

ST MONICA'S CATHOLIC PRIMARY SCHOOL

SCHOOL VISITS POLICY

'Strive to succeed in the presence of God'

Together as a Catholic community **Everyone** – children, parents, staff and parish, **Achieves** in their own unique way and strives to be **More** like Jesus

Introduction

Our school is committed to providing engaging and educational experiences beyond the classroom. This policy outlines the guidelines, procedures, and safety measures we adhere to when organizing and conducting off-site visits. Our priority is to ensure the safety, well-being, and enriched learning of our students during these valuable educational outings.

The importance of careful planning and preparation for school visits cannot be over estimated. The Health and Safety of children, staff and other helpers is paramount. No amount of planning can guarantee that a visit will be totally incident free but good planning and attention to safety measures can reduce the number of incidents and lessen the seriousness of those that do happen none the less. All visits should have a clearly defined educational purpose.

This policy should be read in conjunction with 'Requirements for Educational Visits 2006 – Enfield LA'

Competence to Lead

For all visits, a member of staff must be designated as 'the leader' for a class. The group leader should where possible undertake an exploratory visit after making arrangements with the Headteacher. As part of the preparation for this educational visit, this preparatory visit should take place during PPA time.

Arranging a Visit

Staff should not simply make arrangements themselves. All visits should be booked into the school diary through the school office in liaison with the Tracey Sesto, the Clerical Officer.

Bookings/arrangements with transport providers and venues will be organised by Tracey. This must be done well in advance of the visit. Trips that involve using public transport have to be booked at least two months in advance. **At least a week before the visit, staff must complete the Trip Information Sheet** (Appendix 1) which lists the adults who will accompany the trip. This must be given to the office as it is a Local Authority requirement to log this information onto their 'EVOLVE' website. The Office Manager, Catherine must then complete an online authorisation.

Staffing and Supervision

The visit leader should, in conjunction with Headteacher, ensure there is safe supervision level at all times. Obviously, the younger the children the higher the level of supervision. See Appendix 2 for minimum numbers of adults required for each type of trip. If a member of staff wishes to reduce the minimum number of adults for a particular trip, they need to request this from the Headteacher. Parent helpers should be carefully selected. Anyone who has not had a criminal conviction check (CRB check) should never be left in sole charge of pupils. If teachers have requested parent volunteers for a trip, the parents must make a full commitment to attending, as cancelling on the day of the trip could reduce the pupil:adult ratio and the trip may have to be cancelled. Group leaders must have a list of all pupils and adults involved in the visit at all times. A list should also be left in the school office. If you split your class into groups with a named adult lead, please include a copy of this information for the office. At least two members of staff must be present for each school trip. One member of staff must telephone the school office to inform them of their safe arrival and immediately before departing for their return to school. If two classes are on a trip together, the two group leaders (one from each class) must liaise

effectively with one another and have designated meeting times and places throughout the day. Both should have a mobile phone and be able to contact each other should this be required.

HEAD COUNTS On all visits, regular head counting of pupils is essential particularly before leaving any venue or moving on to another area. Before you leave the school premises, make sure that all the accompanying adults know how many children are in their group and in the group as a whole. Head counts should be considered a **MUST DO** when groups are changing or departing modes of transport. By prior arrangement with travel providers, insist that the coach/bus/train waits until you have confirmed that the entire group are together.

CROSSING THE ROAD Any road or vehicle entrance that needs to be crossed is a risk. At every opportunity, look for an appropriate place to cross the road such as pedestrian lights or a zebra crossing. It may be that such facilities are unavailable. If this is the case gather at a suitable place, staying a safe distance back from the road and wait for the whole group to be gathered. When the road is clear of traffic, cross calmly and quickly. At least 3 adults are required to cross safely. One adult should be in the road to signal to any approaching vehicles, one should be at the front of the line and one at the back. It would be advisable for staff to use High Visibility vests for this purpose. Should the crossing be interrupted by any incident (i.e. an emergency vehicle approaching) stop the crossing immediately, with at least one adult on each side of the road to supervise the split group. If possible, use two adults in the road, one for each flow. When the children have crossed the road, they must stop at a point no more than 20 metres along the path so that the whole group can be joined together after the crossing is completed.

