

We are a Catholic school and we have a Mission to educate our children in the spirit of the Gospel of Christ. As our Mission Statement says: *Living, Loving and Learning through Christ'*

**Living** – We provide a safe environment where children are inspired to achieve their true potential.

**Loving** – We learn how to love Jesus and each other. We follow His example by showing kindness and respect to everyone. We see potential in all.

**Learning** - We educate and nurture all to meet the demands of the changing world with Love, Peace and Respect.

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

In our school we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

The Governing Body recognises the importance and value of educational visits and is keen to encourage their development. The safety of the Staff and children involved in them is paramount. It is essential that all visits are planned and supervised with great care.

Through this policy we aim to provide the procedures and guidelines which will enable our visits to be implemented safely. It gives advice and information about responsibilities for staff, procedures in the event of an accident, insurance and financial arrangements.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

## **Planning & procedures**

### **1. The Visit**

All trips for the term should be booked at least two weeks before the start of that term. To establish the appropriateness and safety of a visit the following questions should be considered by the organisers. All concerned should have a clear understanding of the objectives relating to the curriculum and to social and personal development. Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk.

Activities must match the age, needs and experience of pupils and should address questions such as:

- What is the aim of the visit?
- Where does it fit into the pupils' current curricular needs?
- Is it in line with the school's curricular policy?
- Is the aim being achieved in the most efficient and effective manner?

### **2. Planning**

Organisers must precede outdoor activities by undertaking exploratory visits to evaluate the suitability, modes of transport and to assess the areas of risk. No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

### **3. Risk Assessment**

All proposed Educational activities off school site must follow the completion of a formal risk assessment, even to a visit to a local park or a walk around the block; these are all activities off site. We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. This can be found on the staff drive on the server.

<b>Risk assessments must be completed two weeks in advance of the trip.</b>	<b>Please ensure that you have let the office know so that they can inform the kitchen as soon as possible after you have booked.</b>	<b>To obtain free travel on London public transport the application needs to be made at least two weeks in advance.</b>	
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No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualification of the school supervisory staff.
- The group members' age, competence, fitness and temperament
- The ratio of experienced, qualified centre staff to students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

No trip or visits will be allowed to go ahead unless the appropriate risk assessment has been undertaken and signed off by all those necessary and a signed copy is given to the office with the correct children's' register attached.

See Appendix 1

#### **4. Responsibilities**

**The Governors** have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits require the approval of the Governing Body.

**The L.E.A.** (Hackney Learning Trust) also has a duty of care for children on school visits.

**The Head Teacher** has overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

**All Staff** have the responsibility to co-operate with the Head Teacher and the Governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the Head Teacher.

All injuries or accidents should be reported to the Head Teacher and recorded in the school accident book. The L.E.A. should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

**Parents** must receive written details of routine visits and journeys. Their written consent is required for all activities that differ from the daily norm. Parents are asked to give permission for general off site activities in the local area at the beginning of the year e.g. nature walk in Hackney Downs. Parents should be given as much notice as possible. Initial notice should be via the main newsletter. This can then be followed up by a letter giving more specific information at least two weeks in advance.

If a parent has offered to be a helper for the trip you must let parents know in writing if they are able to accompany you or not.

You must ensure you have your parent/helper meeting at least a week in advance of the trip.

**Supervision of Pupils** - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group. Party leaders retain responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey.

#### **First aid provision**

***Residential visits must include a minimum of one member of staff with a recognised First aid qualification. Wherever possible a qualified first aider should also support other 'non residential' visits. Individual pupils medication together with a complete first aid box must be taken on all educational visits.***

After each trip all medication must be returned to the medical room immediately and signed back in.

**5. Staffing the Visit.**

For reasons of both child protection and Health & Safety it is important that a minimum of two staff support each visit, one of whom should be a qualified member of staff.

Suitably experienced party leaders should be found or the visit will not take place.

Voluntary helpers must be carefully selected and must act towards the children as a careful parent would in similar circumstances. However, the teachers retain primary responsibility for supervising the party at all times.

Minimum recommended staffing ratios are as follows:

- 1 adult to 15 children for visits where the element of risk to be encountered is similar to that normally encountered in daily life.
- For day visits without a high risk, a ratio of 1 adult to 10 children is required.
- Activities with increased levels of risk will require lower ratios.
- For children under 8 years, a ratio of 1 adult to 6 children is recommended.

nb LEA guidance states:

- each visit should include a teacher – except for a small group of children attending a sports event where there will be other trained staff supervising events
- no difference in number of children that qualified / unqualified staff should have assigned to them

**6. Transport:**

Whenever an educational visit is due to take place that requires transport hired by the school, Council approved reputable companies should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained.

It may be necessary from time to time for pupils to use public transport, where buses are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill pupils should be taught.

By order of the Governing Body of St Scholastica’s Catholic Primary School.

