, but not required. A thorough risk assessment must be completed.

Parents should be supplied with the following information regarding the visit:

- Nature of supervision.
- Code of conduct for children.
- Their responsibility in ensuring that the children are fit to participate in activities.
- Method of travel including the names of any coach/airlines etc.
- Insurance arrangements.
- Dates, times and places for picking up and dispersal of the group.
- Cost and method of payment.
- Pocket money and how it is to be administered.
- Postal address of venue.
- Emergency telephone numbers.
- Type of accommodation.
- Clothing and equipment list /prohibited items
- Arrangements for marking luggage.
- Itinerary of activities.

All residential trips should be preceded by an information evening for parents at which the above information will be explained in greater detail.

No residential visit to an activity centre can be conducted unless the site has supplied the party leader with an up to date risk assessment.

If staying at a hotel or youth hostel, the school will endeavour to make all essential checks regarding the suitability of the accommodation( i.e. insurance, fire regulations etc). Contact will be made with the accommodation provider in advance to ensure that the needs of the group are met.

If activity centre staff are being used, it is necessary to obtain written confirmation of their competence/qualifications. Advice might be sought to confirm that the qualifications are acceptable for the pursuits involved.

Once the group has arrived at their accommodation a visual inspection will take place by the group leader. The children will be briefed with regard to fire evacuations and emergency procedures, the safety of their belongings and behaviour expectations. Any concerns will be raised with the manager of the accommodation.

Boys and girls will be accommodated in separate rooms. In the event that the children are staying in a hotel rooms will be booked along the same corridor of the hotel, ensuring that staff rooms are close to those of the children.

Although adults are on duty for the whole period of the visit, time should be set aside for some adults to rest whilst others take responsibility for the children in the group. When the children are asleep, a member of staff must be immediately available but others might take time to relax. If there is a problem in the night, the trip leader should be the first point of contact. Adults should not smoke or drink alcohol in front of pupils and are expected to adhere to the school's code of conduct at all times.

The school will not arrange visits in which our pupils stay overnight in the homes of host families.

### **6.1 Residential Visits Abroad**

In addition to all of the arrangements above, the following elements will also need to be arranged for visits abroad.

- Suitable transportation must be arranged which meets all requirements.
- Valid passports and European Health cards will be required.
- The EVC should check whether any visas are required for the visit. Staff and children who hold documents other than a British passport may require a visa. The group leader should know whether any children within the group are not UK nationals or whether they were born outside the UK. Steps are taken to ensure that all pupils would gain re-admittance to the UK.
- The EVC will ensure suitable insurance has been arranged.
- If the visit includes visiting the homes of children from host schools, then children will always be chaperoned by an adult accompanying the trip.

## **6.2 Indemnities**

No indemnity should be signed by any member of a school, before it has been checked by the school's insurance company.

## **SECTION SEVEN: EMERGENCIES**

In the event of an emergency, parents and the Headteacher must be contacted.

Contact with the media in the event of an emergency will be made by the Headteacher.

Parental permission will be gained for appropriate medical treatment to be obtained if necessary. In the event of a medical emergency, the priority must be attending to the immediate care of the sick or injured member of the group, whilst ensuring that the supervision of the rest of the party is not compromised. A member of staff must remain with the sick or injured child. The group leader will notify the school and parents and a member of staff will contact the insurers.

In the case of a medical emergency in an EU country, full use of a European Health card will be made but a foreign cash float will be carried or made available since payment may be required, to be reclaimed subsequently.

The group leader will keep copies of doctor's letters, ambulance certificates and bills for UK insurers.

As well as of all relevant documentation being taken on the a residential school trip, copies will be retained at school and held by the Headteacher and / or Deputy Headteacher. This documentation includes details of next of kin.

For residential trips abroad, appropriate Embassy contact details will be taken.

## **SECTION EIGHT – EQUALITY STATEMENT (Refer also to specific policies for equal opportunities and racial equality)**

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

## **SECTION NINE: CHILDREN IN CARE**

As for all our pupils, Godinton Primary School is committed to helping every Child in Care (CIC) to achieve the highest standards they can. To this end staff will ensure that in delivering the curriculum they set suitable learning challenges of CIC, respond to the diverse learning needs of CIC, and help to overcome the potential barriers to learning and assessment for CIC. All Children in Care will be supported in fully participating in educational visits.

## **SECTION TEN: MONITORING AND REVIEW**

This policy is reviewed every two years.

