	<p style="text-align: right;"><b>Vanguard Learning Trust</b></p> <p><i>As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.</i></p>
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## Educational Visits Policy

**November 2022-2024**

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## 1. Introduction

Staff at Hermitage Primary School recognise that there are unlimited opportunities outside the classroom that must be used as resources by the children. The effectiveness and immediacy of real world situations cannot be matched in the classroom; learning is more rewarding and enjoyable out of doors. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes Hermitage Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world', 'learning in context' and the development of the social and emotional aspects of intelligence
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Physical skill acquisition and the development of a fit and healthy lifestyle

Our priority at Hermitage Primary School is to ensure that all visits are safe, educational and enjoyable.

## 2. Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

The Local Area Visit Policy covers visits or activities that take place within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day. These trips and visits follow the below procedure:

- These visits do not require parental consent, but there may be situations where parents will be informed such as a letter or via Dojo.
- Do not need additional risk assessments, other than those highlighted in this documents
- Must have permission from the Head, Assistant Head or EVC.
- Staff to complete Local Learning Area form to keep track of locations and timings.

In addition to this Educational Visits Policy and the Local Area Visit Policy, Hermitage Primary School:

- Adopts the Local Authority's (LA) document: There and Back Again
- Adopts National Guidance [www.oeapng.info](http://www.oeapng.info)
- Will consult with the Health and Safety Advisor at Hillingdon for further guidance
- Will seek further guidance from the EVOLVE Team who are employed by Hillingdon Borough to give advice on all aspects of outdoor education

### 3. Types of Visit and Approval

There are three 'types' of visit:

#### **3.1 Visits/activities within the 'School Learning Area'**

*These are part of the normal curriculum and take place during the normal school day (including sports fixtures: Football, Netball)*

All staff to inform the Acting Headteacher for approval. **These come under the Local Learning Visits Policy.**

#### **3.2 Other non-residential visits within the UK**

*These do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc*

All staff to inform the Acting Headteacher for approval. Staff to then apply the correct planning process and submit to the Educational Visits Coordinator (EVC).

#### **3.3 Visits that are overseas, residential, or involve an adventurous activity.**

These follow point 2 above, but the Acting Headteacher then submits the visit using form EV1 to the EVOLVE Team for approval of overseas trips.

### 4. Curriculum Links

All Learning outside the classroom, educational visits and activities support and enrich the work we do inside the school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children. For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local Authority and may include:

- English – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, visits by speakers
- Maths – use of shape and number trails in the local environment, visits by speakers
- History – castle visits, study of local housing, local museums
- Geography – use of the locality for fieldwork, trails, visits to Uxbridge
- Art and Design – art gallery visits, use of the locality
- PE – Cluster and other sports activities, extra-curricular activities, visits by specialist coaches
- Music – range of specialist music teaching, extra-curricular activities, concerts for pupils
- Design and Technology – visits to local factories/design centres
- ICT – its use in local shops/libraries/businesses
- RE – visits to local centres of worship, visits by local clergy

**When planning a trip and activities, staff are asked to show the link between the curriculum learning and the visit.**

### 5. Roles and Responsibilities

#### **5.1 TRIP Leaders**

Responsible for the planning, supervision and conduct of their visits. They should:

- obtain/outline permission for a visit from the Head Teacher (on trip proposal) before making any commitments. TRIP leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.
- Know all the pupils proposed for the visit to assess their suitability
- Observe the guidance set out for teachers and other adults below and through the TRIPS Checklist

- Ensure that pupils understand their responsibilities (see preparing pupils below)
- Have regard to the health and safety of the group at all times
- All risk assessments must be seen by the EVC two weeks before the visit to check all risks are actioned. Where possible **all teachers in the year group to carry out the risk assessment together**. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The TRIP Leader will share information with all staff involved in the visit.
- The TRIP Leader is responsible for ensuring the school mobile phone, first aid kits and pupil medication are taken on the visit. It is the TRIP Leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be contacted to inform the Acting Headteacher, EVC and parents.
- After the visit, the TRIP Leader alongside the EVC will complete an evaluation form.

## 5.2 Other staff / adults involved in the visit will:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual pupil as any reasonable parent would
- Follow the instructions of the leader and help with supervision and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable

## 5.3 EVC

Will endeavour to ensure that:

- The TRIP Leader has relevant skills, qualifications and experience
- All necessary actions have been completed before the visit begins. The TRIPS Checklist (16 specific actions) is highly comprehensive and the EVC will apply that as a guide
- Any training needs have been met
- All supervisors on the visit have appropriate skill and understanding to supervise children
- The EVC will update/refresh their training every 3 years. **The School's EVC is Miss Amy Reeves. Training was last updated on 15/07/2022**

**Acting Headteacher** has responsibility for authorising all trips and consult with the EVC.

**The Governing Body** are responsible for ensuring that the Educational Visits Policy is reviewed every 2 years.

## 6. Emergency Procedures

In the case of an incident/illness:

- Medical conditions sought by staff, first aid administered by First Aider. Record of care logged on appendix I
- TRIP leader informed, who will then decide if further medical care is required
- SLT informed at school
- TRIP leader to stay with injured pupil/adult at all times (including hospital visits) and act in Loco Parentis
- Supervision of unharmed pupils to be given to next senior member of staff on visit
- Parents informed of incident by the Acting Headteacher
- Appropriate evaluation documentation completed

In the event of a critical incident:

A critical incident is an incident where any participant in a visit:

- has suffered a life threatening injury or fatality
- is at serious risk
- has gone missing for a significant and unacceptable period

- TRIP leader to call emergency services for medical care as well as inform the Police of risks to safety
- In the case of a missing child, call the Police
- TRIP leader to then inform the Acting Headteacher, Acting Assistant Headteachers in their absence
- Acting Headteacher, Acting Assistant Headteachers will call EVOLVE for further guidance and support and then also inform parents
- Safety of all other pupils ensured through access to a safe place as agreed by TRIP leader and accompanying staff
- Avoid any media attention/interaction. Make it clear that you will not give any statements
- In the event of a **critical incident: call Executive Headteacher of VLT**

After any significant incident, the school will undertake an investigation of the incident, and review the risk assessments and emergency procedures, and share the findings with EVOLVE. A log will also be completed on the Borough's ASSURE Health and Safety portal which monitors accidents and incidents at school. We will also record and learn from 'near misses'.

All staff on trips are given an 'Emergency procedures' card so they are aware of what steps to take if an incident or critical incident occurs. These differ depending on the location and situation of the trip, e.g. a trip to central London.

## 7. Food

**Taylor Shaw** will provide a packed lunch for all children in receipt of free school meals. TRIP leader to communicate with Taylor Shaw about any other specific lunch needs and confirm final numbers of packed lunches needed. All other children will need to bring in their own packed lunch. No nuts should be included in packed lunches, sweets, fizzy drinks or glass bottles.

**Food should not be shared with other children due to health and safety and allergies.**

## 8. Supervision

Ratio's as outlined in the TRIPS Checklist:

- Nursery - 1:2
- Reception - 1:4
- Key Stage One - 1:6
- Key Stage Two – Years 3 and 4 - 1:8 for trips in public areas outside/inside
- Key Stage Two – Years 5 and 6 - 1:8 for trips in public areas outside; 1:10 for trips inside
- EHCP pupils 1:1 (parent/carers can provide support where possible)

## 9. Parent Volunteers

Parent helpers are very welcome on Educational Visits and will attend a briefing with the TRIP Leader where they will sign the Risk Assessment and be given a written list of the children in their group in addition to other documents. All helpers will not be left alone with children and must be guided by school staff at all times.

Parent helpers will be asked to sign a 'Parent Helper Agreement' on the day of the visit. The agreement highlights the commitment needed from parents on the school trip.

At times, parents will be asked to attend a trip to support their child with their behaviour and social interactions during the visit.

## 10. Mobile phones and social network

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'. (The TRIP leader will post photos via class dojo)
- **Only the TRIP Leader and class teachers will have their phones (TRIP leader will carry the school mobile) switched on to communicate with the school/parent helpers or in case of any emergency**
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher
- If any adult needs to make an emergency call, they must speak to the TRIP Leader first who will support in any way possible

## 11. First Aid

- First aid kits will be carried by a number of the staff on an educational visit. There will always be a qualified Paediatric First Aider for all trips in EYFS in addition to supporting staff with First Aid training
- For all other year groups there will at least two First Aiders for year group trips
- Staff will record any first aid given on the first aid administration document
- For pupils with medical needs, full information/plans and items will be carried by staff
- For EYFS, spare clothes, bags and wipes will also be carried on all trips

## 12. Information to and from parents/carers

The TRIP Leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for residential visits. The TRIP Leader should also tell parents/carers how they can prepare their child for the visit by for example, reinforcing the Pupil Visits code of conduct, transport conduct.

