

Annan School

Educational Visits and Field Trips Policy

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Reviewed by: Mark Hunter

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EDUCATIONAL VISITS AND FIELD TRIPS POLICY

Educational visits and field trips are an integral part of our school activities

- Inspire and enhance curricular opportunities for our children;
- provide a wider range of experiences for our children than could be provided on the school campus alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments;

This purpose of this policy is to ensure that Health and Safety measures are in place so that children are able to experience a wide range of activities safely.

Reference

In drawing up this policy, the following guidance has been used to ensure effective practice:

- *Health and safety on educational visits: Guidance to help schools understand their obligations when undertaking educational visits and other out of school activities; (DfE; 26/11/2018)*
- *Statutory Framework for the Early Years Foundation Stage (DfE; 2021)*
- *Outdoor Education Advisers Panel: OEAP National Guidance (website) <https://oeapng.info/>*

Educational Visits Coordinator

The school's Educational Visits Coordinator is **Mark Hunter**.

All trips should be approved by the Educational Visits Coordinator.

The coordinator should:

- be an experienced visits leader
- have the status to be able to guide the working practices of other staff
- be confident in assessing the ability of other staff to lead visits
- be confident in assessing outside activity providers
- have access to training, advice and guidance

Supervision Ratios

An activity taking place away from the school campus (including Forest School activities in Slays Wood etc) should have sufficient adults taking part to provide the following minimum ratios, with a **minimum of two adults** regardless of number of children taking part:

- 1 adult to 15 children in Years 5 and 6;
- 1 adult to 10 children in Years 3 and 4;
- 1 adult to 8 children in Reception, Years 1 and 2;
- 1 adult to 4-6 children in Kindergarten;
minimum 1:4 (2 year olds) and 1:6 (3 & 4-year olds)

It should be noted that these are **minimum ratios** and that the need for **higher levels of supervision** may be considered necessary when carrying out a Risk Assessment.

(The orchard, wildlife area and half-acre are part of the school campus and are not considered 'off-site').

Regular off-site activities (forest school, local recreation ground, etc)

- Regular off-site activities and those that form part of the normal school day curriculum, for example forest school, use of the recreation ground, visits to the care home, and other local visits during the school day, do not need a separate risk assessment. Any risks of these activities will have already been considered in the school's main risk assessments, policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Risk Assessment for Educational Visits and Field Trips

The Trip Leader should:

- assess potential areas of risk – the age of the children, the distance from school, travel requirements, the type of activity, the suitability of the location and any requirement for staff with specialist skills;
- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- make an exploratory visit if possible and consider any Risk Assessments provided by the venue;
- ensure that the venue can cater for the needs of the staff and children in the group;
- consider first-aid, parking, refreshment and toilet facilities.

Significant risks should be recorded on Risk Assessment. This should show the significant risk identified and the measures to be put in place to minimise the risk. The risk assessment should be proportionate and sensible, focusing on how to manage genuine risk.

Parent consent

- **Kindergarten (EYFS) and Sapling (reception children):** Parents must sign and return a 'permission' slip for their child to take part in trips off-site (this does not include regular weekly Forest School sessions). Parents should be asked for details of contact numbers that apply *on the day* of the trip.
- **Sycamore (year 1 children), Oak Tree, Chestnut, Willow, Hawthorn and Elder Class:** For KS1 and KS2 children, parents should return an acknowledgement of the arrangements (recommendation but not a requirement) however specific 'permission' is not required for KS1/KS2 trips unless it is a requirement of the venue or nature of the activity (i.e. higher level of risk). Parents should be asked for details of contact numbers that apply *on the day*, if the trip is likely to extend beyond the normal 'home-time' for that class.

Written consent is usually only needed for trips that:

- include children that are in the EYFS (i.e Kindergarten and Reception); or
- need a higher level of risk assessment; or
- are 'outside the school day' - for the purposes of clarity 'the school day' means weekdays, during the school term, where there is no overnight stay involved in the trip.

First Aid

For children in the Early Years Foundation Stage (EYFS), there is a statutory requirement that a member of staff who has a current paediatric first aid certificate and knows how to summon help in an emergency must accompany children on outings.

For children in KS1 and KS2, qualified first-aiders are not required to accompany the children on 'low risk' off-site activities, or where there are first-aid facilities at the venue. This should be considered as part of the Risk Assessment. However, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:

- Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
- Knows how to access, and is able to access, qualified first aid support.

Monitoring and review

This policy, and accompanying procedure, is monitored by the Proprietors and staff of the school and will be reviewed for changes in good practice/statutory guidelines in accordance with the school's policy review schedule.

PROCEDURE FOR ORGANISING EDUCATIONAL VISITS AND FIELD TRIPS

The Educational Visits Co-ordinator must be consulted about a proposed trip before parents or children are informed. The coordinator will assess the suitability of the proposed trip, the risk assessment and the management of any risks identified.