## APPENDIX A – EDUCATIONAL VISIT GUIDANCE FOR STAFF



### AS FAR IN ADVANCE AS POSSIBLE (AT LEAST SIX WEEKS)

#### 1. Making an Initial Booking

At the start of the academic year staff should consider whether any educational visits will enhance their children's learning. All visits should have clear and purposeful outcomes. As far in advance as possible staff should make their bookings for an educational visit with the provider (e.g. museum, educational centre, historic building etc). When making this booking staff should consult the school diary to ensure that a date selected does not clash with other school events. Staff should obtain confirmation of the booking from the provider. This can be sent directly to the office if preferred: [office@godinton.kent.sch.uk](mailto:office@godinton.kent.sch.uk)

#### 2. Offsite Visit Form

As soon as the booking has been made, staff should inform the EVC (Hita Kelleher). Hita will provide staff with an offsite visit form. This must be completed in detail before any further steps are taken in organising the trip e.g. The EVC will be unable to book coaches / transport until this form is completed.

The form should include specific details of which children are involved (i.e. all class or named individuals). This will allow The EVC to inform the kitchen of any children who may miss dinners on this day. A clear, specific focus for the visit should be identified.

The form should be discussed with Hita Kelleher (Educational Visit Coordinator).

#### 3. Preliminary Visit

As soon as possible staff should complete a preliminary visit, if they have not been to a particular venue before. A preliminary visit will help staff to ascertain how to get the most out of the trip, and what educational / social benefit it will have for the children. It will also enable staff to be clear about the following:

- Location of key sites such as toilets
- Access arrangements
- Any health and safety concerns e.g. crossing main roads
- Value for money
- Lunch arrangements



- Shop

It should also help staff with planning any wet weather alternative arrangements.

#### **4. Final Costings**

Once the Offsite Visit form has been discussed with the EVC, she will make the necessary arrangements regarding transport. This may include booking coaches or costing train tickets. The EVC will then arrange a time to discuss the final costing of the trip with staff. Staff will confirm with the EVC whether the cost of the trip is viable. Staff should take into consideration how many previous trips have been offered during the year. We often find that the total number of voluntary contributions for the second or third school trip of an academic year are lower than the first.

#### **5. Risk Assessments**

As far in advance as possible staff should obtain a copy of the venue's risk assessment. All museums and educational venues will have one. This should be passed onto Hita in order to help assess the viability of a visit.

The EVC will also gather together our own risk assessments for aspects of Health and Safety such as travelling by coach / train. The EVC will share these risk assessments with the staff prior to the trip. Staff should sign that they have read them.

### **AT LEAST FOUR WEEKS BEFORE THE EDUCATIONAL VISIT**

#### **6. Consent Forms**

Parents are asked to complete a local visit consent form once during their child's time at school which covers the local Ashford area. Consent forms will still be sent out for trips further afield and for any local visits in which a cost is involved. Staff must however inform parents of the details of any local visit.

The EVC will compile and distribute the letter for your educational visit 4 weeks before the trip is due to take place. Please ensure that the EVC has all relevant details which need to be included. The EVC will chase up all forms.

Children will be unable to take part in an educational visit unless parents have also returned their medical needs questionnaire.

#### **7. Final Details**

- 4 weeks before the trip, staff must also arrange a meeting with the EVC to discuss the final details of the visit. This meeting will probably only last 20 minutes and

should ideally take place on a PPA day when both year group teachers could meet together with the EVC.

- At this meeting the following should be discussed:
- Required adult to pupil ratios for the visit.
- Helpers – staff will be able to find out from the EVC which parents within the class are already DBS checked. Taking TAs from other classes is not ideal, and should be discussed in advance with any teachers who may be affected. Staff should also have a ‘spare’ helper on standby in the event that someone is unable to accompany the visit.
- Any pupils who may require additional assistance. This might be pupils who need 1:1 adult support, or mobility assistance.
- Ensuring that the number of seats on the coach is adequate for the number of children / adults.
- Medical needs – staff must be aware of any medical needs of pupils taking part in the trip. A first aider accompanying the trip is not a requirement, but will depend on the nature of the visit. Museums and educational centres will all have trained first aiders available. Rail staff are also first aid trained. Staff may want to consider taking a first aider with them on a visit which is not being led by a third party e.g. a beach or town study. If a child taking part in a visit has an epi-pen, a member of staff who has epi-pen training must accompany them.
- Whether contact labels are required for the children.
- Any alternative wet weather arrangements which may need to be made.
- Ensure that staff are aware as to how the school’s DSL can be contacted during the duration of the trip including ‘out of hours’.

