



**WROXALL
PRIMARY SCHOOL**

Castle Road, Wroxall, IW PO38 3DP

Tel. 01983 852290

office@wroxallprimary.co.uk

Educational Visits and School Trips Policy

Signed:

Acting Headteacher

Date: 22.05.2024

Signed

Chair of Governors

Date: 22.05.2024

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Statement of intent

Wroxall Primary School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Revision No.	Date Issued	Prepared By	Approved	Comments
1	April 2021	LT	FGB	New policy initiated
2	May 2024	CDr		

1. Legal framework

- 1.1. This policy has been created with regard to relevant legislation including, but not limited to:
 - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
 - DfE (2018) 'Charging for school activities'
 - DfE (2018) 'Health and safety on educational visits'
 - HSE (2011) 'School trips and outdoor learning activities'
 - DfE (2013) 'Driving school minibuses'
- 1.3. This policy should be used in conjunction with the following school policies:
 - Complaints Procedures Policy
 - Behavioural Policy
 - School Emergency plan
 - Health and Safety Policy
 - Charging and Remissions Policy
 - Minibus Policy
 - Equal Opportunities Policy
 - DBS Procedures

2. Definitions

- 2.1. 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.
- 2.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.
- 2.3. 'Residential' means any school trip which includes an overnight stay.
- 2.4. Activities of an 'adventurous nature' include, but are not limited to, the following:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

3. Key roles and responsibilities

3.1. The governing body's responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

3.2. The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, which will usually be the SBM,
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing body regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
- Overseeing the relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

3.3. The educational visits coordinator has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.

- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Conducting and checking risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Overseeing and checking an itinerary prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
- Ensuring that all risk assessments are checked with the school's Health and Safety advisor – Good Skills.
- Liaising with the appointed member of staff to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the headteacher or governing body.

3.4. **The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:**

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Completing all essential documentation for the trip, including a risk assessment and checklist.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance of the trip.
- Distributing permission slips to parents six weeks prior to the trip and chasing up any permission slips that have not been returned two weeks prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip as appropriate.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

3.5. Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

3.6. Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

4. Training of staff

- 4.1. Staff will receive training on this policy as part of their induction. This will be carried out by the SBM.
- 4.2. Staff will receive regular updates with regard to this policy if and when changes occur.

5. Planning school trips

- 5.1. Prior to planning a school trip, the following guidance will be read by the Educational Visits co-ordinator:
- DfE (2018) 'Health and safety on educational visits'
 - HSE (2011) 'School trips and outdoor learning activities'
- 5.2. A thorough risk assessment will be conducted by the designated leader in conjunction with the educational visit coordinator during the planning of the trip, to ensure pupil and staff safety. In necessary, the EVC will ensure that this is checked with the school's Health and Safety advisor.
- 5.3. Adventure activities will always be identified at the planning stage and never added during the trip.
- 5.4. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

- 5.5. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.
- 5.6. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.
- 6.3. The process is as follows:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record findings and implement them
 - Review assessment and update if necessary
- 6.4. A generalised risk assessment form is available in Appendix 3 – it may be appropriate to use a trip specific risk assessment depending on the potential risks of the trip.

7. Vetting providers

- 7.1. When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.
- 7.2. If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:
 - Their insurance arrangements
 - Their adherence to legal requirements
 - Their control measures
 - Their use of vehicles
 - Staff competency levels
 - Safeguarding policies
 - The suitability of their accommodation
 - Any sub-contracting arrangements in place
 - The presence of necessary licences
- 7.3. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.

- 7.4. If an organisation does not meet the school's standards, they will not be considered.

8. Equal opportunities

- 8.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.
- 8.2. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 8.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.
- 8.4. Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.
- 8.5. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.
- 8.6. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 8.7. For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

9. Safe use of minibuses and seatbelts

- 9.1. Confirmation will be obtained to ensure all hired or borrowed minibuses are roadworthy and legal.
- 9.2. Checks will be made to ensure drivers of hired vehicles are competent, have a current driving licence, are aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances.
- 9.3. Drivers will complete the relevant forms from the school office and supply a photocopy of their driving licence.
- 9.4. School staff drivers will be MIDAS trained and will hold a Council Vehicle Driving Authorisation (CVDA).
- 9.5. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 9.6. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

10. Parental consent

- 10.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 10.2. Written consent is required for:

- Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
- 10.3. If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.
- 10.4. Separate consent will be sought for trips which require payment.
- 10.5. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

11. Staffing ratios

- 11.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

Reception – Year 3	1:6
Year 4- Year 6	1:10/15

However, when deciding on ratios, the nature of the visit and the children taking part will be taken into consideration. For example, if there is a high risk activity or children with significant needs the ratios may be higher.