For trips in the Local Learning Area that do not require parental consent, but there may be situations where parents will be informed such as a letter or via Dojo.

Parents/carers must:

- Ensure the school have up to date emergency contact number(s) on our system
- Give medical consent (this will form part of the Trip letter). Parents should be asked to agree to the pupil receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the Acting Headteacher may decide to withdraw the child from the visit – given the additional responsibility this would entail for the TRIP Leader
- Give the TRIP Leader relevant information about their child's health which might be relevant to the visit
- If parents wish to withhold consent for attendance on 'day trips', they will be invited to meet with the Acting Headteacher, Acting Assistant Headteachers to discuss their concerns. If consent is withheld, the pupil will



not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible

- Parents / carers need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would. Information on matters that might affect pupil’s health and safety is useful to parents, and will be included in letters to parents / carers and covered through briefings

### 13. Inclusion and Equality

- The Acting Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. At times, parents will be asked to attend a trip to support their child with their behaviour and social interactions during the visit.
- All teachers supervising visits should be aware of a pupil’s medical needs and any medical emergency procedures. If the pupil’s safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular child. Parents should be asked to supply:
  - Details of medical conditions.
  - Current emergency contact numbers.
  - Current GP’s name, address and phone number.
  - Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
  - Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.
  - Information on any allergies/phobias.
  - Information on any dietary requirements.
  - Information on any toileting difficulties.
  - Special transport needs for pupils who require help with mobility
- Pupils with challenging behaviour:
  - If the behaviour of an individual child is likely to compromise the safety of others, there will be a discussion about making additional arrangements for the child
  - The school reserves the right to withdraw a pupil if they demonstrate poor standards of behaviour in school that would pose a serious health and safety risk on a visit

### 14. Charging

- From September 2022, all trip costs will be ‘pay as you go’.
- Trip costs are reduced for those families who receive free school meals (by 50%)
- Where possible, public transport will be used for trips and venues that provide free access, including trips to the Local Learning Area.
- Charges for trips will be kept to a minimum

### 15. Transport

- The TRIP Leader, with support from the EVC, will decide on which mode of transport is best: private or public. The main factors to consider include:

- Passenger safety
  - Type of journey – local or will it include long distance driving, i.e. motorways
  - Traffic conditions
  - Weather
  - Journey time and distance
  - Stopping points on long journeys for toilet and refreshments
  - Supervision
  - Year group of children
- Pupils using public transport on a visit should be made aware of basic safety rules including:
- arrive on time and wait for the transport away from the road, track, etc.
  - do not rush towards the transport when it arrives
  - wear your seatbelt and stay seated while travelling on transport
  - make sure your bags do not block aisles on the transport
  - never attempt to get on or off the moving transport
  - never throw things out of the transport vehicle's windows
  - never get off a vehicle held up by traffic lights or in traffic
  - never run about while transport is moving or pass someone on steps or stairs
  - never kneel or stand on seats or otherwise impede the driver's vision
  - never distract or disturb the driver
  - stay clear of automatic doors / manual doors after boarding or leaving the transport
  - after leaving the vehicle, always wait for it to move off before crossing the road
  - if you have to cross roads to get to the transport always use the Green Cross Code
  - if you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group
  - to follow the guidance from staff at all times

Children and staff are able to walk to locations within the Local Learning Area (see policy).

## 16. Preparing pupils

It is for the TRIP Leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. TRIP Leader to ensure that pupils understand the educational visits code of conduct (see appendix K below). Pupils should also understand:

- the aims and objectives of the visit / activity
- background information about the place to be visited
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place
- why special safety precautions are in place for anyone with disabilities
- what standard of behaviour is expected from pupils
- 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

## 17. Staff training and induction

- Staff will be informed about the TRIPS procedure and checklist during their induction
- Any additions or changes are highlighted to staff during PD sessions throughout the year
- Experienced staff to lead on visits and where appropriate attempt to visit the venue/setting prior to visit to highlight any risks
- EVC will offer regular updates and training

### 18. Monitoring

EVC will carry out routine monitoring. Monitoring will be achieved by:

- Trip evaluations completed immediately after a visit
- Direct observation of a visit in progress
- Through pre-trip support as achieved through contact with TRIP leader and confirmation of the visit risk assessment

### Approval / Revision History

Revision date	By	Summary of Changes Made
10/10/22	Amy Reeves	Addition of Local Learning Area policy and information Changes to historic information

## **List of appendices**

Appendix 1: TRIP proposal pro-forma

Appendix 2: School TRIPS planning checklist

Appendix 3: Parent/carers TRIP letter pro-forma

Appendix 4: Final parent/carers information letter (residential trips only)

Appendix 5: Pre visit planning form

Appendix 6: Specific risk assessment pro-forma

Appendix 7: General risk assessment (day events)

Appendix 8: General risk assessment (residential)

Appendix 9: Record of First Aid administration

Appendix 10: Next of kin (residential trips only)

Appendix 11: Pupil Code of Conduct

Appendix 12: Pupil medical form (residential trips only)

Appendix 13: Borough Emergency Procedure guidelines

Appendix 14: Form EV1 (residential trips only)

Appendix 15: Trips evaluation form

Appendix 16: Parent helper agreement

Appendix 17: Permission to medicate (residential trips only)

Appendix 18: Local Learning Area policy

Appendix 19: Local Learning Area proposal pro-forma

## TRIP/Events/Workshops Proposal

Focused on excellence; surrounded by care

1. Place/Venue	
2. Address	
3. Length of visit	
4. Time of departure Time of arrival	
5. Purpose of visit	
6. Number of pupils	
7. Names of supporting staff	
8. Number of Parent Volunteers	
9. Company/event organiser to be used <i>-Full contact name and contact details to be listed</i>	
10. Coach company to be used	
11. Safety ensured by: Preliminary Visit: <input type="checkbox"/> Risk Assessment: <input type="checkbox"/> / Reliable advice: <input type="checkbox"/> Previous knowledge: <input type="checkbox"/> /	
12. Insurance	Automatic school insurance applies
13. Donation required from Parents	0

14. Date (s) of visit	
15. Trip leader	
16. Approval by Headteacher	
Date:	

## Appendix 2: School TRIPs / Events Planning Checklist

**Reviewed November 2021**



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<i><b>Timescales</b></i>	<i><b>Event</b></i>	<i><b>Actions</b></i>	<i><b>Date completed</b></i>	<i><b>Checked / seen by Trip Leader</b></i>
-5/6 weeks for day Trips/Events -6+ months for a residential	<b>1. Confirm provisional date in school diary</b>	<ul style="list-style-type: none"> <li>Confirm provisional date by checking the school diary</li> </ul> <p>-Avoid key events / assemblies</p>		
-5/6 weeks for day Trips/Events -6+ months for a residential	<b>2. Trip Proposal</b>  <b>3. Initial Parent meeting for residential trips 6+ months</b>  <b>2<sup>nd</sup> meeting 4/5 weeks prior</b>	<ul style="list-style-type: none"> <li>Complete a TRIP Proposal</li> </ul> <p>-TRIP Proposal to be confirmed by Headteacher</p> <p>-Ensure full event name, contact name and contact details have been completed on TRIP Proposal</p> <ul style="list-style-type: none"> <li>Following provisional booking of residential trip, Trip Leader to lead an initial parents meeting from 3.25 with pupils to share information about the trip. Ensure that copies of the trip letter with permissions has been sent out prior; details of the parent meeting should be listed on the trip letter</li> <li>2<sup>nd</sup> meeting with parents will highlight additional information: accommodation, itineraries, food/drink, clothing, groupings etc. At this meeting the medical forms will also need to be completed</li> </ul>		
-minimum 5/6 weeks prior to trip	<b>4. Arrange transport</b>	<ul style="list-style-type: none"> <li><b>COACH</b></li> </ul> <p>-Inform office who will book with a reputable coach company</p> <p><b>LIST details of the coach company's named contact, address and</b></p>		