### ONE WEEK BEFORE THE EDUCATIONAL VISIT

#### 8. Information Packs for Volunteer Helpers / Staff Accompanying the Visit

1 week before the visit, staff should distribute information packs for all volunteers accompanying the trip. This should include the following:

- Itinerary for the visit. Details of what time the helpers should be at school and the expected finish time.
- Information about the content of the day and the purpose of the visit. This will enable the adults assisting on the visit to support the children in the activities which they will be doing.
- A list of groups and helpers
- Contact details of the staff accompanying the trip to be given to all adults assisting.
- Arrangements for lunch
- Any medical information relating to the children in their group.
- General information sheet for helpers on school trips – available from the office
- Map / plan of venue if appropriate
- As a matter of courtesy staff should inform any parents who have volunteered for

the trip and are no longer required.

## **DAY BEFORE THE EDUCATIONAL VISIT**

### **9. Last Minute Details**

The day before the visit, the **EVC** will organise sick buckets, first aid bags, consent forms, parent contact details, tickets etc. She will also arrange any medical equipment that needs to be taken such as epi-pens or inhalers. The lead member of staff organising the trip should collect these from the **EVC**. This is also an opportunity to touch base and ensure that everything is in place for the following day.

the **EVC** will also give staff a copy of the medical needs questionnaire for every child taking part in the trip. These forms should be kept with the lead member of staff organising the trip or with each class teacher. These forms would need to be shared with emergency services in the event of a serious incident involving a pupil away from the school site.

## **DAY OF THE EDUCATIONAL VISIT**

### **10. Day of the Visit**

Staff should:

Remember to take all items which they have been given by Hita.

Ensure that all volunteer / staff helpers are present

Contact the school in the event that a visit is going to be late arriving back.

If children are being collected from the station at the end of a visit which is due back after 6.00 pm, parents should be contacted individually by telephone in the event of a delay.

### **11. After the Visit**

Staff should ensure that sick buckets, first aid bags, and most importantly medical forms and medical equipment (epi-pens / inhalers) are returned to the **EVC**.

Staff will also be asked to complete a brief evaluation form. This will help to inform any future visits and to raise any concerns. This should be returned to the **EVC**.

## **Further Information for staff to consider**

### **Toilet Supervision**

If there is no male accompanying the visit, then staff should consider the following when the children use public toilets:

- For young children, staff may consider taking the boys into the ladies toilet so that they can be accompanied.
- For older children – the children should visit the toilet in pairs or groups (waiting in the toilet block for each other). A female member of staff should wait outside the cubicles or block as appropriate.

### **Cars / Minibuses**

If a visit involves transporting children in cars then the following should be noted:

- The local visits form which parents have completed covers permission for children to be transported in cars, either those belonging to parents or to staff.
- No adult should be alone in a car with an individual child. Children should always be in pairs or an additional adult should be in the car.
- Any staff who are transporting children in cars should have business insurance.
- Some children may require booster seats – this should be considered in advance.
- The County has clear guidance on the use of mini-buses. They also recommend that staff driving mini-buses undertake regular training. If mini-buses are being considered for a visit then the exact arrangements should be discussed with Hita.

## APPENDIX B

Travel by Private Cars

Volunteer Driver Form

Name of Establishment: **GODINTON PRIMARY SCHOOL**

Dear Parent

Thank you for offering to use your own vehicle to assist us in transporting pupils from the school to local venues.

In order to fulfil our obligations under Health and Safety law I would be grateful if you could complete the attached form and return to me as soon as possible.

Yours sincerely

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To Headteacher/Head of Establishment

Validation for Voluntary Vehicle Use

For the use of staff, parents and other volunteers' private vehicles

Make and Model of Vehicle    Registration Number

I confirm that:

- I hold a valid full driving license suitable for the type of vehicle    **YES / NO**
- I have Penalty points on license **YES / NO** Please state number    \_\_\_\_\_
- I have a current valid insurance policy for the vehicle in which I intend to carry children/young people. **YES / NO**

- I have checked with my insurance company and confirm that they cover the activity. The vehicle is in roadworthy condition, and that it has/will have a current MOT certificate (if it is more than 3 years old). YES /NO
- Each young person will have a recognised seat with seatbelt and that the vehicle cannot carry more than eight passengers. YES / NO

I understand that I am not covered under the above establishments Insurance for the use of my vehicle

By signing this form you are giving your consent for Godinton Primary School to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies

Signed:

----- Date:-----

Print Name -----

## APPENDIX C – INFORMATION FOR NON-STAFF VOLUNTEERS ON EDUCATIONAL VISITS



Educational school visits are a valuable part of the school curriculum at Godinton Primary School. They provide our children with new and real-life experiences that enhance our learning within school. All excursions require a minimum adult-to-child ratio and therefore there are times when we require parental or volunteer support to fulfil this ratio. We are very grateful to parents, carers and volunteers who support Godinton Primary School when attending trips and events outside of school; without this support the visits would be unlikely to go ahead.