12. Insurance and licensing

- 12.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.
- 12.2. Insurance will be in place for every trip, to ensure adequate protection and medical cover is in place.
- 12.3. Parents will be informed of the limits of any insurance cover.
- 12.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 12.5. Medical expenses will be recorded and stored in the school office.

13. Accidents and incidents

- 13.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 13.2. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
 - The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
 - Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
 - The British Embassy/Consulate will be informed.
 - The insurer will be notified.
- 13.3. The headteacher will keep written records of any incidents, accidents and near misses in line with the school's emergency plan.
 - 13.4. Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.
 - 13.5. Staff will use guidance as set out in the School's Emergency Plan, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
 - 13.6. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. This is detailed in the school's Emergency Plan.
 - 13.7. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
 - 13.8. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
 - 13.9. To ensure pupils are easily identifiable, they must wear school uniform, high-vis jackets or be identifiable in another way such as the wearing of a badge.

14. Missing person procedure

- 14.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 14.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 14.3. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 14.4. When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with section 15 of this policy.
- 14.5. Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

- 14.6. The visit leader will be required to carry a mobile phone with them at all times.
- 14.7. Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.
- 14.8. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 14.9. In the event someone goes missing whilst on a school trip domestically or abroad:
 - The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
 - The trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
 - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
 - If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
 - If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.
- 14.10. If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 14.11. If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- 14.12. If a member of the party has gone missing and is subsequently found, the trip leader will:
 - Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
 - Review whether more registers should be conducted throughout the day.
 - Assess which venues they attend to ensure they are suitable for the group.
 - Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

15. Pupils with SEND

- 15.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 15.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

- 15.3. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

16. Finance

- 16.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 16.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
- Part of the national curriculum.
 - Part of religious education.
- 16.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 16.4. All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.
- 16.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing body on the matter, taking into account the cost to the school, including alternative provision costs.
- 16.6. In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing body on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.
- 16.7. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 16.8. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 16.9. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.
- 16.10. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.
- 16.11. Any excess of expenditure will be subsidised by the school fund.

17. Foreign trips

- 17.1. When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.
- 17.2. Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.
- 17.3. Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 17.4. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 17.5. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 17.6. Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.
- 17.7. Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 17.8. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.
- 17.9. At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.
- 17.10. When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks in the same manner as paragraph 7.2 prior to agreeing to use the provider.

18. Evaluating trips and visits

- 18.1. Following an educational trip/visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- 18.2. Based on this assessment, recommendations will be made to improve future trips and visits.

19. Monitoring and review

- 19.1. The effectiveness of this policy will be monitored by the headteacher.
- 19.2. The governing body will review this policy annually.

19.3. The scheduled review date for this policy is April 2026.

Annual consent form for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your child,

_____ ,

- a) To take part in school trips and other activities that take place outside school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - All visits, including residential trips, which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
 - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

.....

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

Consent form for specific educational visits and school trips

Educational visits consent form			
Pupil details		Visit details	
Name:		Destination:	
Year group:		Date:	
Date of birth:		Time:	
Home telephone number:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
<p>Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.</p>			
<p>When did your child last have a tetanus injection?</p>			
<p>If your child is taking medication, please give details, including whether it can be self-administered:</p>			
<p>Is your child allergic to any medication? YES/NO. If yes, please specify:</p>			
<p>Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:</p>			
Family doctor:		Telephone number:	
Address:			
<p>I am happy to let my son/daughter make their own way home <input type="checkbox"/></p> <p>I will collect my son/daughter at _____ from _____ <input type="checkbox"/></p>			

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the school's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: _____ Date: _____

Parent's name in BLOCK capitals:

Address: _____

Telephone number: _____

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

Emergency contact one

Name: _____

Telephone number: _____

Relationship to pupil: _____

Emergency contact two

Name: _____

Telephone number: _____

Relationship to pupil: _____

Appendix 3: Risk Assessment template and checklist for all school visits:

<p>Venue/Nature of visit:-</p> <p>Date of visit:-</p> <p>Number of pupils attending:-</p> <p>Number of staff/adults attending trip/visit:- (YrR-3 1:6, Yr4-6 1:10/15)</p> <p>GENERIC RISK ASSESSMENT (This form should be reviewed by the Group Leader in relation to the group, destination etc) and personalised/ammended as appropriate to show the needs of the group and the nature of the activity.</p> <p>RISK ASSESSMENT FOR OFFSITE VISIT: Upon completion this form should be checked by the EVC and then approved by the head teacher at least 2 weeks prior to the visit (6 weeks for visits abroad, residential visits and those of an adventurous and hazardous nature).</p>	<p><u>Check List</u></p> <p>Before trip or visit ensure:</p> <ul style="list-style-type: none">• Risk Assessment Overview Form is completed.• The school checklist detailing adult/child ratios; mobile communication; group contact information; medical consent etc. has been completed and returned to the Deputy Headteacher.• Risk assessments are in place.	
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Benefits (aims, objectives, intended outcomes) <ul style="list-style-type: none"> • 			Who might be at risk? (tick as appropriate) Children _ Staff _ Volunteers _ Others (please specify) _	
HAZARDS GENERAL OFFSIDE ACTIVITY	IDENTIFYING THE HAZARDS – ASSESING THE RISKS	INITIAL RISK RATING (H,M,L)	CONTROL MEASURES – REDUCING THE RISK	RESPONSIBILITY This could relate to specific teachers, adults or groups
Behaviour Conditions.	<ul style="list-style-type: none"> • Refusal to follow instructions. • Running off. • Physical contact. • Injury. 		<ul style="list-style-type: none"> • Correct adult/pupil ratio. • School behaviour policy to be followed. • Individual R A in place if applicable (<i>please specify details if this is in place</i>). • 1-1 with member of staff if necessary (<i>please specify details if this is in place</i>).. • Any problem within group, school should be contacted immediately following behaviour and safeguarding procedures. 	
Medical Conditions.	<ul style="list-style-type: none"> • Illness. • Injury. 		<ul style="list-style-type: none"> • Named first aider – (<i>please specify</i>) • Person with medical needs to be with first aider. (<i>please specify</i>) • Check all needed medication prior to trip/visit. • Fully stocked first aid bag. 	

Separation from group.	<ul style="list-style-type: none"> Missing young person/persons. 		<ul style="list-style-type: none"> Supervision Regular head counts. Communications available. Discuss getting lost procedure with children. Hi visibility jackets to be worn. 	
Groups on activity splitting up.	<ul style="list-style-type: none"> Losing contact with rest of group. 		<ul style="list-style-type: none"> Teacher in charge of each group. Class to remain together. Mobile communication. 	
Use of public toilets.	<ul style="list-style-type: none"> Abduction. Assault. Getting lost. 		<ul style="list-style-type: none"> Children to be accompanied by a member of staff at all times. 	
HAZARDS <u>Coach/Bus Journey.</u> Bus station/ bus stop.	<u>IDENTIFYING THE HAZARDS – ASSESING THE RISKS</u> <ul style="list-style-type: none"> Falls onto roadway. Trips/slips. Injury. 	<u>INITIAL RISK RATING (H,M,L)</u>	<u>CONTROL MEASURES – REDUCING THE RISK</u> <ul style="list-style-type: none"> Supervision to keep pupils away from roadside and moving vehicles. Reduced waiting time. 	<u>RESPONSIBILITY</u>
Boarding/disembarking	<ul style="list-style-type: none"> Trips/slips. Falling down steps/stairs. Injury. 		<ul style="list-style-type: none"> Adults helping at doorways. Head count on and off vehicle. Steps/stairs only to be used when vehicle is stationary. Leave coach in groups of eight or less and a minimum of one adult. 	

Vehicle movement.	<ul style="list-style-type: none"> • Collision. • Injury. 		<ul style="list-style-type: none"> • Supervision. • Pupils to be properly seated at all times with seatbelts done up. • Staff to check pupils' seatbelts are correctly fastened. • Pupils should not be seated in the front two seats of the vehicle. • Pupils should be quiet enough so as not to distract the driver and to hear any instructions. 	
Motion sickness	<ul style="list-style-type: none"> • Nausea • Sickness. 		<ul style="list-style-type: none"> • Driver to pull over if it is safe to do so. • Cleaning equipment and sick bags to be available. 	
HAZARDS MINIBUS TRAVEL Accident/Collision In event of collision Evacuation Staff sickness Student sickness	IDENTIFYING THE HAZARDS – ASSESSING THE RISKS Injury Injury Sickness	INITIAL RISK RATING (H,M,L)	CONTROL MEASURES – REDUCING THE RISK Safety Belts must be worn by all Number of drivers (if long journeys are planned). Time in minibus between breaks Behaviour of students/briefing - when/how/by whom Remove students from vehicle to safe place if possible i.e. embankment. Door not to open onto carriage way where possible Parking at an angle Display warning lights Must have mobile phone & telephone contacts Information available for staff/students Number on board. List of names and home contact Pull over in lay-by Cleaning equipment/ bags	RESPONSIBILITY