		<p><b>phone details</b></p> <p><b>Name</b>.....</p> <p><b>Address</b>.....</p> <p><b>Phone number</b>.....</p> <p>-Coach parking facilities known including any parking fees</p> <p>.....</p> <p>-Coach access to venue known. Is a detailed map/plan required?</p> <p>.....</p> <p>-Are there any Coach tipping arrangements?.....</p> <ul style="list-style-type: none"> <li>• <b>PUBLIC TRANSPORT</b></li> </ul> <p>-Attempt to minimise costs by considering public transport (<i>bus, tube should only be used for KS2 pupils</i>)</p> <p>-TRIP Leader with guidance from office to arrange public transport passes</p> <p>-Is route known and has it been pre-travelled?.....</p> <p>-Has TRIP Leader considered any alternative routes if needed on the day?.....</p> <p>-Ensure correct adult/pupil ratios have been considered</p> <ul style="list-style-type: none"> <li>• <b>ON FOOT</b></li> </ul> <p>-Is route known and has it been pre-travelled?.....</p> <p>-All road crossings have been considered and have an acceptable level of risk?.....</p> <p>-Ensure correct adult/pupil ratios have been considered</p> <ul style="list-style-type: none"> <li>• <b>PRIVATE TRANSPORT (Sporting Fixtures only)</b></li> </ul>		
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		<p>Parents have been informed in writing:</p> <ul style="list-style-type: none"> <li>-to make private travel arrangements between themselves (<b>staff do not take pupils/parents in their vehicle</b>), that insurance liabilities lie with the parents and not the school</li> <li>-about location of venue, time to meet/leave the venue, staff member responsible at the venue, and any other relevant information</li> <li>-staff member responsible to ensure that any medical items needed have been taken alongside contact details for parents not at the event</li> </ul>		
-minimum 4 weeks prior to trip	<b>6. Trip Letter</b>	<ul style="list-style-type: none"> <li>• Draft a Trip letter (use pro-forma)</li> </ul> <p>-Deputy head to confirm letter</p> <p>-Letter sent out to Parents/Carers</p>		
-minimum 4 weeks prior to trip	<b>7. Pre-Trip visits</b>	<ul style="list-style-type: none"> <li>• For residential trips if TRIP Leader changes each year, then it is still good practice to complete a pre-trip visit with a fresh pair of eyes! The pre-trip visit for a residential should be completed with a minimum of half a term prior to the trip</li> <li>• Good practice to complete a pre-trip visit where possible for all other day visits/events. Use the Pre-Visit planning form</li> <li>• Acquire any locational Risk Assessments (day and residential)</li> <li>• Acquire any site maps which include toilet facilities and First Aid points/support/fire procedures</li> </ul>		
-minimum 2 weeks prior to trip	<b>8. Risk Assessment</b>  <b>-Ratios</b> <b>-First Aiders</b>	<ul style="list-style-type: none"> <li>• Completed by TRIP Leader and checked/signed off by EVC. RA to be sent to EVC with the minimum notice timescale. EVC will respond with any further amendments. TRIP Leader to apply the RA pro-forma (example pro-forma for both day/residential trips available in curriculum shared)</li> </ul> <p><b>Ratios:</b>  Nursery - 1:2  Reception - 1:4  Key Stage One and Year 3- 1:6</p>		

		<p>Key Stage Two – Years 4 - 1:8 for trips in public areas outside/inside  Key Stage Two – Years 5 and 6 - 1:8 for trips in public areas outside; 1:10 for trips inside  Statemented pupils 1:1 (to ask parent/carer where possible)</p> <p><b>-First Aiders:</b>  At least one paediatric trained First Aider for EYFS in addition to other First Aiders  At least two trained First Aider for rest of year groups  At least two First Aider for Residential Trips</p> <ul style="list-style-type: none"> <li>• Trip Leader to confirm external helpers/volunteers with EVC at least 1/2 week prior to the trip. YoginiG to complete List 99 checks where possible.</li> <li>• School covered via school's insurance</li> </ul>		
-minimum 2 weeks prior to trip	<p><b>9. Parent Helpers / Volunteers</b></p> <p><b>10. Insurance</b></p> <p><b>10. Packed Lunches</b></p> <p><b>11. Medical items</b></p> <p><b>12. Residential trip final parent letter</b></p>	<ul style="list-style-type: none"> <li>• Ensure Taylor Shaw have been informed of trip and potential FSM packed lunches required for the day</li> <li>• Trip Leader to check with Welfare that any medical items needed by pupils are in date/available. For any pupils with medical care plans, Trip Leader to ensure that plans are to date</li> <li>• Trip Leader to ensure that all pupils who are on the whole school registered medical alert list, that a copy of their medical overview is part of the Master Trip Pack (will be necessary for complete reference)</li> <li>• Appendix D holds an example final trip letter for parents; to be sent out 2 weeks prior to the trip</li> </ul>		

<p>-minimum 2 days prior to trip</p>	<p><b>13. TRIP Packs</b></p>	<ul style="list-style-type: none"> <li>• Trip Leader to prepare a master Trip Pack and present to Phase Leader for checking</li> <li>• Following check, Trip Leader to prepare packs for each staff member</li> <li>• If Parents are accompanying, provide them with a Trip Pack too, <b>but ensure that it is taken from them at the end of the day</b></li> <li>• Trip Leader to charge the school mobile</li> <li>• Trip Leader to ensure HI-VIS jackets have been collected from office (to be worn by all staff and parents where possible)</li> <li>• Trip Leader to coordinate HI-VIS for all pupils</li> <li>• Trip Leader to collect a minimum of 3 first aid kits from the office including sickness bags</li> <li>• For pupils with specific medical care plans, Trip Leader to ensure that they have a copy of the plan and that the child is supported by a staff member and not a parent</li> <li>• Reference the Pupil Code of Conduct with all staff. For residential trips, pupils to sign one master copy</li> <li>• If a coach has been booked, Trip Leader with the support of office to ensure that a courtesy call has been made</li> <li>• <b>NB do not put child in the same group as their parent, unless they have SEND or medical needs</b></li> </ul> <p><b>MASTER Trip Pack contents (carried by Trip Leader):</b></p> <ol style="list-style-type: none"> <li>1. School RA, any RAs supplied by venue, site plans with first aid points/toilets/meeting points</li> <li>2. List of all pupil groupings/staff and their medical information (First Aiders highlighted), contact numbers for all accompanying staff</li> <li>3. Itinerary, route maps</li> <li>4. Trip Proposal with contact name/number for event</li> </ol>		
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		<ol style="list-style-type: none"> <li>5. First aid administration record</li> <li>6. Borough's Emergency protocol</li> <li>7. Staff next of kin details (for residential trips only)</li> <li>8. Pupil code of conduct: master copy with signatures (for residential trips only)</li> </ol> <p><b>Supporting Trip Packs for all other staff/parents:</b> School RA, list of all pupil groupings/staff and their medical information (First Aiders highlighted), itinerary, any RAs supplied by venue, site plans with first aid points/toilets/meeting points, route maps</p>		
	<b>15. On the DAY</b>	<ol style="list-style-type: none"> <li>1. Trip Leader to inform Phase Leader of any staff/pupil changes to the groupings</li> <li>2. Trip Leader to co-ordinate collection of packed lunches from the canteen</li> <li>3. Trip Leader to carry their MASTER Trip Pack and school mobile</li> <li>4. Any medical items should be carried by the pupil's group leader. Where a parent is part of the group, items to still be carried by an accompanying staff member</li> <li>5. Ensure all staff (if possible volunteers too) have Hi-VIS jackets ready for wearing</li> <li>6. Ensure pupils are wearing their HI-VIS</li> <li>7. Pending on group size, TRIP Leader to arrange for an appropriate amount of first-aid kits to be available</li> <li>8. Trip Leader to make a courtesy call back to school on arrival to/departure from venue</li> <li>9. Take school iPad for photos</li> <li>10. Ensure you have school mobile</li> <li>11. Parent helpers to complete the Parent Helper agreement</li> <li>12. Trip Leader to coordinate a briefing with all staff/pupils/parents regarding expectations for the day, basic road safety awareness, review expectations for keeping safe/child protection and update on any last minute itinerary changes</li> </ol>		

Within 2 days following trip	<b>16. TRIP Reviews</b>	<ul style="list-style-type: none"> <li>EVC with Trip Leader to review the trip/event and discuss successes and any aspects that need further consideration for future visits</li> </ul>		
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### Appendix 3:

#### SCHOOL TRIPS: Information Letter

29<sup>th</sup> November 2021

Dear Parent / Guardian,

Year **xxxxxxx** will be going on a school trip to: **xxxxxx** on **xxxxxx**

On the day, we will **xxxxxxx (example We will travel by coach aiming to leave straight after registration at 9am.)** Children do not require any spending money as we do not intend to visit the shop.

The cost for the trip (coach and workshop) is **xxxxx, or xxxx (half)** if you are in receipt of the PP grant. This will be deducted from your trips contribution paid in September.