The security of children is our prime concern and every effort is made to ensure that trips run as smoothly, enjoyably and safely as possible for our children. Teachers will have carried out pre-visit checks and risk assessments for each visit. The children are briefed on safety and expectations of behaviour before hand. The aim of this booklet is to give you all the information you need to make your time both worthwhile and enjoyable and to ensure that all parties participating in school visits are aware of expectations and safety. Thank you for your support.

We would ask that you read this information in conjunction with our safeguarding guidance leaflet for volunteers.

### 1. DBS Checks

If you are helping your child's class on an off-site visit as a one off or occasional support then you do not need to have a DBS (Disclosure and Barring Scheme Check). If you come into school on a regular basis then you will need to ensure that you have a DBS. The school office will support you with this process and let you know whether a check needs to be completed.

Volunteers on school trips without a DBS will not be left alone with children whilst on a school visit.

### 2. Pre-Trip Information

The lead teacher will have planned the trip carefully and will share with you the schedule of the day. Please be aware of the need to follow timings and make sure you are in directed places at given times. They will also share information any particular experiences or questions that could be asked which will help to enhance the day for the children.

You will be advised as to whether you will need to bring a packed lunch. Only hot drinks from containers with lids can be consumed. Nut products are not allowed.

### **3. Responsibilities**

Though the teacher is responsible for the safety of all children, he/she will allocate you a group to be in charge of for the day, will give you a list of names and advise you of any particular needs within your group. Please keep these children within your sights at all times. If for any reason you need to leave the group or the timetable, please make sure you inform the teacher. Contacts numbers will be shared.

The teacher will have grouped the children carefully. Parents may not always be asked to support the same group that their child is in. Please respect the teacher's professional judgement in these decisions.

### **4. During the Visit**

#### **Behaviour**

Good behaviour during school trips ensures the safety, learning and enjoyment of the day for children, teachers and adults. Children are expected to be ambassadors for Godinton Primary School at all times.

Please encourage the children to:

- Listen carefully to speaking adults
- Ask questions to clarify their understanding
- Read signs and labels to find out more
- Talk about what they can see
- Have responsibility for their safety and belongings
- Move about calmly and sensibly
- Respect objects and equipment
- Demonstrate polite behaviour towards other visitors and adults
- Speak at an acceptable volume for the location
- Please ensure that the children in your care are behaving appropriately and do not hesitate to enlist the teacher's support.

#### **Out and About**

Many trips involve moving along pavements and crossing roads. It is usual that teachers will stop the traffic at the place of crossing and the class/group will walk across together. On occasions you may be asked to cross the road with a small group and all regard for safety must be considered including finding a safe place/opportunity to cross.

Children should be expected to:

- Walk sensibly
- Stay on the pavement furthest away from the road
- Keep up with the group
- Pay attention to adults and traffic



### **Support and Assistance**

Children may need help with tasks on the trip such as completing any set work or assistance with items in their packed lunch. If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.

The staff leading the trip will give you details of where to find toilets and the arrangements for children accessing the toilets. For older children, the children should visit the toilet in pairs or groups (waiting in the toilet block for each other). Adults accompanying should wait outside the block as appropriate. For younger children it may be appropriate for helpers to wait inside the block – the children will be able to access the cubicles themselves.

The lead member of staff is responsible for any medication taken on the trip and will advise you of any medical needs within the group. Any first aid situations should be reported to a first aider or the lead member of staff.

If an emergency situation were to arise, the lead teacher, or another member of staff, will make all decisions regarding how to respond including informing the school.

If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.

### **Expectations of Adults**

Adults supporting trips are required to be good role models of behaviour for the children. The following guidelines provide care for our children and also safeguard adults against criticism and accusations of inappropriate conduct.

- Adults should deal with children sensitively and with equality. Bad language and inappropriate discussion are not acceptable in the company of children.
- For the health of our children there is a “No Smoking” policy in school and this also applies to school visits.
- Adults are not permitted to drink alcohol whilst supervising the children
- Mobile phones should not be used for personal purposes but it is useful to carry a phone and the school’s telephone number (01233 621616) for emergency reasons.
- Adults are not permitted to take photographs of children on their mobile phones or other devices whilst on a school trip.
- It is advisable to be cautious about any physical contact with a child (refer to the school’s safeguarding leaflet for volunteers) and to ensure that you do not find yourself alone with a child.
- It is vital for the safety of the group that you report any inappropriate behaviour from adults or children or any pupil welfare concerns to the teacher in charge. The Designated safeguarding Leads in school are the Head Teacher (Miss Talbot) and Assistant Head (Mrs Stein) if you have any concerns you wish to share.
- All issues surrounding our children’s behaviour or welfare must remain confidential.