Summer 2022

(Signed)\_\_\_\_\_ Date: \_\_\_\_\_  
(Head teacher)

(Signed)\_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of Teaching & Learning Committee)

**APPENDIX 1**  
**CHECK LIST FOR VISITS. ALSO SEE RISK ASSESSMENT FORM**

**Prior to Visit.**

**Complete a risk assessment form and have it signed by the Head teacher and a copy to all adults involved**

1. Identify party leader and party organiser.
2. Discuss proposal with Head Teacher. Enter in school diary.
3. Check permission required. Arrange insurance as necessary.
4. Calculate cost involved, include transport, (3 quotes), insurance, admission charges and extra adults.  
(Administrator)
5. Letter to parents assessing financial viability of the visit and gaining **parental consent**. (Administrator)  
Fix meeting if appropriate.
6. Book coach, confirm in writing and keep copy of letter. (Administrator)  
State time of arrival at school and return time. (Administrator)
7. Cancel school meals in kitchen (At least 2 weeks notice) (Administrator)
8. Cancel milk if appropriate. (Administrator)
9. Identify extra adult helpers - male and female in mixed parties (see suggested ratios).
10. Preliminary visit to venue where possible.
11. Identify Special needs/problems for particular children (e.g. travel sickness)
12. Prepare group lists for all helpers.
13. Send out final details to parents including itinerary and emergency contact at school.  
Make clear the anticipated time back at school.
14. Notify staff and SEN support staff as appropriate.

**Day of Visit.**

1. First Aid kit as appropriate.
2. Telephone if possible (Leave contact numbers in school)
3. Buckets, bin liners, paper towels, saw dust. Inhalers / Medication where appropriate
4. Money or cheque(s) for expenses.
5. Packed lunches.
6. Establish emergency contact at school is unchanged.
7. Details of venue including maps if appropriate.  
Copy of venue details and itinerary to be left in school with the Head Teacher.
8. All necessary equipment is available including a list of items taken.
9. All children have the appropriate clothing. (All children must have a coat with them)
10. List of all children on each coach with teacher.
11. Lists of all groups to all staff and parent helpers.

12. Parents reminded of their role on the day.

### **Before Leaving the Venue.**

1. Check face against name of all children on the coach.
2. If two coaches involved the visit leader must be satisfied that all children are accounted for before any coaches leave.
3. Check all equipment is on the coach.
4. Check all children have bags, coats, appropriate clothing etc.
5. No children in the front seats or centre rear seat of coaches.
6. All children seated and seat belts on.
7. Order a coach with extra seats to leave front & back free

### **Return to School.**

1. Leader satisfied all children have been collected or allowed home according to parents wishes. No child is to be left at school alone.
2. Return First Aid kits and other equipment to store.
3. Inform Head Teacher of any incidents immediately and final numbers for insurance purposes.

### **Notes for Parent Helpers.**

#### **Guidance for additional adults on school trips**

All adults supporting school trips should be given a copy of this list.

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| ✓ ALWAYS position yourself at the back or in the middle of the group while the teacher is leading the children | X DO NOT answer the phone                            |
| ✓ ALWAYS make sure you have attended the pre-trip meeting and have signed the risk assessment                  | X DO NOT go to the shops                             |
| ✓ ALWAYS make sure children are walking on the inside of the pavement.   | X DO NOT put yourself or others at risk              |
| ✓ ALWAYS make sure infant children hold hands in pairs   | X DO NOT be distracted by gossip                     |
| ✓ ALWAYS make sure the children only talk to their partner   | X DO NOT let children talk whilst crossing a road    |
| ✓ ALWAYS support the teacher in crossing the roads   | X DO NOT leave groups unattended                     |
| ✓ ALWAYS check you have a list of all children and their group leaders and contact numbers if applicable       | X DO NOT let children wander off                     |
| ✓ ALWAYS check you have packed lunches, first aid kit, and identity stickers                                   | X DO NOT smoke                                       |
| ✓ ALWAYS remember you are responsible for every child in your group  | X DO NOT swear or use any inappropriate language     |
| ✓ ALWAYS assist the teacher in head counting   | X DO NOT leave belongings unattended                 |
| ✓ ALWAYS have a trip time table  | X DO NOT split child on public transport             |
|  | X DO NOT let children eat en route                   |
|  | X DO NOT let children shout or run wild              |
|  | X DO NOT let children go to the toilet unaccompanied |
|  | X DO NOT lose track of time                          |

## **APPENDIX 2.**

### **CODE OF CONDUCT FOR OUTDOOR VISITS.**

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. We listen to our group leader and do exactly as we are asked, the first time of asking.
3. We travel on coaches sitting down safely - we never change places or shout loudly.
4. We stay with our group and always ask permission to go elsewhere (toilets etc.)
5. We walk quietly wherever we go not disturbing other people, along pavements in pairs keeping next to the wall-side.
6. We respect property by not sitting on walls or touching cars. Looking after vegetation and not pulling it.
7. We obey the country code when in the countryside.
8. We always leave places as we found them without litter. Do not bring bottles or cans.