<p>Behaviour of group</p> <p>Child with additional needs/EHCP</p> <p>Vehicle movement.</p>	<p>Distract driver and cause an accident</p> <p>As above</p> <ul style="list-style-type: none"> • Collision. • Injury. 		<p>Very clear behaviour policy</p> <p>1-1 support if appropriate (<i>please specify details</i>).</p> <p>Supervision at all times.</p>	
<p><u>HAZARDS</u> <u>Walking Roadside</u></p> <p>Vehicles on public and private roadways.</p>	<p><u>IDENTIFYING THE HAZARDS – ASSESING THE RISKS</u></p> <ul style="list-style-type: none"> • Being struck by moving vehicle. 	<p><u>INITIAL RISK RATING</u> (H,M,L)</p>	<p><u>CONTROL MEASURES – REDUCING THE RISK</u></p> <ul style="list-style-type: none"> • Adult/pupil ratio. • Staff must be aware of walking roadside protocol. • Staff to walk on outside of pavement – pupils in twos. • High Visibility jackets should be worn. • One adult in front and one behind. • Mobile communications. • Contact details and medical consent forms for the entire group. • Advise pupils on getting lost procedure. • At no stage should pupils walk on the road to avoid pedestrians. • <u>Any problem within group, school should be contacted immediately following the schools behaviour/safeguarding procedures.</u> 	<p><u>RESPONSIBILITY</u></p>
<p><u>HAZARDS</u> <u>Slips and trips.</u></p>	<p><u>IDENTIFYING THE HAZARDS – ASSESING THE RISKS</u> Injury.</p>	<p><u>INITIAL RISK RATING</u> (H,M,L)</p>	<p><u>CONTROL MEASURES – REDUCING THE RISK</u></p> <ul style="list-style-type: none"> • Supervision at all times. • The entire group to walk – no running, no playing. 	<p><u>RESPONSIBILITY</u></p>

HAZARDS Crossing roads.	IDENTIFYING THE HAZARDS – ASSESSING THE RISKS <ul style="list-style-type: none"> Collision. Injury. 	INITIAL RISK RATING (H,M,L)	CONTROL MEASURES – REDUCING THE RISK <ul style="list-style-type: none"> Staff should stand on either side of the road, facing oncoming traffic. If the group need to cross a road they should endeavour to do so at an identified crossing point i.e. Zebra or pelican crossing. Pupils at the front should be instructed where to wait safely until the entire group has crossed. High Visibility jackets to be worn by staff/pupils as appropriate. 	RESPONSIBILITY
<i>Other factors: (Please specify and detail other factors which need to be considered as part of this risk assessment and include them in the columns above)</i>				
<i>Alternative plans (Plan 'B'/Plan 'C'): Please include any alternatives that need to be included as part of the above plan.</i>				
Ongoing risk management 1 Apply the control measures 2 Monitor how effective they are 3 Change, adapt, revise as required	Examples <ul style="list-style-type: none"> monitor the weather monitor water/river levels monitor traffic on road monitor conditions underfoot monitor group and leaders response and motivation monitor behaviour assess group risk awareness in different environments monitor the response of your supporting adults 			
Completed:		Date:		
Signed:	Group leader:	Headteacher:		

Wroxall Primary School

Educational trips and visits checklist for staff - Updated 2021

At Wroxall Primary School we fully understand that learning outside of the classroom helps to bring the curriculum to life and has a significantly positive impact on enhancing pupils' learning.

Whilst school trips and visits are highly beneficial, they also pose certain risks to pupils and staff which, if not managed correctly, can be fatal. It is imperative that staff members are able to effectively evaluate and manage all risks associated with educational visits and trips, ensuring that the necessary measures are in place to allow the trip to run smoothly.

By effectively assessing risks, this means that:

- All staff members focus on the real hazards involved when planning trips.
- All staff members understand their roles and responsibilities, receive appropriate support, and are competent to lead and take part in school trips.
- Learning opportunities for pupils are maximised safely.
- All risks are managed appropriately – whilst it may not be possible to reduce risks completely, risks should be managed to ensure that the possibility of them occurring is low.

The checklist provided in this template **must** be completed by the visit leader prior to any educational visit or trip, and in accordance with the relevant timescales provided. It is imperative that this checklist is completed, to ensure that staff members have actioned the necessary procedures and have the required measures in place. A copy must be given to the school office, SBM and Headteacher.