Risk Assessment

For every visit a risk assessment must be carried out and approved by the Headteacher. (See Appendix 3A, 3B, 3C, 3D, 4A and 4B) The risk assessment must identify the hazards and risks especially travelling to and from the venue, who might be affected by them and steps taken to reduce the hazards to an acceptable level. Should staff feel that a more detailed additional risk assessment is required, they should complete the Event Specific Risk Form (Appendix 4B). The risk assessments should be completed with staff involved in the visit and shared with **all** staff and adults accompanying the visit. It is important not to become complacent with visits taking place on a regular basis. For such visits, risks should be re-assessed if appropriate. **Many venues will be able, upon request or through their website, to provide staff with a risk assessment of the venue.** Staff should check the venue's website or contact them directly. There is a pre-prepared generic risk assessment for venues (see Appendix 4A). **Risks should be monitored *throughout* the visit.**

Preparing Pupils

Pupils should be well prepared for the visit. They must understand the behaviour, expectations and rules to be followed. If pupils are walking, the class teacher must ensure that they go through safe arrangements for crossing roads with the pupils prior to the visit. According to DfE guidance, any pupils whose behaviour compromises their own safety or that of others should be withdrawn from the activity. Parents will be informed. Any withdrawal of a child from a school trip (prior to the visit) must first be authorised by the Headteacher. Any child not attending a school trip must attend school as usual. The class teacher is responsible for setting work for that child and provision will be made for them within the school setting. It may be necessary to have additional safety measures for children with special educational needs and all teachers supervising should be aware of these measures. Arrangements should be made to ensure necessary medication on visits is taken e.g. inhalers, epipen etc

Communicating with Parents

On entry to school parents are asked to give their consent to trips involving walking in the local area that take place throughout the year. For any off site visits involving transport, parental consent must be sought. If it is not given, the pupils must not be taken. For school journey in Year 6, additional details of medical conditions, contact numbers, medical consent for emergency treatment will be sought.

Following the 1988 Education Act, we are not allowed to ask for payment for school trips; we therefore ask for a voluntary contribution. Trips may not take place however, if insufficient contributions are made. The Governors will pay for all or some of the cost of trips for families who are unable to meet the cost for personal financial reasons. Any family in such need must approach the Clerical Officer to explain their circumstances. Payments for trips are made securely via ParentPay.

Transport

Leaders must complete a risk assessment for the type of transport they are using. The following risk assessments are available: Walk in the local area (Appendix 3A); Travel by Bus (Appendix 3B); Travel by Coach (Appendix 3C); Travel by Underground/Train (Appendix 3D). Complete before the trip and copy to all adults on the trip and the school office. Where possible, trips for KS2 pupils will use public transport. Any concerns regarding the vehicle or driver must be reported to the Headteacher. On coaches and buses, seat belts must be worn where available. Group leaders are responsible for the behaviour of pupils on transport. Transport is booked by the Clerical Officer using the school's preferred suppliers. The Clerical Officer ensures that the capacity of coaches is not exceeded. Staff transporting children in private cars must have 'in connection with their business use' on their insurance policy. Form EV6 must be completed by any adult using their own car for transporting pupils (School office). If parents are transporting children other than their own children, the parents must have given their consent for their child to travel in another car.

Remote Supervision

Pupils must be supervised at all times. During the Year 6 school journey, although children may be unaccompanied and out of sight within a safe and secure location, they must continue to be supervised. This means that an appropriate number of staff remain on the premises at all times.

Water Based Activities

Children are allowed to paddle while a responsible adult remains in the water. Children must not paddle further from the shore than where the adult is standing. (See DfE 'Group Safety at Water Margins' guidance) London Borough of Enfield guidance on use of swimming pools must be used, where applicable.

Farm Visits

Great care must be taken on any visits to farms. The group leader must ensure that the eating area is separate from the area where there can be contact with animals. All children must wash their hands thoroughly with soap immediately after touching animals and before any eating or drinking. Children must never place their faces against the animals, put their hands in their mouth after touching animals or sample the animal food. (See page 13 of HASPEV 'A Handbook for Group Leaders')

First Aid

On all visits there must be a member of staff who has a good working knowledge of first aid. The school first aid kit must be carried by a designated member of staff. Group leaders must have a mobile phone with them and leave a contact number in the school office. Inhalers and all relevant medical equipment (eg epipen) must be collected from the Medical Room for all visits (including walks in the local area).

Emergency Procedures

Teachers in charge of pupils should not hesitate to act in an emergency and to take life saving action in an extreme situation. (See parental consent forms signed as part of admissions procedures.)

If an accident happens:

- Assess the situation
- Safeguard uninjured members of group
- Attend to casualty

- Inform emergency services and everyone who needs to know of incident (ie school office)

If necessary a member of the school staff should accompany a casualty to hospital and inform the school immediately. The Local Authority reporting procedures will operate. If a child's behaviour becomes a cause for concern or a child is ill, contact the Headteacher who will collect the child if this is possible and/or will inform parents to discuss the situation. If possible, in the case of misbehaviour where an adult may be at risk, arrange for two adults (one of whom must be a member of staff) to remain with the child until they are collected.

Trip Information Form

The information below needs to go online on the Local Authority website 'EVOLVE'. Please give the office the following information **at least a week in advance of the trip**. Please be aware that trips using public transport must be booked at least 2 months in advance.

Date of trip _____

Year Group/Class _____

Venue _____

Transport type _____

Adults - In line with our agreed policy, a trip using this type of transport needs a minimum of adults per class (See Appendix 2 - agreed number of adults)

Adult 1 (Class teacher/Group Leader): Mobile Contact number for trip:	
Adult 2	Adult 9
Adult 3	Adult 10
Adult 4	Adult 11
Adult 5	Adult 12
Adult 6	Adult 13
Adult 7	Adult 14
Adult 8	Adult 15

Please make volunteers aware they need to be with the party from the beginning to end of the trip. They must stay with their group of children at all times during the trip. **Please confirm with the volunteers before the day of the trip.**

Date received in office _____

Appendix 2

Minimum number of adults required to accompany a class of 30 pupils. If you wish to take fewer adults, permission must be granted by the Headteacher.

Year Group of 60 children	By coach <i>but dependent on final destination</i>	Walk in local area involving crossing the road	By public transport - BUS	By public transport – TUBE/TRAIN
Reception	6	5	15	15
Year 1	6	5	8	8
Year 2	6	4	8	8
Year 3	5	3	6	6
Year 4	5	3	6	6
Year 5	5	3	5	5
Year 6	5	3	5	5

RISK ASSESSMENT FOR WALKING IN THE LOCAL AREA

Date:.....

Class:.....

Trip to:.....

The final responsibility for the discipline and safety on trips lies with the staff of St Monica’s School. We are always grateful to parents and others who help on these trips and these helpers will be expected to exercise control over any group of children they are with, especially if no member of the school staff is present.

Walking in the local area or to and from venue/station:

Count children before leaving. Make sure children walk in pairs with adults evenly spaced along line. Children should walk at a safe distance from the curb. Extra care should be taken when crossing roads and at least one adult should stand in the road where necessary. Count children at destination.

Should there be an incident/accident involving any vehicle or pedestrian contact the police without delay.

Risk: injury to children

If a child falls and hurts themselves and/or others, treat minor injuries appropriately using the first aid kit you have with you. If the injury is more serious, inform the other adults, contact school for advice or phone for an ambulance. It may be necessary for the whole group to return to school.

We are carrying a medical kit. It is with.....

Signed (trip leader(s)).....

Please share this information with all the adults on the trip.
Give a signed copy to Tracey in the office before you go on the trip.
If you think there are additional risks, please complete an ESRA form

RISK ASSESSMENT FOR TRAVEL ON THE BUS

Date:

Class :

Trip to:

The final responsibility for the discipline and safety on trips lies with the staff of St Monica’s School. We are always grateful to parents and others who help on these trips and these helpers will be expected to exercise control over any group of children they are with, especially if no member of the school staff is present.

Possible walk to the bus stop YES / NO (if yes see walk in local area risk assessment)

WHICH BUS ROUTE / BUS STOP (please state).....

At the bus stop, children must stay away from the kerb. The class teacher signals the bus to stop. If necessary, wait for passengers to get off first. Board the bus in groups, with appropriate adult supervision. Check all children are on the bus, group leaders are with their groups within easy reach and can easily communicate with them. If there is not enough space, other groups may have to board the next bus. In this circumstance, please make sure that there is school staff on each bus.

ON BUS:

All children will sit if there are available seats. If children are upstairs, then adults must supervise. Try to have children seated before the bus moves away. If they have to stand, group leaders will ensure that children are holding a bar. Never distract the driver while the bus is moving. Warn children in advance when approaching destination.

We will leave the bus at: (note change of buses too).....

Adults will ensure safe exit and that all children are off the train. Each group leader needs to check for their group. Alert staff immediately if there is a problem. One adult should try to liaise with the driver to confirm all children are off the bus. If you need to cross the road after getting off the bus, wait until the bus has gone and it is safe to cross.

Please remember to phone school when you have arrived at your destination

Return journey: board bus at: (note change of buses too)

Return to SCHOOL/OTHER (please state).....

Children will return to school, with regard to the issues above.

PLEASE REMEMBER

- We are carrying a medical kit. It is with
- On the journey, if there is not room for everyone on the same bus do not panic. Wait for the next bus and catch up at final destination. Please follow the Teachers instructions at all times.
- Ensure that your group is always together and close to you.
- Report any problems or inappropriate behaviour to Class Teachers at the earliest opportunity

Signed (trip leader/s).....

Please share this information with all the adults on the trip.

Give a signed copy to Tracey in the office before you go on the trip.

If you think there are additional risks, please complete an ESRA form

RISK ASSESSMENT TRAVEL BY COACH

Date:

CLASS:

TRIP TO:

The final responsibility for discipline and safety on trips lies with the staff of St. Monica’s School. We are always grateful to parents and others who help on these trips and these helpers will be expected to exercise control over any group of children they are with, especially if no member of the school staff is present.

Travel by coach:

Risk: possible injury through sudden braking etc.

Please ensure that the children in your vicinity remain seated and keep seatbelts fastened. Step in if behaviour becomes boisterous or noisy.

Risk: injury to children

Assess degree of injury. If minor, take child with group to nearest first aid point. If serious, request any responsible person to go for assistance.

For long journeys, parents may opt to give their child a travel sickness medication. Please be aware of children for whom this is an issue.

We are carrying a medical kit. It is with.....

Signed (trip leader/s).....

Please share this information with all the adults on the trip.
Give a signed copy to Tracey in the office before you go on the trip.
If you think there are additional risks, please complete an ESRA form

RISK ASSESSMENT FOR TRAVEL ON THE UNDERGROUND/TRAIN

Date:

Class :

Trip to:

The final responsibility for the discipline and safety on trips lies with the staff of St Monica’s School. We are always grateful to parents and others who help on these trips and these helpers will be expected to exercise control over any group of children they are with, especially if no member of the school staff is present.

Possible walk to Station YES / NO (if yes see walk in local area risk assessment)

FROM ARNOS GROVE STATION/OTHER (please state).....

At the station, children will stay in line of 2s (crocodile) whilst a class teacher contacts station staff. We will then walk together to the platform. Children will be kept well back from edge of platform. We will board the first train as directed by station staff. Check all children are on the train, group leaders are with their groups within easy reach and can easily communicate with them.

ON TRAIN:

All children will sit if there are available seats. If they have to stand group leaders will ensure that children are holding a bar. Warn children in advance when approaching destination.

We will leave the train at: (note change of lines too)

Adults will ensure safe “crocodile” as before and that all children are off the train. Each group leader needs to check for their group. Alert station staff immediately if there is a problem. (Use emergency call points)

Please remember to phone school when you have arrived at your destination

Return journey: board train at:(note change of lines too)

Return to ARNOS GROVE STATION/OTHER ((please state).....

Children will wait outside main entrance [at Arnos Grove, turn right where there is a low wall to sit on] and wait to be collected OR walk back to school.

PLEASE REMEMBER

- **We are carrying a medical kit. It is with**
- **On the journey, if there is not room for everyone on the same train do not panic. Wait for the next train and catch up at final destination station. Please follow the Teachers instructions at all times.**
- **Ensure that your group is always together and close to you.**
- **Report any problems or inappropriate behaviour to Class Teachers at the earliest opportunity**

Signed (trip leader/s).....

Please share this information with all the adults on the trip.

Give a signed copy to Tracey in the office before you go on the trip.

If you think there are additional risks, please complete an ESRA form

RISK ASSESSMENT AT THE VENUE

Date.....

Class

Trip to

The final responsibility for the discipline and safety on trips lies with the staff of St Monica’s School. We are always grateful to parents and others who help on these trips and these helpers will be expected to exercise control over any group of children they are with, especially if no member of the school staff is present.

At the venue

Risk: children becoming lost/approached by undesirable persons

Please keep the group together within your control. Do occasional headcounts. Do not permit the children to wander outside agreed boundaries – keep these boundaries within sight. Try to limit visits to the toilet and take the whole group when appropriate. If one or more of the group becomes lost, keep the rest of the group together, inform any other members of the school staff. If you are concerned by the behaviour of another person, keep group close and do not hesitate to inform the police or a member of staff at the venue you are visiting.

Risk: injury to children

Assess degree of injury. If minor, take child with group to nearest first aider or member of the venue staff. If serious, request any responsible person to go for assistance.

Contact the venue before your visit. Many venues now have generic risk assessments available for group visits. Should any additional risks need consideration, complete Event Specific Risk Assessment.

Signed (trip leader(s)).....

Please share this information with all the adults on the trip.
Give a signed copy to Tracey in the office before you go on the trip.
If you think there are additional risks, please complete an ESRA form

ESRA Event Specific Risk Assessment

Visit detail..... Carried out by..... Date.....

<p>ISSUE What significant hazards may result in serious harm or affect several people Consider venue, activity, group, transport, plan B, etc</p>	<p>HOW TO MANAGE IT who will be informed? What procedures will we have? Control measures)</p>	<p>Parents</p>	<p>Staff</p>	<p>Pupils</p>

You must also ensure that appropriate people are aware of any generic risks but these do not have to be repeated here.

Only continue with an activity where risk is low.

Please share this information with all the adults on the trip. Give a signed copy to Tracey in the office before you go on the trip. If you think there are additional risks, please complete additional ESRA forms.