- Once approved, the person organising the activity should ensure that parents have **full details about the trip**, times, destination, purpose, appropriate clothing, lunch arrangements if appropriate, pocket money etc., however this is not required for regular timetabled activities or visits during the normal school day to a local venue for educational purposes (see Policy), etc.
- The trip leader is responsible for completing the required pre-visit **Outing Checklists** and ensure that necessary arrangements have been made through the office regarding music lessons, lunch catering, consideration of the effect on normal school supervision rotas due to staff going on the trip, etc. Where possible, this should be done at least two weeks prior to the date of the trip.
- A **register** of the children and adults in the group should be given to the school office on departure. Where the children are meeting away from school, for example at a train station, the Trip Leader should contact the school office with the trip register of children and adults who have arrived at the meeting point/venue. Additional information should also include the drivers of any private vehicle involved. In the case of coach hire - the contact details for the coach company should be included.
- The Trip Leader should retain a copy of the **Trip Register**. The trip leader should make sure that they are familiar with **medical/dietary information regarding each child** on the trip and that the group leader for that child is aware of this information. If necessary, essential information may be taken (such as a Healthcare Plan (IHP)), which should be carried securely (preferably electronically via Teams).
- The Trip Leader should ensure that they have arranged a school **'home-contact'** who will have access to the children's emergency contact details. This would normally be the school office for activities during the school day, but in case of a late or delayed return, arrangements must be made so that the Trip Leader has a **'home contact'** to get in touch with who has access to the children's emergency contact details.
- The Trip leader and home-contact should be familiar with the **Missing Child Procedure (off-site)** that covers what to do if there is an incident away from school.
- The Trip Leader should ensure they have the **mobile telephone numbers** of all adults accompanying the children and also contact numbers for the school (see above) in case of emergency.
- The Trip Leader will take the off-site (or other suitable) **first aid kit**.
- The Trip Leader is responsible for ensuring children have access to inhalers and other **medication** where necessary whilst on an off-site activity and to be aware of any specific medical conditions e.g. food allergies. Medications and their administration must be passed to each child's group leader.
- The Trip Leader will ensure they have their **mobile phone**, it is fully charged and switched on. If the Trip Leader's mobile is not available, the Trip Leader must ensure they have informed the school office regarding this and make sure the school has been given a suitable alternative mobile phone number for the group to be contacted in an emergency.
- Hi-Viz jackets should be worn by adults during off-site activities which involve supervising children near traffic or crossing roads and when travelling in vehicles (see below).
- The Trip Leader will ensure accompanying adults have read the information sheet for parents helping on school outings and explained their responsibilities and on-going awareness of risks. However, no personal information, other than 'group lists' should be given to parents. The Trip Leader should check that accompanying parents have a mobile phone for emergency use and the school telephone number.
- All adults must routinely conduct regular head counts, especially when embarking/disembarking from coaches and trains, and after lunch/ toilet breaks.
- The Trip Leader must record accidents or incidents in the normal manner, on return to school.

Activities involving car, minibus or coach transport

- All children must wear a seatbelt and a member of staff must check these are correctly fastened.
- When travelling in a car, each child must provide a car booster seat or use one provided by the school. Children should not be transported without a booster seat if there is a requirement for them to do so.
- When travelling by minibus or coach, all children should have a booster seat unless they meet the minimum height restriction and the driver is satisfied they can sit safely without a booster seat. The Trip Leader/driver's decision in this is final.
- Children should be reminded of safety rules including sitting correctly so that the seat belt is properly functioning (ie not climbing or turning to other children behind them) and not to distract the driver or drivers of other vehicles.
- On a visit involving coach transport the following should be easily accessible: Plastic gloves; First aid kit; Drinking water and beaker; Paper towels and hankies; and 'sick bags'.
- All coaches hired by the school will have seat belts fitted.
- The office must hold a copy of the current insurance certificate if any cars are being used to transport children or staff (this applies to both parent and staff vehicles.) Staff insurance must also show that 'use in connection with the policyholder's business' is included.
- Only parents/helpers who have been DBS cleared will be permitted to transport children other than their own unless accompanied by a member of staff.
- The Trip Leader should ensure drivers know where they are going and in normal circumstances remind drivers that they should travel within sight of each other in case of emergency or breakdown. When the minibus is part of a group of vehicles, the minibus should usually be the leading vehicle.
- Hi-Viz jackets must be worn by all members of staff (or parents) when travelling in cars, minibuses or coaches as part of an off-site activity.

At other times, Hi-Viz jackets do not need to be worn during an off-site activity unless considered necessary as part of the risk assessment for the specific trip (ie walking along a busy road, travelling on public transport, hazardous venue such as an airfield, etc)

Information to children

- The Trip Leader must make sure that the children understand key safety information:
 - the aims and objectives of the visit / activity;
 - how to avoid specific dangers and why they should follow rules;
 - why safety precautions are in place;
 - what standard of behaviour is expected from children;
 - who is responsible for the group;
 - what to do if approached by a stranger;
 - what to do if separated from the group;
 - emergency procedures;
 - rendezvous procedures.
- If considered necessary when carrying out the risk assessment, each child in the group can be given a card, wristband (or other suitable method) giving details of the school landline phone number.
- Children must not wear a label showing their name which can be easily read by members of the public.

Children with Special Educational Needs, Disabilities, and Medical Needs

The school will, wherever possible, include children with special educational needs (SEN), disabilities, or medical needs in all off-site activities. Every effort will be made to accommodate all children while ensuring the safety of everyone participating. Special consideration should be given to appropriate supervision ratios and any additional safety measures that may be required during the planning stage.

If an activity is deemed potentially unsuitable for a child with SEN, disabilities, or medical needs, the trip organiser should first consult with the school's Educational Visits Coordinator before discussing this with parents. This consultation should include consideration of any reasonable adjustments that could enable the child to participate.

If, after adjustments are considered, the activity is still unsuitable, the trip organiser should discuss alternative options with the parents to explore ways for the child to take part. If participation is not possible, suitable alternative arrangements should be made for the child, such as joining another class at school during the trip.

Policy monitoring and review

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in procedures and statutory guidelines in accordance with the school's policy review guidelines.