



## *St. Mary's Priory Catholic Infant & Junior Schools*

### **Educational Visits and Journeys Policy – February 2016**

#### **Broad Guidelines**

Responsibilities - All of the following have a responsibility in the planning of any educational visit:

- Governors have overall responsibility for health and safety including those who take part in off-site visits. Governors may delegate decisions about educational visits to the Headteacher.
- Headteacher will give approval for a visit to take place.
- Educational visits co-ordinator will co-ordinate and advise on the visit with the Group Leader and Headteacher.
- Group Leader will plan, carry out any risk assessments, disseminate information to other staff and helpers and undertake an evaluation of the visit. The Group Leader will inform the School Business Manager/Office Manager of any parent/helpers so a DBS check can be implemented (two weeks prior to trip) and arrange to meet all parent/volunteer helpers before the day of the outing. Volunteers must undertake to sign a code of conduct agreement.
- School Business Manager will ensure insurance is obtained, all necessary documentation is completed, relevant DBS checks are undertaken and Governors and LEA are informed of all trips.
- Parents/Carers of pupils are responsible for giving permission and for reinforcing a code of conduct for their child while they are taking part in the visit. For pupils whose behaviour is regarded by the Group Leader as being particularly challenging, and/or a potential risk to the welfare or safety of self or others, the Headteacher will be informed and a decision regarding their participation will be made. Parent/Carers should bring to

the attention of the school any relevant medical/behavioural problems that may cause concern.

- Parent and Volunteer Helpers will ensure that they are fully informed of the requirements and specifications for the visit. They must meet with the Group Leader before the outing. Other small children will not be allowed to accompany the visit because of the high level of supervision of pupils required.
- Pupils are responsible for listening to and understanding instructions, for positive behaviour and for remaining with their allocated helper.

The present minimum ratio of children to adults is:

- 1 adult to between 10 and 15 pupils in Years 4 to 6
- 1 adult to 6 pupils in Years 1 to 3
- 1 adult to 4 pupils in Reception
- 1 adult to 2 pupils in Nursery.

With the Year 4 to 6 pupils every effort will be made to have 1 adult to every 6 children. At least 2 adults are to accompany any outing/trip. Once out of the school, children should walk on the side of the pavement nearest to the buildings, not the road. When children are required to cross any roads the teacher at the head of the line should stand in the middle of the road until all the children have crossed the road safely.

The teacher should then resume his/her position at the front of the line. (Teachers are not legally able to stop traffic and can only do so at the discretion of the drivers.) Ideally teachers should endeavour to cross roads at pedestrian crossings or traffic lights or where there are large islands available.

When children are off the school premises during school time we have the same expectations in relation to behaviour, as when they are in school. Teachers are ultimately responsible for children and their behaviour.

Before any trip, teachers should ensure they have considered the following points and have done the preparation necessary by visiting the site and carrying out a risk evaluation:

- Permission for visits within the local area is covered by the permission slip which Parent/Carers are invited to complete when joining the school
- Teachers must ensure final figures and accounts are reported to the School Business Manager before the trip

- The Trip Organiser should carry a 'Medical Assistance' card. This can be collected from either school office
- If using public transport the trip organiser must ensure a TfL form for school parties is completed on line two weeks before the trip in order to qualify for free adult travel. TfL will send tickets
- The trip organiser must inform the kitchen staff (via the Office) at least two weeks before date of trip
- Parents to be notified in writing (a copy of letter to be given to Office)
- Adults accompanying the group must be booked in advance and a DBS police check carried out, they must also undertake to sign a 'Code of Conduct Form' (available from the trip organiser).
- If children have pocket money, it should be restricted to an acceptable level by the teacher in charge. Staff will not be responsible for this money
- The trip organiser must ensure there is a first Aider and a first aid kit, epi pen where applicable and asthma pumps
- The trip organiser must take a mobile phone with them

#### **Before leaving school:**

- Children should have brought in a consent form from their parents/carers stating that they have given permission for their child to go off the school premises
- (this is required for outings not covered by the introductory permission slip)
- Children should be wearing their school uniform, (where appropriate)
- there should be a teacher/adult at the front and back of the line to ensure all the children are properly supervised
- be divided into manageable groups with one adult to take charge of each particular group for the duration of the trip. It is advisable to decide on a meeting point in case anyone gets separated from their group

## **Returning to School**

After any visit children should be brought back to school and dismissed from class at the end of the school day.

After each trip, all information concerning the trip should be sent to the Office i.e. risk assessment, tick list for money received and permission slips, to enable accurate financial reporting to Governors and LEA.

## **Public Transport**

Guidelines for using public transport:

- The general public should be given access to get off and on the vehicle before children board
- Children are supervised more easily if they are all requested to occupy the top deck of a bus, or one compartment of a train
- Children should always be counted off and on any form of transport. This also applies when they are entering or leaving a building
- All coaches to have seat belts
- Children must remain seated at all times on buses, coaches etc. Standing is expressly forbidden
- If any child is badly behaved, or becomes ill on a trip they can be brought back to school, if there is a spare adult to accompany them. The parent/carer will be informed
- In the unlikely event that a child is accused of theft or any act that involves the police, the child cannot be questioned by the police, unless his/her parent or carer is present

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## **Appendix**

**The following points should be adhered to prior to any Educational Visits taking place.**

- A 'List 99' check has to be completed for every volunteer.
- All helpers accompanying the school trip must attend a briefing organised by the teacher in charge.
- Any volunteers must not have their own child in their group.
- School Trip organisers must ensure that if they wish to 'borrow' support staff from other classes they make a request to the relevant class teacher.
- Be mindful of taking S.M.S.As as it impacts on lunchtime supervision.
- A First Aider must accompany every trip.
- A list of all staff accompanying the trip must be given to Mrs. Collins, for approval, no later than 1 week in advance of the trip.
- If the school party is split into smaller groups each volunteer led group must be accompanied by a teacher led group.

## **Residential Trips**

- No mobile phones or electronic games to be taken by the children.