Your child will require a healthy packed lunch and drink (no fizzy drinks, glass bottles, chocolates or sweets). Please ensure that all items are carried in a labelled disposable bag. If you would rather the packed lunch is provided please book a lunch via Lunch Hound and we will ensure your child has a school packed lunch. Your child is expected to wear full school uniform, sensible shoes, including a coat. We plan to be back at school by **xxxxxx**

Please inform the class teacher if:

- You can accompany us on the school trip as a parent volunteer (please send us a class dojo message)
- You require a packed lunch provided by Taylor Shaw, if you are entitled to free schools meals
- You do not wish your child to attend the trip
- If, in the event of an emergency, you do not give consent to your child receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities

Kind regards

**Ms/Mr xxxxx**

**Year xxxxxxxx**

#### Appendix 4:

#### **SCHOOL TRIPS: Yr6 Residential Trip PGL**

*24<sup>th</sup> May*

Dear Parent/Carer

As a final preparation for our Year 6 residential trip to PGL on 6<sup>th</sup>-8<sup>th</sup> June, I am writing to remind you of some key information:

- Please ensure that all/any medicines for children with medical needs are clearly labelled in a plastic bag and handed in to (insert staff member) on Monday 6<sup>th</sup> June
- All children must arrive promptly at 8.30am for registration before leaving school at 9.00am
- The children will need a packed lunch/snacks for lunch on the 6<sup>th</sup> June (no glass bottles, put in disposable plastic bags)
- Children may bring no more than £20 for the gift shop
- Disposable camera
- Sleeping bag and pillow/pillow case
- Water bottle for activities (named/labelled where possible)
- Please ensure that items on the Kit List are carefully considered

The school mobile contact number to call in the case of an emergency is: 07928 214420

**Please only use this number outside of school hours.** At all other times contact the school via the school landline.

Ms D'Souza will be responsible for the emergency mobile phone. She will contact staff attending the trip in the case of an emergency. The staff attending the trip are (inset staff members).

Please do not hesitate to contact Mrs Varaitch for any further queries prior to the trip on Monday 6<sup>th</sup> June.

Thank you for your co-operation and continued support.

Yours sincerely,

Mrs Varaitch

## Appendix 5:

### Educational Visits: Pre-Trip Planning Form

This form must be completed by the TRIP Leader in collaboration with their team:

Key things to consider are: -travel arrangements and how risks can be minimised -potential risks with the venue (safety, access, maps)	
Are toilets readily accessible?	
Do the event holder/venue provide their own risk assessments? If yes, request for a copy	
Who are the listed First Aiders at the event and how can they be contacted on the day of the visit?	
Request for a copy of their fire procedures / fire points	
Request for a copy of a site map	
<b>Any other issues from observation?</b>	<b>How will they be managed?</b>
<b>Date completed:</b>	



## Appendix 6:

### **Risk Assessment – SPECIFIC to VISIT**

Risk Assessment of:

Year Group/Classes:

Date of visit/trip:

Number of Pupils:

Number of Adults:

**SCHOOL MOBILE NUMBER: 07928 214420**

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	

Assessment Date:

Assessment Completed By:

Review Date:

Reviewed By:

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Appendix 7:

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
<b>Tripping over on steps on and off the coach.</b>	All	<ul style="list-style-type: none"> <li>Discuss with children how to ascend and descend on steps safely. All children to know the children in their group and their group leader and to stay with them at all times.</li> </ul>	All children to ascend and descend from the coach quietly and sensibly in single file, holding onto the handrail. Children to get on and off coach in their groups so that their group leader is waiting for them on the pavement or coach. Head count regularly for each group. Staff member present at the bottom of the coach directing pupils to wall side of pavement	2	2	4	Y
<b>Coach journey – road traffic accident</b>	All	<ul style="list-style-type: none"> <li>Use of competent company using well maintained vehicles.</li> <li>Teachers to ensure that all children are seated and wearing seatbelts at all times.</li> <li>Pupils to remain seated during the journey.</li> <li>No children to sit at the front of the coach.</li> <li>Leader to ensure that coach up loads and down loads in appropriate places.</li> <li>Appropriate supervision – supervisors competent and briefed by group leader</li> <li>Pupils briefed and educated in basic Road Safety – rules for keeping safe</li> <li>Pupils organised in pairs within their year group.</li> <li>Roads crossed at pedestrian crossings</li> <li>Route assessed by group leader</li> </ul>	<p>Children to be briefed before getting on the coach.</p> <p>Basic Road Safety covered with pupils as appropriate prior to visit.</p> <p>Trip Leader to keep a note of changes to route (road works etc)</p> <p>In an extreme situation, emergency contact back at school to be informed. Any further guidance followed.</p>	1	5	5	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
<b>Coach journey – travel sickness/illness</b>	All	<ul style="list-style-type: none"> <li>Pupil groupings list will hold additional medical/sickness information</li> <li>Teachers to have a first aid kit with them at all times.</li> <li>Staff to carry sick bags, etc on the coach.</li> <li>First aiders to be given correct equipment and briefed prior to trip on seating throughout the coach, to be in close proximity to all children. Vulnerable pupils to sit towards the front of the coach.</li> <li>Any medication for specific children is to be labelled with child's own name. Emergency plan in place.</li> </ul>	Should someone become unwell during the journey they will be made as comfortable as possible until arrival. Should their condition still give cause for concern the TRIP leader will make the decision whether emergency treatment is required or whether transport home is appropriate. Contact with the Headteacher should be made asap. The Head will then coordinate further actions.	3	3	9	Y
<b>Tube journey</b>	All	<ul style="list-style-type: none"> <li>Pupil grouping: assigned a Staff member 1:5 ratio</li> <li>Pupils stay with staff member at all times</li> <li>Pupils walk in pairs – one pupil with staff</li> <li>Pupils briefed on Dos/Don'ts for tube journey (no standing; pupils all on one carriage; walk off tube and stand by wall)</li> </ul>	<ul style="list-style-type: none"> <li>-Staff member for each group to walk their pupils through the barriers and then wait for the rest of the group</li> <li>-journey is only 1 stop and pupils will be outside of rush hours</li> </ul>	3	2	6	Y
<b>Walking in a public place (local foot based visits)</b>	All	<ul style="list-style-type: none"> <li>All pupils paired appropriately and led by Adult. <b>Adults wearing Hi-VIS jackets</b></li> <li>Younger pupils to hold hands and walk</li> <li>Frequent head counts by staff</li> <li>Pupils all walk wall side of pavement at all times</li> <li>Adults to observe any trips/obstructions on pavement and to alert pupils</li> </ul>	<p>All adults and pupils briefed on the Do's and Don'ts of walking in public places</p> <p>Use of raised hand gesture to get pupil attention</p>	1	2	2	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
Harm caused by being lost – psychological/ sexual/ emotional	All	<ul style="list-style-type: none"> <li>• Staff will be supervising the pupils at all times.</li> <li>• Staff: pupil ratio to be appropriate</li> <li>• Children to stay with their assigned adult at all times</li> <li>• Teachers to regularly check that all children are in their group.</li> <li>• Staff to brief children on arrival of any health and safety issues on site and will reinforce this during the trip.</li> <li>• Warned of not speaking to strangers.</li> <li>• TRIP leader to have all staff contact details</li> <li>• TRIP leader to establish a meeting point should anyone get lost. Trip Pack will hold any site maps</li> <li>• Staff to accompany pupils to toilets; parents should only accompany their own child and no other pupils</li> <li>• The uniform of staff to be explained to pupils so they know who they can speak to.</li> <li>• Full itinerary of the day to be shared with all pupils</li> <li>• Emergency plan agreed with pupils, ie where to go and whom to approach if lost and where the emergency exits are in case of evacuation.</li> </ul>	<p>All adults and pupils briefed on the Do's and Don'ts prior to departure. Frequent head counts.</p> <p>All staff and where possible parents to be wearing HI-VIS jackets</p> <p>All pupils wearing Hi-Vis Jackets</p> <p>In an extreme situation, emergency contact / DSL back at school to be informed. Any further guidance followed.</p>	1	5	5	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
Crossing the road	All	<ul style="list-style-type: none"> <li>All staff to wear HI-VIS jackets at all times to ensure safety of children by traffic being able to see staff clearly.</li> <li>All adults have a copy of set route and appropriate crossing points</li> <li>TRIP leader to stand in centre of road whilst staff/pupils cross</li> <li>Basic road safety expectations to be shared at pre-trip briefing</li> </ul>	<p>Group leaders to supervise groups. Staff members to stop traffic at agreed points. Cross in classes/small groups.</p> <p>Younger children to hold hands with their peer partners</p>	2	3	6	Y
Cut/scratches/trips/falls	All	<ul style="list-style-type: none"> <li>Children to be reminded to the rules of the trip and to follow the instructions of the instructors leading the activities. Any child not following the instructions by site staff will be removed from the activity for their own and others safety.</li> <li>x2 adults to take a First Aid Kit with them to deal with any incidents. Take Emergency Asthma Kit too</li> <li>TRIP leader to locate where the nearest first aid point/aider is/are in the venue; this should be highlighted on any site maps provided</li> <li>Children to be instructed to stay on pathways and not to take short cuts.</li> <li>Discuss with children to walk around the site and to be careful when changing between different surfaces</li> <li>Be vigilant of any trip hazards</li> </ul>	<p>Children to walk, look where they are walking and to report any issues on the ground.</p> <p>First aid administrated by First Aider only <b>Names 1<sup>st</sup> Aiders are:</b></p> <p>If any first aid is administered, school staff to log in their own records (name, date/time, injury, care offered, name of staff member offering care, any follow up care needed) <b>USE PRO-FORMA</b></p> <p>-Observation of any activities, repeat instructions to children who might have not heard and to EAL children. Liaise with event staff about activities</p>	4	2	8	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
<b>Drowning - Injury during water based activity</b>	All	<ul style="list-style-type: none"> <li>Observe equipment and setup of activity and remind children how to stay safe on that equipment.</li> <li>Observation of activity, repeat instructions to children who might have not heard and to EAL children. Liaise with centre staff about activity</li> <li>Children to wear any protective clothing/equipment when participating in the activities. E.g life jackets/ harnesses.</li> <li>Children to listen carefully to staff so that they understand the activity and what they need to do. Careful consideration given to the child with hearing impairment. A special microphone will be available for the instructor to use so that the child can hear instructions clearly.</li> <li>Frequent head counts.</li> <li>No one allowed near the waters' edge unless supervised.</li> </ul>	<p>Children to be reminded of the rules that have been discussed previously in school about listening carefully and following instructions.</p> <p>Staff to read the sites own risk assessments and guidance for visitors.</p> <p>Staff to seek further guidance from site instructors.</p> <p>In an extreme situation, emergency contact back at school to be informed. Any further guidance followed.</p>	1	5	5	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
<b>Hypothermia/ Hyperthermia/ Dehydration</b>	All	<ul style="list-style-type: none"> <li>• Suitable clothing to be worn.</li> <li>• First aiders on site in addition to school First Aiders</li> <li>• Drinking water available at all times. Extra water bottles supplied by staff.</li> <li>• If weather very hot consideration will be given to time exposed in the sun.</li> <li>• Sun hats and cream to be regularly applied by the children.</li> <li>• Watch out for changes in conditions and change the plan as appropriate.</li> <li>• Children to have their own labelled water bottle with them during the trip.</li> <li>• Children to have opportunities to refill their water bottles during the day.</li> <li>• Children to be reminded of the importance to drink water during the day.</li> </ul>	<p>Monitor carefully.</p> <p>Staff to seek further guidance from site instructors if applicable</p> <p>In an extreme situation, emergency contact back at school to be informed. Any further guidance followed.</p>	2	4	8	Y
<b>Risk of fire</b>	All	<ul style="list-style-type: none"> <li>• Children to be informed where they need to meet/go if there is a risk of fire.</li> <li>• Children to be briefed on the basic drills in the event of the fire: e.g meet at designated assembly point, do not go back inside their room under any circumstances</li> <li>• Listen to members of staff and centre staff.</li> </ul>	<p>School staff to remind children continuously</p> <p>Further guidance sought from site staff/instructors</p>	1	5	5	Y
<b>Medical conditions</b>	All children	<ul style="list-style-type: none"> <li>• Teacher to check that all medication is in the <b>YELLOW medical bag</b> before leaving the school. All medical items to be clearly labelled with children's names</li> <li>• TRIP leader to have a copy of any specific medical plans for pupils and to follow details within</li> </ul>	<b>Adults to be aware of the procedure if a child needs to use asthma pumps/ epi pens. To be observed by First Aider</b>	2	3	6	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
Allergies and special needs	All	<ul style="list-style-type: none"> <li>All staff are aware of any special medical or other needs of the pupils and adults on the trip.</li> <li>Any medication carried by adult leads</li> <li>Vulnerable special needs children to be grouped with CT</li> </ul>	<p>First Aider to observe any use/administration if needed</p> <p>On groupings have all medical needs / allergies highlighted</p>	2	4	8	Y
Inappropriate use of digital images.	All	<ul style="list-style-type: none"> <li>Staff will be following the school policy with respect to taking images.</li> <li>Mobile phones will not be used for this purpose, school IPADS to be used</li> <li>Check parental permissions list prior to using images taken for school use.</li> </ul>		2	3	6	Y
Unexpected event at setting (Fire Alarm etc)		<ul style="list-style-type: none"> <li>Staff to follow instructions from setting</li> <li>Keep children calm</li> <li>TRIP Leader to phone SLT back at school to inform them immediately</li> </ul>		1	5	5	Y
Abduction, Abuse	All	<ul style="list-style-type: none"> <li>Pupils to be supervised at all times.</li> <li>Emergency plan agreed with pupils, ie where to go and whom to approach if lost and where the emergency exits are in case of evacuation.</li> <li>Staff to monitor toilet arrangements.</li> <li>If parents are present at Trip, they are to take their own child only to the toilet – no other pupils</li> </ul>	<p>Supervision at all times, Do's and don'ts talk</p> <p>Frequent head counts.</p>	1	5	5	Y
Toileting issues	All	<ul style="list-style-type: none"> <li>Extra adult as 'floater' to supervise group of children in case a child needs to be changed by TA.</li> <li>At least two pairs of spare underwear, trousers and socks to be taken on the trip.</li> <li>Children taking medical laxatives will carry their own spares in a rucksack.</li> </ul>	<p>Pupils all toileted before they leave</p> <p>Those prone to toilet issues to visit the Church toilet before leaving</p> <p>Parents to take their own children only to toilet, no other pupils</p>	2	1	2	Y



Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?
				L	S	LxS	Y/N?
Contact by Stranger	All	<ul style="list-style-type: none"> <li>Children informed to stay with their group leader at all times</li> <li>If approached by a stranger, pupils know to not engage in any talk and seek immediate staff adult support</li> <li>Staff member to intervene ensuring minimal impact on pupils. Pupils moved aside by other school adults whilst Trip Leader addresses the issue, however ensuring that their own safety is not compromised</li> <li>Inform visit site staff of incident and note any names/description for strange</li> </ul>	Trip Leader to phone SLT where further advice is needed				
Delays in getting home	All children	<ul style="list-style-type: none"> <li>TRIP leader to inform headteacher/deputy with anticipated time of arrival at school. Head/deputy will then inform parents via parentmail/class dojo</li> <li><b>Never dismiss pupils from roadside.</b> Parents will be informed to collect children from the external door of small hall. Staff to lead pupils inside, CT to dismiss pupils in an orderly manner from the small hall door.</li> </ul>	<p>Parents are aware that information will be given to them via the head/deputy</p> <p>CT will inform parents in advance of dismissal expectations from the small hall if late arriving back.</p>	3	2	6	Y
Uncollected children	All children	<ul style="list-style-type: none"> <li>Children to be collected from school at agreed time.</li> <li>Parents will be contacted within 10 minutes of not being present at collection time</li> </ul>	<p>Parents have been informed what time party anticipate getting home from activity</p> <p>-SLT to phone home if not collected</p>	2	1	2	Y

**On arrival: Trip Leader to phone school school.**

**On departure: Trip Leader to phone**

Assessment Date:

Assessment Completed By:

Appendix 8:

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	
<b>Tripping over on steps on and off the coach.</b>	All	<ul style="list-style-type: none"> <li>Discuss with children how to ascend and descend on steps safely. All children to know the children in their group and their group leader and to stay with them at all times.</li> </ul>	All children to ascend and descend from the coach quietly and sensibly in single file, holding onto the handrail. Children to get on and off coach in their groups so that their group leader is waiting for them on the pavement or coach. Head count regularly for each group. Staff member present at the bottom of the coach directing pupils to wall side of pavement	2	2	4	Y
<b>Coach journey – road traffic accident</b>	All	<ul style="list-style-type: none"> <li>Use of competent company using well maintained vehicles.</li> <li>Teachers to ensure that all children are seated and wearing seatbelts at all times.</li> <li>Pupils to remain seated during the journey.</li> <li>No children to sit at the front of the coach.</li> <li>Leader to ensure that coach up loads and down loads in appropriate places.</li> <li>Appropriate supervision – supervisors competent and briefed by group leader</li> <li>Pupils briefed and educated in basic Road Safety – rules for keeping safe</li> <li>Pupils organised in pairs within their year group.</li> <li>Roads crossed at pedestrian crossings</li> <li>Route assessed by group leader</li> </ul>	<p>Children to be briefed before getting on the coach.</p> <p>Basic Road Safety covered with pupils as appropriate prior to visit.</p> <p>Trip Leader to keep a note of changes to route (road works etc)</p> <p>In an extreme situation, emergency contact back at school to be informed. Any further guidance followed.</p>	1	5	5	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	
<b>Coach journey – travel sickness/illness</b>	All	<ul style="list-style-type: none"> <li>Parents to have provided the school will clear details of any illnesses/ allergies (TRIP Leader will be carrying full medical forms)</li> <li>Teachers to have a first aid kit with them at all times.</li> <li>Staff to carry sick bags, etc on the coach.</li> <li>First aiders to be given correct equipment and briefed prior to trip on seating throughout the coach, to be in close proximity to all children. Vulnerable pupils to sit towards the front of the coach.</li> <li>Any medication for specific children is to be labelled with child's own name. Emergency plan in place.</li> </ul>	Should someone become unwell during the journey they will be made as comfortable as possible until arrival. Should their condition still give cause for concern the TRIP leader will make the decision whether emergency treatment is required or whether transport home is appropriate. Contact with the Headteacher should be made asap. The Head will then coordinate further actions.	3	3	9	Y
<b>Walking in a public place (local foot based visits)</b>	All	<ul style="list-style-type: none"> <li>All pupils paired appropriately and led by Adult. Adults wearing Hi-VIS jackets</li> <li>Younger pupils to hold hands and walk</li> <li>Frequent head counts by staff</li> <li>Pupils all walk wall side of pavement at all times</li> <li>Adults to observe any trips/obstructions on pavement and to alert pupils</li> </ul>	All adults and pupils briefed on the Do's and Don'ts of walking in public places Use of raised hand gesture to get pupil attention	1	2	2	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	
Harm caused by being lost – psychological/ sexual/ emotional	All	<ul style="list-style-type: none"> <li>Staff will be supervising the pupils at all times.</li> <li>Staff: pupil ratio - 1:10 on activities but an extra adult will be floating between groups to support.</li> <li>Children to stay with their assigned adult</li> <li>Teachers to regularly check that all children are in their group.</li> <li>Staff to brief children on arrival of any health and safety issues on site and will reinforce this during the trip.</li> <li>Warned of not speaking to strangers.</li> <li>To stay with staff at all times.</li> <li>All staff to have each other's mobile phone numbers.</li> <li>The leader to establish a meeting point should anyone get lost.</li> <li>The uniform of staff to be explained to pupils so they know who they can speak to.</li> <li>Children will be made aware of what to do in the night if there is an incident and all staff will be available to deal with any problems.</li> <li>Children to know which room adults are in if there is an emergency and they need to get them.</li> <li>Full itinerary of each day will be shared with all pupils</li> </ul>	<p>All adults and pupils briefed on the Do's and Don'ts prior to departure. Frequent head counts. The accommodation is secure.</p> <p>Evening activities will be organised by the school staff and will involve simple field games. If weather is bad outside, calm activities will be provided. All evening activities will be supervised by school staff.</p> <p>In an extreme situation, emergency contact / DSL back at school to be informed. Any further guidance followed.</p> <p>Staff to ensure that pupils are not left alone with any site staff, full supervision at all times</p>	1	5	5	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	
Cut/scratches/ trips/falls	All	<ul style="list-style-type: none"> <li>Children to be reminded to the rules of the trip and to follow the instructions of the instructors leading the activities. Any child not following the instructions by site staff will be removed from the activity for their own and others safety.</li> <li>Adults to take a First Aid Kit with them to deal with any incidents. (each pupil group will have a school staff member attached; staff member to carry a school first aid kit)</li> <li>Adults/teachers to locate where the nearest first aid point/aiders is/are in the venue.</li> <li>No running to be allowed near to the water or within the buildings.</li> <li>Activity equipment only to be used under the direct supervision of trained site staff.</li> <li>Bunk beds are provided - parental preference and knowledge of the children will be used to decide who is in the top bunk. Clear rules will be explained to the children, ie no jumping from the top bunk and only children sleeping in that bunk to get into it.</li> <li>Children to be instructed to stay on pathways and not to take short cuts.</li> <li>Discuss with children to walk around the site and to be careful when changing between different surfaces</li> </ul>	<p>Children to walk, look where they are walking and to report any issues on the ground.</p> <p>If any first aid is administered, school staff to log in their own records (name, date/time, injury, care offered, name of staff member offering care, any follow up care needed) <b>USE PRO-FORMA</b></p> <p>Injury during land activity:            -Observe equipment and setup of activity and remind children how to stay safe on that equipment.            -Observation of activity, repeat instructions to children who might have not heard and to EAL children. Liaise with centre staff about activity</p>	4	2	8	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk? Y/N?
				L	S	LxS	
<b>Drowning - Injury during water based activity</b>	All	<ul style="list-style-type: none"> <li>Observe equipment and setup of activity and remind children how to stay safe on that equipment.</li> <li>Observation of activity, repeat instructions to children who might have not heard and to EAL children. Liaise with centre staff about activity</li> <li>Children to wear any protective clothing/equipment when participating in the activities. E.g life jackets/ harnesses.</li> <li>Children to listen carefully to staff so that they understand the activity and what they need to do. Careful consideration given to the child with hearing impairment. A special microphone will be available for the instructor to use so that the child can hear instructions clearly.</li> <li>Frequent head counts.</li> <li>No one allowed near the waters' edge unless supervised.</li> </ul>	<p>Children to be reminded of the rules that have been discussed previously in school about listening carefully and following instructions.</p> <p>Staff to read the sites own risk assessments and guidance for visitors.</p> <p>Staff to seek further guidance from site instructors.</p> <p>In an extreme situation, emergency contact back at school to be informed. Any further guidance followed.</p>	1	5	5	Y
<b>Hypothermia/ Hyperthermia/ Dehydration</b>	All	<ul style="list-style-type: none"> <li>Suitable clothing to be worn.</li> <li>First aiders on site.</li> <li>Drinking water available at all times. Extra water bottles supplied by staff.</li> <li>If weather very hot consideration will be given to time exposed in the sun.</li> <li>Sun hats and cream to be regularly applied by the children.</li> <li>Watch out for changes in conditions and change the plan as appropriate.</li> <li>Children to have their own labelled water bottle with them during the trip.</li> <li>Children to have opportunities to refill their water bottles during the day.</li> </ul>	<p>Monitor carefully.</p> <p>Staff to seek further guidance from site instructors.</p> <p>In an extreme situation, emergency contact back at school to be informed. Any further guidance followed.</p>	2	4	8	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	
		<ul style="list-style-type: none"> <li>Children to be reminded of the importance to drink water during the day.</li> </ul>					
<b>Food poisoning from poor hygiene</b>	All	<ul style="list-style-type: none"> <li>Teachers and Longridge staff will be informed of any dietary requirements in advance.</li> <li>Longridge has a reputable café serving staff and visitors.</li> <li>TRIP leader will have all medical forms with them</li> <li>Children reminded continuously about self-good manners with food (washing hands)</li> </ul>	<p>Immediate advice sought from lead First Aider at centre.</p> <p>In an extreme situation, emergency contact back at school to be informed. Any further guidance followed.</p>	3	3	9	Y
<b>Risk of fire</b>	All	<ul style="list-style-type: none"> <li>Children to be informed where they need to meet/go if there is a risk of fire.</li> <li>Children to be briefed on the basic drills in the event of the fire: e.g meet at designated assembly point, do not go back inside their room under any circumstances</li> <li>Listen to members of staff and centre staff.</li> </ul>	<p>Electronic devices not allowed on the trip, for example hair dryers.</p> <p>Site staff will brief all on fire process on arrival.</p> <p>School staff to remind children continuously</p> <p>Further guidance sought from site staff/instructors</p>	1	5	5	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	
Medical conditions	All children	<ul style="list-style-type: none"> <li>Teacher to check that all medication is in the medical bag before leaving the school. All medical items to be clearly labelled with children's names</li> <li>TRIP leader to have a copy of any specific medical plans for pupils and to follow details within</li> </ul>	Adults to be aware of the procedure if a child needs to use asthma pumps/ epi pens. To be observed by First Aider	2	3	6	Y
Allergies and special needs	All	<ul style="list-style-type: none"> <li>All staff are aware of any special medical or other needs of the pupils and adults on the trip.</li> <li>Parents have completed a medical form and medicines are up to date.</li> <li>Centre staff have been informed of any special requirements.</li> <li>First Aider to observe any use/administration if needed</li> <li>Next of kin information available for all staff.</li> </ul>	<p>Appropriate medicines available.</p> <p>Children with asthma to be encouraged to take responsibility for an inhaler so that they can take it as necessary, although spares would be kept by adults. Staff to check they have it with them before leaving the accommodation.</p> <p>There are no particular behaviour issues in this class.</p>	2	4	8	Y
Inappropriate use of digital images.	All	<ul style="list-style-type: none"> <li>Staff will be following the school policy with respect to taking images.</li> <li>Mobile phones will not be used for this purpose, school cameras provided.</li> <li>Check parental permissions list prior to using images taken for school use.</li> </ul>	Children are not allowed to bring mobile devices and if found they will be taken from them and returned to their parents at the end of the trip.	2	3	6	Y



Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk?  Y/N?
				L	S	LxS	
Abduction, Abuse	All	<ul style="list-style-type: none"> <li>Site staff DBS checked.</li> <li>Pupils to be supervised at all times.</li> <li>Emergency plan agreed with pupils, ie where to go and whom to approach if lost and where the emergency exits are in case of evacuation.</li> <li>Staff to monitor toilet arrangements.</li> <li>Children will be staying in the..... accommodation.</li> <li>All rooms have key pad codes to enter which only staff will have access to.</li> <li>Children to be informed before arriving that once they are in their room for the night they do not leave unless there is an emergency.</li> <li>Children to be put into groups for the sleeping arrangements</li> <li>Girls and boys are not to be sleeping in the same room</li> <li>Staff to sleep in separate rooms to children.</li> <li>Teachers to regularly check on the children to ensure that they are asleep/going to sleep.</li> </ul>	<p>Supervision at all times, Do's and don'ts talk</p> <p>Frequent head counts.</p> <p>Site is secure.</p> <p>Emergency 24hr contact available at the site. Security cameras in constant use.</p> <p>Staff accommodation is at the end of each pupil block/accommodation</p>	1	5	5	Y
Delays in getting home	All children	<ul style="list-style-type: none"> <li>TRIP leader to inform headteacher/deputy with anticipated time of arrival at school. Head/deputy will then inform parents via parent mail/text</li> <li><b>Never dismiss pupils from roadside.</b> Parents will be informed to collect children from the external door of small hall. Staff to lead pupils inside, CT to dismiss pupils in an orderly manner from the small hall door.</li> </ul>	<p>Parents are aware that information will be given to them via the head/deputy and parent mail.</p> <p>CT will inform parents in advance of dismissal expectations from the small hall if late arriving back.</p>	3	2	6	Y

Hazard	Groups / individual s at risk	Existing controls	Actions / Control measures required	Likelihood x severity			Acceptable risk? Y/N?
				L	S	LxS	
Uncollecte d children	All children	<ul style="list-style-type: none"> <li>• TRIP leader to have the contact details for all parents.</li> <li>• Children to be collected from school at agreed time.</li> <li>• Parents will be contacted within 10 minutes of not being present at collection time</li> </ul>	Parents have been informed what time party anticipate getting home from centre.	2	1	2	Y

..... provide clear Risk Assessments for their activities. These are attached

NB: All staff to have a 'Trip Pack' presented 1 day prior to visit (pack checked by PV). Trip pack to consist of: RA (school and Centre), pupil groupings (including all medical info) and Adults, staff contact numbers, meeting points, any maps/routes, itinerary, staff next of kin details (kept by TRIP leader) emergency protocol as listed in Hillingdon Borough guidance 'There and Back Again')

NB: A copy of the Full Trip pack will always be present back at school

On arrival: Trip Leader to phone school

On departure: Trip Leader to phone school.

Assessment Date:

Assessment Completed By:

Review Date:

Reviewed By: PVaraitch

## School TRIPs / Events –

### Record of First Aid Administration

Name	Date/time	Injury	Care offered	Staff member administering care	Follow up care needed

Name	Date/time	Injury	Care offered	Staff member administering care	Follow up care needed

# **School TRIPs / Events – Staff Next of Kin (Residential Trips only)**



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Staff member (1)	
Contact full name	
Contact full emergency number	

Staff member (2)	
Contact full name	
Contact full emergency number	

Staff member (3)	
Contact full name	
Contact full emergency number	



## Educational Visits: Pupil Code of Conduct

**My Good TRIP Code:** \_\_\_\_\_

My aim is to have an enjoyable time on the trip

### For me the trip will:

- Let me make new friends
- Let me learn new things and learn in different contexts away from school
- Let me do lots of exciting things like climbing, abseiling, high ropes etc

### But to do this I must

- be willing to take part
- listen to staff at all times
- be willing to take responsibility for myself and for my own actions
- be willing to give up things I want to do for the benefit of others
- respect the privacy and feelings of others
- respect the authority of all staff to take decisions

### Accept that there is a bottom line NO to:

- individual or group behaviour that is destructive to the aims of the trip
- individual or group behaviour that could hurt others on the trip
- individual or group behaviour that disrespects our hosts at the Centre/Event

If I miss-behave:

I will agree to talk through the issues with the TRIP Leader. I am willing to work to this code.

- I agree to follow the expectations
- Or be collected by my parent if poor conduct continues

**Pupil Name**\_\_\_\_\_

**Signature**\_\_\_\_\_

**NB:** TRIP Leader will reference this code during the pupil briefing for all non-residential trips. Parents are asked to discuss the code with their children in advance. For all residential trips, pupils are asked to sign the master copy. Master copy taken by TRIP Leader as part of the master trip pack

## Appendix 12:

### **MEDICAL FORM for Residential Trips**

**TRIP: PGL 16<sup>th</sup> – 18<sup>th</sup> MAY 2022**

**Trip Leader: PVaraitch**

**Year: 6**



Full name of child: \_\_\_\_\_

#### **1 Medical and Dietary Information:**

1a Does your child suffer from any **conditions requiring medical treatment**, including medication? **YES** **NO**

If **YES**, please give brief details:

b. To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may be or become contagious or infectious? **YES** **NO**

If **YES**, please give brief details:

c. Is your child allergic to any medication? **YES** **NO**

If **YES**, please give brief details:

d. Has your child received a tetanus injection in the last five years?

**YES/NO (delete as necessary). Add date also**

e. Please outline any **special dietary requirements** of your child:

f. Please confirm your child's swimming ability: - (select one)

- Non-Swimmer

- Water Confident

- Can swim 50 metres

I undertake to inform the Trip Leader as soon as possible of any changes in the medical circumstances between now and the beginning of the trip. I also understand that in lifesaving circumstances emergency treatment could be given to my child without parental agreement.

## 2. Contacts:

I may be contacted by telephoning the following numbers:

Work: \_\_\_\_\_

Home: \_\_\_\_\_ Mobile \_\_\_\_\_

If not available, please contact:

Name: \_\_\_\_\_

Work Tel: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile \_\_\_\_\_

Name, address and telephone number of family doctor:

--

### **3. Declaration**

I agree to my child ..... taking part in the residential. I have understood the itinerary and agree that they can take part in the activities described.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please inform the Trip Leader if you have any further concerns.



## Emergency Procedure Notes:

- ☐ Assess the nature and extent of the emergency.
- ☐ Make sure all other group members are accounted for, are safe from danger, well looked after and that staff/young peoples' mobile phones are not used until permission is given.
- ☐ Make sure that there can be no recurrence of the dangers that created the emergency.
- ☐ Render first aid and attend to the casualty(ies) if any.
- ☐ Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital and ensure that the rest of the group are kept together and adequately supervised.
- ☐ Collect the remainder of the group and arrange for their return to school/base.
- ☐ Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- ☐ Contact the centre/venue where you are staying and inform them.
- ☐ Contact the Headteacher, in their absence the Deputy immediately.
- ☐ Give them the following information:
  - your name;
  - nature, date and time of the incident;
  - location of the incident;
  - details of injuries;
  - details of staff deployment
  - names and telephone numbers of all involved;
  - actions taken so far;
  - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.

- ☐ If the press is involved before you have time to contact school, make no comment and refer them to the Council Press Office or to the local police.
- ☐ The Headteacher, in their absence Deputy should rapidly appraise the situation. Where the incident is clearly serious he/she should immediately contact the following London Borough of Hillingdon, Education Services:

**In office hours:**

**Education Services - 01895 277468**

**Out of office hours:**

**Emergency control service – Switchboard at London Borough of Hillingdon - 01895 250 111.**

- ☐ The Switchboard will then alert Civil Protection section who will make all necessary contacts (including Education Services senior management) and establish (evoke) incident procedures.
- ☐ The school concerned or the Education service will contact the Corporate Communication section at the Civic Centre who will brief the media. All media interest should be channelled through them.
- ☐ The Headteacher, in their absence Deputy will arrange to contact parents as soon as possible and establish all necessary links locally. Do not deal directly with parents. Headteacher will inform Chair of Governors.
- ☐ At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers. Also record any decisions made after the incident
- ☐ Restrict telephone calls to the essential and keep emergency numbers as clear as possible.
- ☐ Legal liability should not be discussed.

## Appendix 14:

### FORM EV1

### OFF-SITE ACTIVITIES PROPOSAL FORM

This form is to be completed by party leaders planning activities and signed by the Head or Manager of the establishment. The form should then be sent in good time before the off-site activity(ies) date, *with a copy of the risk assessment* to:

Dr Hemanth Dias  
Health and Safety Advisor for Education Services  
2S/08 Corporate Safety Section, Civic Centre  
London Borough of Hillingdon  
Uxbridge UB8 1UW

Tel: 01895 277697, E-mail: [hdias@hillingsdon.gov.uk](mailto:hdias@hillingsdon.gov.uk)

**SCHOOL OR ESTABLISHMENT:**

**DATES OF VISIT:**

**VENUE:**

**ACCOMMODATION (name, address and telephone number):**

**PURPOSE OF VISIT (and details of activities to be undertaken):**

**MEANS OF TRANSPORT:**

**NUMBER OF YOUNG PEOPLE:**

**NAMES OF PARTY LEADER & OTHER ACCOMPANYING STAFF:**

**EMERGENCY CONTACT (at home base):**

Attached is a copy of the risk assessment for this visit.