Year/Class:	Date of visit:
Nature of visit:	
Teacher organising activity:	

4-6 weeks prior to the trip – provisional planning

Action	Completed? (Y/N)	Further comments/action required
Have you:		
Obtained permission from the headteacher to proceed with the trip?		
Established insurance arrangements?		

Contacted the visit location for pre-visit information, pricing, etc.?		
Conducted a pre-visit of the site (if necessary)?		
Conducted a risk assessment?		
<p>Checked the suitability of the trip in line with the following school policies:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding policies • First Aid Policy • Educational Visits and School Trips Policy • Special Educational Needs and Disabilities Policy • Health and Safety Policy • Charging and Remissions Policy • Supporting Pupils with Medical Conditions Policy • Equal Opportunities Policy 		
Contacted transport providers to assess suitability, prices and availability?		
Created a list of all assistants and volunteers that will be attending the trip, and submitted this to the school office?		
Provided information regarding the visit, any requirements, prices, clothing, food, insurance etc. to pupils, parents, teachers, assistants and volunteers, the deputy headteacher and school office?		

4 weeks prior to trip – establishing procedures

Action	Completed? (Y/N)	Further comments/action required
Have you:		
Gained parental consent for all pupils attending the trip, and provided written copies of these to the school office for documentation?		

With the support of the school office, received all payments from parents for pupils attending the trip (if necessary)?		
With the support of the school office, booked transport arrangements, and confirmed directions, drop-off and pick-up arrangements, and the itinerary for the trip?		
With the support of the school office, obtained written confirmation of the travel date from the transport provider?		
Established staff to pupil ratios based on any statutory requirements and the risks associated with the trip? (YrR-3 1:6, Yr4-6 1:10/15)		
Considered any additional medical and/or special needs, and made a list of all pupils who have these?		
Made sure that staff members qualified to administer first aid, and medication where necessary, will be attending the trip?		
Made sure that all staff are aware of relevant special and/or medical needs?		
Planned the procedures for the event of an emergency during the visit, in line with the school's emergency procedures?		
Established appropriate emergency contacts?		
Arranged appropriate cover for teachers attending the trip if necessary?		

1 week prior to the trip – finalising arrangements

Action	Completed? (Y/N)	Further comments/action required
Have you:		
Had confirmation from the transport provider regarding: dates, times, arrangements and any changes?		

Confirmed the lists of the pupils attending and not attending the trip are correct?		
With the help of the school office, confirmed that all necessary payments have been received and the costs of the trip has been covered?		
Confirmed that the lists of pupils with additional medical and/or special needs are correct?		
Confirmed that the lists of all staff members, assistants and volunteers attending the trip are correct?		
Confirmed that staff to pupil ratios are correct, and the required amount of first aiders are attending the trip?		
Confirmed that appropriate supervision arrangements are in place?		
With the help of the headteacher, finalised arrangements for class cover (if necessary)?		
Ensured that all to staff have an itinerary of the trip?		
Sent reminders to pupils and parents of the itinerary and a list of what they will need to bring on the day, e.g. clothing, food?		
Checked image consent forms to be sure which children can be photographed.		
Established communication arrangements for pupils and staff. A school phone should be taken on the trip.		
Request that a reminder text is sent to parents, from the office, the day before the trip, reminding them of what children will need		

Day of the trip – final checks

Action	Completed? (Y/N)	Further comments/action required
Have you:		
Checked that you have lists for pupils, staff, assistants and volunteers attending the trip?		
Checked that pupils have brought the required items, e.g. food and clothing?		
Checked that all pupils attending the trip are present?		
Checked that all staff members, assistants and volunteers attending the trip are present, including first aiders and those needed for medical and/or special requirements?		
Communicated standards of behaviour and conduct, including in relation to mobile devices, to all pupils and staff?		
Ensured that all pupils and staff have been provided with, and fully understand, the itinerary?		
Ensured that all staff and volunteers have itinerary, risk assessments and locations of meeting points and times?		
Ensured that all staff have emergency contact information for children.		
Ensured that the school i-phone has been collected, is switched on and fully charged?		
Ensured that any medicines required have been supplied and are held by the appropriate staff member(s)? Two Adrenaline Auto Injectors should be carried for children with anaphylaxis.		
Ensured that all pupils who require medicine are aware of the names of the staff members in possession of these, and where to find the medicine?		
Ensured that a first aid kit is available and that this is fully stocked?		

Ensured that all staff members know where to locate the first aid kit?		
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Signed: Lead Teacher	Date:
Signed: Headteacher	Date: