

St Matthew's Primary School



St Matthew's Primary School Trips and Visits Policy September 2015

This Policy needs to be read in conjunction with:

- Safeguarding Policy
- Inclusion Policy
- Equalities Policy
- Extended School Activities Policy
- Discipline/Exclusion Policy
- SEND Policy
- Attendance Policy
- Disabilities Policy
- Behaviour Policy
- Pupil Premium Policy
- First Aid and Administration of Medicines Policy
- Health and Safety Policy
- ICT/Internet Access Policy
- Anti-Bullying Policy

Aims

St Matthew's Primary School has a strong commitment to the added value of learning beyond the statutory school day and away from the school premises. Well-planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice.

Purpose

This policy sets out the procedures followed by staff in planning and delivering an educational visit and the protocols for recording and monitoring using the appropriate documentation. All staff are expected to follow these guidelines in order to ensure that groups of children can, with parental permission, be taken away from the school site to undertake activities safely.

Roles and Responsibilities

Senior Leadership Team

The Headteacher, Deputy Headteacher and Assistant Headteachers are all responsible for the approval of all educational visits via the EVOLVE website. The Headteacher is responsible for notifying any parent whose child is to be excluded from the educational visit for any reason.

Educational Visits Co-ordinator (EVC)

The Headteacher has nominated three Educational Visits Co-ordinators (EVC's) who will have undertaken the local authority EVC training course and have significant experience in planning and leading educational visits of all types. The EVC's will monitor all visit plans and risk assessments submitted via the Evolve website before forwarding them to the Senior Leadership Team for final approval.

The EVC's at St Matthew's Primary School are Kelly Farrell, Shahena Begum and Nicola Powell.

Visit organisers / Team Leaders

Team Leaders are responsible for the overall planning, administration and risk assessment of educational visits although may delegate specific tasks to other members of the team if they have an appropriate level of experience.

A group leader of a visit will usually be, in the case of a whole year group, the Team Leader. In the case of a single class visit, the group leader will be the class teacher. A 'deputy group leader' should be identified to take charge in the event of the group leader becoming incapacitated in any way.

As part of the school's induction procedures, class teachers who are new to the school will shadow an experienced teacher before taking on the role of group leader for themselves and their past experience levels will be checked via EVOLVE by the EVC. The EVC will work in collaboration with colleagues to provide support and advice in planning visits and compiling risk assessments. The EVC will maintain a record of all visits undertaken and accompanying documentation for use in planning future similar visits.

Governors

Governors will be responsible for monitoring the effectiveness of educational visits, ensuring that visits have a specific and clear objective, the visit planning complies with the school's Health and Safety policy, and that the school is considering the cost-effectiveness of visits.

Local Authority

The Local Authority commission Active Luton to oversee, approve and monitor Educational visits in Luton using EVOLVE.

Any activities deemed as 'adventurous' require LA approval, these activities include:

- All activities in 'open country' (see below)
- Swimming (except school swimming lessons being delivered in Active Luton Facilities)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling
- 'Extreme' sports
- Ice skating (rink)
- Theme parks
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

For the purposes of LA approval, the following activities **are not** regarded as adventurous and therefore **do not** require LA approval. However, these activities must be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Senior Leadership Team is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Field studies - unless in the environments stated in „open country“
- Tourist attractions
- Pedal go-karts
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Physical education and sports fixtures (other than the above)
- Water-margin activities such as walking along a riverbank, pond dipping etc.

If an activity is deemed as not being adventurous staff must still submit visit plans and risk assessments using EVOLVE to be checked by the EVC and a member of the Senior Leadership Team so that the school has a full record of all trips and visits on EVOLVE.

If when planning trips and visits there is ever any uncertainty of whether an activity needs to be submitted for LA approval then the EVC will contact the Local Authority to check.

Types of visit

St Matthew's Primary School follows the Luton Borough Council Educational Visits Policy Document and Guidance in recognising the different types of educational visits:

Local Visits

Visits **within the Borough of Luton where the mode of transport is walking**. At St Matthew's Primary School these have included:

- People's Park (Picnic)
- Luton Galaxy Centre (Cinema)
- Green Bank Music Village (Music)
- Visits to Luton shopping Mall
- Luton Football Club visit
- Wardown Museum
- University visit
- St. Matthew's church
- Train Station visit

(These visits do not require LA approval)

Visits within Luton using transport

Visits **within the Borough of Luton where the mode of transport is coach, bus or minibus**. At St Matthew's Primary School these have recently included:

- Luton Airport
- Stopsley Baptist Church (Music)
- Stockwood Discovery Centre
- Luton Bus Tour

(These visits do not require LA approval)

Distant

Visits **outside the Borough** of Luton where the mode of transport is coach, bus, minibus or train. At St Matthew's Primary School these have recently included:

- The Oval (watch Cricket)
- Wimbledon (watch tennis)
- Wembley Tour
- London Science Museum
- LG Arena
- Celtic Harmony, Hertfordshire

(These visits do not require LA approval)

Residential, Overseas, Adventurous, Water involvement

At St Matthew's Primary School Adventurous trips and visits have recently included:

- Legoland Trip (Windsor)
- Active Adventure, Bedford residential
- Dell Farm Residential, Outdoor Education Centre, Whipsnade
- Brighton (seaside visit)

(These visits **must receive** Local Authority approval)

Visit planning and risk assessment

Documentation

Visit planning and risk assessments will be recorded on the approved school format. All these documents will be available to all staff via EVOLVE and include:

- Educational visits planning form
- Educational visits Risk Assessment form
- Emergency card (details of Leader, School and LA Duty Emergency Planning Officer)
- Educational visits evaluation form

Risk assessments

Risk assessments will consider the following elements and include where appropriate:

- Appropriate and safe staffing and supervision details
- Ensure the Leader is appropriately experienced to lead (EVC to check)
- Pupil characteristics (behavioural, ability, age, special and medical needs) all carefully considered
- Preliminary visits have happened if appropriate (EVC to check)
- Ensure providers have national accreditation such as LOtC badge (Visit organiser to check and confirm)
- Risks are reduced to 'acceptable' or 'tolerable' levels
- First aid provision has been planned for
- Activities planned are appropriate for all children to access
- The booking of transport and the journey itself has been thoroughly planned
- Safety checks of driver and transport considered
- Any adventurous activities means the risk assessment will be sent to the LA approval
- All generic risks are listed (trips/falls etc.)
- Site specific risks are listed (escalators etc.)
- Event specific risks are listed (pond dipping etc.)
- Individual risks are listed (related to specific children with a specific need)

Preliminary visits

All visits should be thoroughly researched to establish the suitability of the venue. Wherever reasonably practical the visit organiser should conduct a preliminary visit. Preliminary visits should take place before completing any plan or risk assessment.

At the discretion of the Headteacher, these visits may take place during the school day or in the teacher's own time. Reasonable expenses incurred may be reimbursed from the school financial planning budget.

Transport

Careful thought must be given to the planning of any transport. The bursar will carry out the administrative tasks involved in procuring transport and paying admission fees. All coaches and buses will be hired from a reputable company. The level of supervision during the journey must be planned for by the visit organiser.

The use of private cars will be avoided wherever possible and will only be used as a last resort. If parents arrange independently to transport their own child then this can be approved if the action for doing so is deemed reasonable by the visit organiser.

Any transport issues or concerns that occur during a visit will be reported immediately to the school bursar, EVC and the Headteacher and reported to the travel company and the Local Authority. If the visit organiser does not feel the transport or driver are safe for any

reason they must not board the transport, or if already travelling ask the driver to stop in the nearest, safest location and call the Headteacher to seek further advice.

Groupings

Year group teams will work together to organise the children into manageable groups, each headed by an appropriate adult (group supervisor). Where possible, St Matthew's staff should be deployed as group supervisors, with parent helpers acting as additional support. Where parent helpers are allocated to specific groups of children, that group should not include their own child to ensure fairness of treatment during the visit. The exception to this is where a parent is attending the trip as a condition that their own child is included for specific reasons.

All group supervisors should carry a list of names for their group at all times and will be responsible for the children in their group. If visits include adventurous activities then the staff to pupil ratios need increasing above the usual safe requirement. Mixed gender groups should also have mixed gender staff support where possible.

All groups need access to first aid. All group supervisors should be competent to exercise appropriate control of the group. Any staff that are assigned to support any individual children 1:1 must not be included in the overall group staffing ratio as their responsibility does not lie within the wider group.

The Team Leader must refer to the National Guidance: *Ratios and Effective Supervision* when planning grouping supervision.

Exclusions

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be excluded from participating in the educational visit. The curricular aims of the visit for these pupils should be fulfilled in other ways. The Headteacher will be responsible for communicating this and the reasons for it to the child's parents.

Staff briefing

Prior to the visit the visit organiser will meet with all accompanying adults to brief them on the educational aims of the visit, the itinerary for the day, and their role and responsibilities for the duration of the visit. The visit organiser will also provide all staff with a copy of the risk assessment and discuss it in depth. The EVC must monitor that staff briefings are taking place within year groups.

Pupil expectations

Prior to the visit, the visit organiser will arrange a meeting with all the participating children, to establish rules and expectations of behaviour. This meeting should also be attended by as many of the accompanying adults as possible.

Identification stickers / wristbands / School Umbrella

Depending on the location of the visit, group leaders may want to consider issuing the children with school identification stickers, wristbands or key staff using large school motif umbrellas. Staff will wear high visibility jackets and children will remain in school uniform for ease of identification.

In determining the need for such provision, consideration will be given to the age of the pupils, the use of the location by other schools or members of the public, the proximity to other members of the public on the route to the location.

Parental consent

Upon admission to St Matthew's Primary School all parents/carers are asked to sign a consent form for their child to participate in local educational visits. This consent form is retained within the pupil's record folder for the duration of the child's attendance at St. Matthew's Primary School. Although this removes the need to regularly request and obtain permission slips for local educational visits, parents/carers will always be notified in writing that a visit will be taking place.

For distant visits the school will always request specific written permission of parents/carers.

For residential visits or those involving adventurous activities, as well as requesting written permission, the school will also organise an information sharing meeting with parents.

The visit organiser will liaise with our school administrative support to produce information letters and parental consent forms. Class teachers will be responsible for collecting and retaining returned parental consent forms. Parental contributions will be forwarded to the Finance Office in the lockable class cash box during the morning registration period.

Insurance

The visit organiser will liaise with the school's bursar to ensure that the visit is covered by the school's existing insurance policies. Consultation between the bursar, the Headteacher and the EVC will determine whether or not additional insurance is necessary.

First Aid

First Aid provision must be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group. Qualified first aiders may not be necessary for all off-site activities and visits but a basic level of first aid must be available at all times. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact the emergency services. For the Early Years Foundation Stage it is a statutory requirement that at least one adult who has a first aid certificate must accompany children on outings.

The minimum first-aid provision is:

- A suitably stocked first-aid bag
- A person appointed to be in charge of first-aid arrangements

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The visit organiser should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

Individual children's medical needs will also be thoroughly planned for. The visit organiser must also check that any transport used does have a first aid kit on board.

Catering

During the planning process of any educational visit that involves children being away from the school premises during their normal lunch break, the school kitchen manager should be notified at the earliest possible stage.

For shorter local visits that only last half a day arrangements may be made, giving good notice to the kitchen manager for the children to have a slightly earlier lunch before their

departure, or a later lunch upon their return. Any such arrangements must also be relayed to the Senior Leadership Teams PA.

For whole day visits, children whose parents pay for school meals will be expected to bring a packed lunch. Children who receive free school meals in KS2 or have a free school meal in KS1 must be given the opportunity to have a free school packed lunch, although may prefer to bring their own packed lunch on a visit. The visit organiser will liaise with the kitchen manager seven days before the visit and place an order for the appropriate number of free school packed lunches. School packed lunches do not include a drink, so all children are expected to bring their own drink.

Supervision levels

In line with National Guidance, agreed minimum supervision levels for St. Matthew's Primary School are as follows:

	Whole day / Distant visits	Shorter / Local visits
Foundation Stage	1:4 plus 1 per 30	1:6 plus 1 per 30
Year 1 – 3	1:6 plus 1 per 30	1:8 plus 1 per 30
Year 4 – 6	1:8 plus 1 per 30	1:10 plus 1 per 30

The above are just starting points and will need reviewing for each individual trip being planned.

Charging

Wherever possible, visits should be self-financing. Year Groups are encouraged to plan and consider ways to fund-raise money to go towards the cost of trips and visits. Year Group budgets can also be used to partially fund trips and visits.

Parents/carers may be asked for contributions towards the cost of the visit, but compulsory charges for activities provided wholly or mainly within the school day are not permitted.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up any shortfall, then the visit will be cancelled and any voluntary payments made by parents will be refunded.

In planning a visit, the visit organiser will always communicate costs with the school bursar to discuss ways to cover the costs of all trips and visits effectively.

EVOLVE

Luton local authority subscribes to an external service provided by EduFocus called EVOLVE (Educational Visits On-Line Virtual Environment). Visit plans are recorded on the Evolve website by appropriate school staff and monitored by the EVC before submitting for approval by a member of the Senior Leadership Team (and local authority if necessary).

Relevant documents such as risk assessments, itineraries, information letters, evaluations, etc. are uploaded and stored in a database for future use. At St Matthew's Primary School, all categories of visit are processed on Evolve.

Emergency Procedures

All visit organisers will be supplied with an up-to-date Emergency Procedures document prior to any visit by the EVC.

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the visit organiser should seek advice from their establishment emergency contact(s). This will be the Headteacher or the year group's link Assistant Head.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the visit organiser must activate immediate support from Luton Borough Council using the 24 hour number **(0300 300 8098)**

The above contact number should only be used if a critical incident has occurred:

- When any member of the group has suffered a life threatening injury or fatality
- When any member of the group is at serious risk
- When any member of the group has gone missing for a significant or unacceptable period of time

When calling the emergency number staff must ask for the **Duty Emergency Planning Officer**.

Learning Outside The Classroom (LOtC) Quality Badge

The decision about the use of an external provider is the responsibility of the visit organiser, EVC, and Head of establishment. The LA does not 'approve' external providers or tour operators. Staff will be asked to use the 'Search by External Provider' on EVOLVE, and liaise with other LA establishments that have used a particular provider.

The visit organiser should consider the requirements under 'best value' when selecting an external provider.

To confirm that all aspects of the operation of the provider are satisfactory, the visit organiser and EVC must ensure that either:

a) The Provider holds an **LOtC Quality Badge**

or

b) An '**Independent Provider's Form**' has been satisfactorily completed by the provider.

For Providers that hold an LOtC Quality Badge

No further action is necessary, other than to check the suitability of the provider/venue in relation to the intended aims or learning outcomes for the particular group.

It is recommended that establishments ask the provider to complete a simplified provider form, identifying key personnel and contact details.

For Providers that DO NOT hold an LOtC Quality Badge

It is recommended to follow the LA procedure:

1. Complete the top section of the Independent Provider's Form (IPF).
2. Send the IPF to the provider (email, fax, post).
3. On its return check that it has been satisfactorily completed.
4. Attach the IPF to the visit in the Attachments section under Independent Provider's form on Evolve.

Important: If the Provider has made any alterations to the wording of the IPF or is unable to comply, then the visit organiser must discuss this with the Provider, and if necessary seek advice from the LA prior to making a commitment with the Provider.
The Independent Provider Form should be sent to the provider at the time of making a provisional booking and no deposits should be committed prior to its satisfactory completion and return.

Key Contacts

Educational Visits Adviser

Toni Chivers
Active Education Manager
Toni.chivers@activeluton.co.uk
01582 400272
07771 900133

General Health and Safety

Hazel Bloor 01582 548042
bloorh@luton.gov.uk
Caron Owens 01582 546299
owensc@luton.gov.uk

LBC Insurance Section

01582 546123
insurance@luton.gov.uk

Luton Borough Council Emergency Line (24 hour)

0300 300 8089

*Written by Nicola Powell
Assistant Headteacher
September 2015*

Policy ratified by Governors: 8th February 2016

Signed Headteacher

..... Link Governor

Policy to be reviewed: Spring 2019