I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.

I confirm that the visit will be arranged in accordance with 'There and Back Again' Outdoor Education Handbook.

**SIGNED:****DATE:**

(On behalf of the school/establishment)

**REPLY FORM TO SCHOOL/ESTABLISHMENT:**

Visit / activity planning endorsed:

☐

Visit / activity planning not endorsed because of:  
(separate letter attached: YES / NO)

☐

Further information requested:

☐**Comments:****SIGNED:****DATE:**

Appendix 15:



## Educational Visits: Evaluation Form

This form must be completed by the EVC with the TRIP Leader within 48hrs of the trip.

<b>Date of Trip/Event:</b>  <b>TRIP Leader:</b>  <b>Trip/ Event:</b>	<b>Were there any problems relating to logistics on the trip? YES / NO</b> (packed lunches / transport / timings, accommodation etc.) <i>(If YES, please give details)</i>	<b>Were there any disciplinary issues with pupils on the trip? YES / NO</b> <i>(If YES, please give details, including names of pupils and the sanction applied. Please indicate if follow up sanctions are required by Deputy Head)</i>	<b>Were there any concerns about the safety of pupils that might aid future planning of a said trip? YES / NO</b> <i>(If YES, please give details)</i>	<b>Was first aid administered on the trip? YES / NO</b> <i>(If YES, please ensure that the completed form is attached)</i>	<b>Signatures of both EVC and TRIP Leader:</b>	<b>Date completed:</b>

## TRIPS: Parent Helpers Agreement

Thank you parents / guardians for offering your support on the trip.

Trip:.....

Date:.....

Trip Leader:.....

Can you please read the agreement below and then sign to confirm your commitment to the agreement.

I agree that I will:

- Not take any photos of the pupils or photos of any of the documentation that staff supply for the trip
- Return all documents that staff supply to me at the end of the day to the Trip Leader
- Not discuss any information from the documents with anyone outside of the school staff

### Helping on the Trip:

DO:

- ensure you conduct a headcount of your group at regular intervals
- talk and listen to all the children in the group
- ensure all children walk in pairs and lead from the side nearest the road
- stay with the group at all times
- act as a human traffic barrier when children are crossing the road
- seek clarification from the Teacher/TA if you are unsure of anything

DO NOT:

- leave children unattended
- let children cross roads on their own

- give favourable treatment to your own child
- take a child to the toilet on your own
- use your mobile phone whilst looking after your group

Date of signature	Initials of Parent / Guardian	Signature of Parent / Guardian

## Appendix 17:


### Re: Residential TRIPS – Permission to medicate

16<sup>th</sup> July 2020

The below named Pupil must take prescribed medication during the school trip as it is required to be administered during the duration of the school residential trip.	
Name of Pupil:	
Diagnosis:	
Medication prescribed:	
Dosage required:	
Time during school trip to be given:	
Duration of medication:	
Possible side effects/adverse reaction:	
Child is able to self-administer inhaler:	
<p>Parent or Guardian: I, the undersigned, give permission to the school personnel to administer to my child, the above named medication. This information may be released to pertinent school staff, as is deemed necessary by the medical staff.</p> <p>Date:</p> <p>Signature of Parent / Guardian: (PRINT then SIGN)</p>	



## Appendix 18:

	<p><b>Vanguard Learning Trust</b></p> <p><i>As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.</i></p>
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## Local Area Visit policy September 2022

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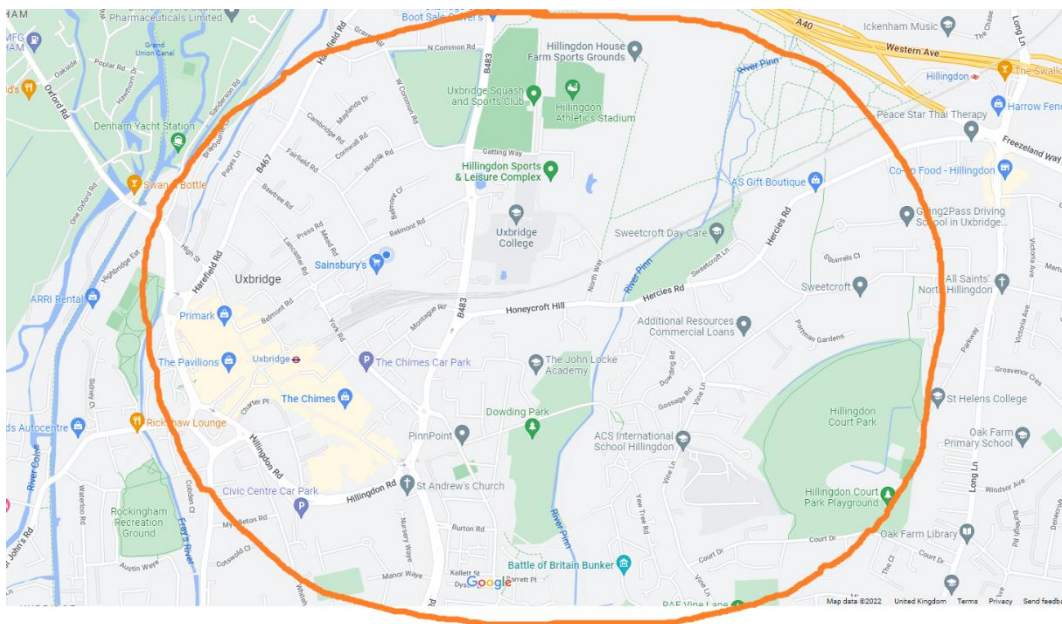
## 1. The Local Learning Area

Visits or activities that take place within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the procedure below.

- These visits do not require parental consent, but there may be situations where parents will be informed such as a letter or via Dojo.
- Do not need additional risk assessments, other than those highlighted in this documents
- Must have permission from the Head, Assistant Head or EVC.
- Staff to complete Local Learning Area form to keep track of locations and timings.

The 'Local Learning Area' boundaries can be seen on the map below and include, but are not limited to, the following frequently visited locations:

- Sainsbury's on Belmont Road
- St Margaret's Church
- Uxbridge Common
- Uxbridge High Street and shops
- Hillingdon Leisure Centre
- Uxbridge library



### 1.1 No Go area

There are currently no 'no go areas' specified, but this may be subject to change.

## 2. Operating Procedure

The following are potential hazards within our Local Learning Area. The hazards are managed by the below:

- Pupils

Staff will be aware of any medical conditions/allergies and ensure they have yellow bags and any medication needed  
Any medication carried by adult leads

- Road traffic

Staff and children to be wearing hi-vis jackets

Children have been informed of how to cross the roads and are reminded before crossing the roads.

Staff members to be positioned at the front, middle and back of the line to support with crossing.

Staff to be aware of the route taken and know where the crossing points will be, are aware of areas that should not be visited.

- Other members of the public/animals

Pupils to be supervised at all times

Emergency plan agreed with pupils about where to go and who to approach if lost and where emergency exits are

- Losing a pupil

Appropriate ratios of staff: children: volunteers will apply

Children have been spoken to beforehand about what to do if they are separated from the group

Children to walk in a line or pairs depending on the situation, staff to complete regular headcounts

Children to stay with assigned adult and full itinerary to be shared with staff/volunteers/children

- Uneven surfaces, slips, trips and falls

Pupils to be paired appropriately and all walk wall side of pavement at all times

Adults to observe any trips/obstructions on pavement and to alert pupils

Staff to complete check of route before going

Staff members to carry first aid trips (3 x first aid kits)

Children instructed to stay on pathways and not take short cuts

- Weather conditions

Pupils clothing and footwear is checked before leaving for the trip or visit

Head teacher to take decision about trip being cancelled due to weather conditions if needed.

### IMPORTANT

Children to be briefed before crossing all roads and not to cross until adults are blocking the roads entrance and exits.

Appendix 19:



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**Local Learning Area trip/visit**

Please read Local Learning Area policy before completing this form

17. Place/Venue	
18. Date and time of departure Please verbally inform office before leaving	
19. Learning Objective	
20. Number of pupils	
21. Names of supporting staff	
22. Number of Parent Volunteers	
23. Safety ensured by: Preliminary Visit:                      Local Learning Area policy read: <input type="checkbox"/> / <input type="checkbox"/>  Reliable advice: <input type="checkbox"/> Previous knowledge: <input type="checkbox"/>	
24. Trip leader	
25. Approval by Headteacher  Date: <input type="text"/>	