**In case we forget to say, please be assured that we really do appreciate your help.**

## **APPENDIX D – ACTIONS TO BE TAKEN IN THE EVENT OF A COACH BREAKDOWN**

Coach break downs are thankfully very rare. However should this occur, the following protocol will be followed.

### **Actions to be Taken by Staff on the Trip**

In the event of a breakdown, the lead member of staff will assign themselves or other staff accompanying the visit to the following responsibilities:

- Assessing the safety of the situation
- Supervising the children and ensuring their needs are being met
- Liaising with the coach driver
- Liaising with school

#### **1. Assessing the Safety of the Situation**

Ensuring the safety of all children and adults on the school trip should be the primary area of focus.

A member of staff should assess the following in order to decide what action to take:

- What hazards are present in the breakdown location and how can these be minimised
- Is there the possibility of the vehicle moving to a safer location

If hazards are present, then action should be taken in order to minimise the risks. This may include:

- Children being removed from the back 2 rows of the coach in order to minimise the risks of a potential rear collision, if spare seats are available in other parts of the coach and only if the risk of moving the children is less than the risk of them remaining where they are.
- If the breakdown is on a motorway, then it may be deemed safer to remove all the children from the coach to an accessible, safe area beyond the crash barrier.

If the break down area is deemed safe, then children should remain on the coach, in their seats, with seatbelts on or be taken off the coach to an even safer area – e.g. grassy area away from traffic.

#### **2. Supervising the children and ensuring their needs are met**

Adults (staff and volunteers) should remain on the coach with the children whilst allowing other members of staff to complete the tasks outlined above.

Supervising staff should:

- Provide reassurance to the children that everything is ok and that the problem is being addressed. Be mindful of ensuring that conversations between adults are not overhead by the children which may cause them to worry. Encourage the children in appropriate activity – playing noughts and crosses, eye-spy etc.
- If the coach is stationary and safe, staff should circulate the coach at intervals to check on the children.
- Check that the children have enough to drink and in the event of longer delays, have something to eat if possible. For trips of greater length, small bottles of water will be taken on board the coach to use in an emergency.
- Depending on the length of the day, staff may consider purchasing additional refreshments for the children and the means to do so, should be consider as part of the planning and preparation for the trip.
- Assess what toilet facilities are available. This may include approaching local businesses e.g. café or office to see whether facilities on these premises may be used if public toilets are not available and the coach does not have its own toilet. Private houses should not be approached for the use of a toilet.
- If external toilet facilities are used, children should dismount the coach, providing it is safe to do so, in small groups led by a member of school staff.
- Additional comfort breaks may need to be built into the schedule once the coach is moving again.
- Consider what else can be done to keep the children comfortable e.g. asking for the temperature on the coach to be adjusted.
- Any issues should be reported back to the lead member of staff.

### **3. Liaising with the Coach Driver**

A member of staff should be tasked with liaising with the coach driver over matters such as cause of the breakdown, estimated time of arrival of breakdown recovery service etc. Information should be relayed to the lead member of staff.

### **4. Liaising with School**

A member of staff should contact school by telephone to let the Headteacher know what has occurred. Regular contact should be maintained so that school can relay accurate and up to date information to parents.

A member of staff (usually the Headteacher) should be identified in advance as the person to be contacted in the event of a delay significantly out of school hours when the school office may be shut. This person should be contacted directly in these circumstances.

### **Actions to be Taken by Staff at School**

On hearing of a breakdown and delay from a member of staff accompanying the trip, staff on site at school, or the appointed out of hours contact will:

Send a ParentMail out to parents containing relevant information and giving an indication, if possible of the revised time of arrival back at school. The ParentMail should provide reassurance to the parents as to how the situation is being addressed.

Further, regular updates will be provided to parents at timely intervals to update on the situation.

Telephone the coach company and liaise with them directly to ensure that a robust plan for recovery is put in place. This may include repair or a replacement coach.

In extreme circumstances, staff at school will arrange an alternative form of transporting the children and staff home, if the coach cannot be fixed or a replacement coach sent. This may include, parents driving to pick children up.

Address any other issues that staff on the trip may require assistance with such as holding onto their own children at school or cancelling after school activities due to take place.