

# St. John's Church of England Infant and Nursery School



## School Trips Policy

### Statement of Intent

As a church school everything we do is rooted in our Christian values. At St. John's we teach the children about these core values:

Love, respect, honesty, forgiveness, friendship, courage, cooperation, peace, perseverance, trust, patience and understanding.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

School Trips Policy	
Written by:	Aila Hameed
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Target Audience:	All Stakeholders

**The governing body shall conduct the school with a view to promoting high standards of educational achievement. St John's CE Nursery and Infant School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.**

## **Aims**

School trips enable pupils to learn new skills, allow independence and develop investigative insight. Furthermore it helps them learn about the world and their environment.

Whatever the intended purpose or duration of a trip, the gains can be educational and personal and are often remembered long after the educational reason for the visit has been forgotten.

The purpose of this policy is to develop a practical approach for planning educational school trips that maximises opportunities for learning and enjoyment in a safe manner.

## **Terms used**

Trip Leader: The class teacher will be considered to be the trip leader

EVC: Educational Visits Coordinator

## **Planning**

It is essential that formal planning takes place well before the date of the trip. This involves considering the costs, risks and difficulties which may arise and making plans to reduce them.

When planning a trip, the trip leader and EVC (Educational Visits Coordinator) should take the following factors into consideration:

- The type of visit/activity
- Timings
- Number of children on the trip
- The location and mode of transport
- Finance arrangements
- Risk assessment
- First aid and medical arrangements
- Supervision ratios - The teacher to pupil ratio
- Communication with parents
- Lunch arrangements
- Hiring transport
- The competence, experience and qualifications of supervisory staff
- The special educational or medical needs of pupils
- Seasonal conditions
- Emergency procedures
- Preparing and informing pupils

The class teachers and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

## **Approval Procedures**

The class teachers will inform the EVC about the visit in line with the pupil's learning. Once costing has been done it will be sent to the Headteacher for approval. Once approved, formal planning will take place with information letters being sent to parents. The EVC will set up the trip on EVOLVE and the teachers will do the risk assessment and add on to the system. Once completed, the EVC will submit it to the Headteacher for approval.

## **Finance Arrangements**

The EVC should ensure that parents have early written information about the cost of the trip. Parents should be given enough time to prepare financially for the trip and will be charged as per the school's charging policy. Financial help will be available for those in receipt of certain benefits.

For residential trips parents will be given the option to pay in instalments

The EVC will also make sure that all financial arrangements have been taken care of at the venue/place of visit.

## **Risk Assessment**

The class teachers will identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice, precautions and safety measures will be taken and this will be recorded in a risk assessment. UK Terror Threat Levels should be considered when doing a risk assessment.

Teachers must be able to show they have met their duty of care by providing clear instructions to the children about health and safety issues relating to the activity in question, informing the children of health and safety issues regarding the activity and ensuring that all children understand the information.

## **First Aid**

There should be a qualified first aider and a suitably stocked first-aid box on every trip.

## **Supervision**

Class teachers and other accompanying adults must understand their roles and responsibilities at all times. The trip leader must brief all accompanying adults about their duties and responsibilities prior to the trip. All adults must also be briefed about the risk assessment carried out so that they are aware of what risks are involved on any particular trip.

The adult to pupil ratio should be as follows:

SEN pupils – This will depend on the individual child's needs.

For Nursery – 1:3

For Reception – 1:4

For Year 1 – 1:5

For Year 2 – 1:6

Class teachers should not have any pupils attached to them on a trip and they should be free to supervise different groups and make other arrangements as required.

Head counts should be done before leaving the school and leaving any venue or stopping place. The trip leader should establish meeting points and also inform pupils what to do if they are separated from a group.

On school visits teachers should retain primary responsibility for supervising the group at all times therefore at least one teacher should accompany any group and be able to manage and supervise the group with their full attention.

### **Communication with parents**

Clear communication with parents is a vital part of a successful trip. This will include informing parents of the following:

- Date of the trip
- Trip's purpose
- Times of departure and return
- Mode of travel
- What pupils need to bring on the trip
- Lunch arrangements if necessary
- Details of the cost of the trip

### **Parental Consent**

Consent is required from parents for each trip (this does exclude local walks as parents' consent to this when joining the school). Consent may be given online via the payments portal or by signing the slip attached with the information letter.

### **Medical Consent**

All teachers supervising trips should be aware of any pupils with medical conditions and any medical emergency procedures. All medicines/equipment must be taken along on the trip.

### **What to take on a school trip**

Pupils should be easily identifiable and wear their school uniform and weather appropriate clothes. All pupils will also wear a wristband with the school telephone number on local walks.

The trip leaders must take with them:

- List and photos of all pupils on the trip
- Emergency contact details for all pupils and adults
- Risk assessment
- Water bottles
- Packed lunches if applicable

### **Lunch Arrangements**

Since we are an infant school all children are currently entitled to a universal free school meal. Prior to a day trip the children will be given the option to have a school packed lunch or bring one from home. Parents will be given the options in the information letter which they will have to return at least three weeks before a trip. Any orders for a school packed lunch received after this time cannot be fulfilled.

Pupil's dietary requirements have to be adhered to, by the kitchen, when preparing school packed lunches for a trip. Any allergies have to be considered as well.

### **Hiring Coaches and Buses**

The EVC is responsible for ensuring that coaches and buses are hired from a reliable company at a competitive price. Quotations must be obtained from three companies prior to making a coach booking.

### **Emergency Procedures**

Class teachers and other adults in charge of pupils during a school trip have a duty of care to make sure that the pupils are safe. The trip leader should know where the nearest A&E hospital is and also consider using a taxi for minor injuries like cuts and sprains especially in London.

Emergency procedures are an essential part of planning a school visit. Should an accident happen the trip leader will be responsible for the following:

- Assess the situation
- Appoint someone to safeguard and secure the uninjured members of the group
- Attend to and stay with the casualty at all times
- Inform the emergency services and everyone who needs to know of the incident
- Accompany the casualties to the hospital
- Notify the police if necessary
- Appoint someone to write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Inform the emergency contact at school - details of the incident to pass on to the school should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).

The school contact's main responsibility is to link the group with the school and the parents, and to provide assistance as necessary.

On returning to school, the trip leader should complete an accident report form as soon as possible.

No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. No one in the group should discuss legal liability with other parties.

The emergency contact in the school should ensure that the trip leader is in control of the emergency and establish if any assistance is required. He/She should also contact parents after consent from the Headteacher. Parents should be kept as well informed as possible at all stages of the emergency.

### **Residential Trips**

When planning residential trip the issues to be considered include:

- The group should ideally have adjoining rooms, with teachers' rooms close by to the pupils' – the EVC should obtain a floor plan in advance to plan sleeping arrangements.
- There must be separate male and female sleeping facilities for pupils and adults.
- The immediate accommodation area should be exclusively for the group's use
- Ensure there is appropriate heating and ventilation.
- Ensure that the whole group is aware of the lay-out of accommodation, its fire precautions/exits, its regulations and routine and that everyone can identify key personnel.
- Security arrangements should be in place to stop unauthorised visits.
- The manager of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable to work with young people.
- There should be provision for pupils with special needs and those who fall sick.
- Windows should be secure and electrical connections safe.
- The fire alarm must be audible throughout the accommodation. After arrival at the accommodation it is advisable to carry out a fire drill as soon as possible.
- Further information should be obtained from parents regarding anything they might like the school to be aware of about their child when planning overnight trips.