

Educational Visits and Residential Trips Policy and Procedure

1.0 PURPOSE OF POLICY

At the Children of Success School Trust we believe that school trips and outdoor learning are an essential part of our schools' curriculum. They offer the opportunity to enrich the curriculum, giving children first hand experiences of a wide range of topics and activities as well as helping to engage children in learning. The school recognises its duty of care and statutory responsibilities for the health, safety and welfare of all pupils and staff on school trips and therefore ensures that risk assessments are well planned in advance of trips.

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.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- 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.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- 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.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

The policy aims for the following:

- those running trips understand their roles, are supported, and are competent to lead or take part in them;
- the real risks are managed during the trip; and
- learning opportunities are experienced to the full.

This will be achieved through:-

- The provision of suitable support and guidance to allow adequate risk assessment, planning and management of educational visits.
- A robust planning and approval process for all educational visits.
- Advice from external H&S support where trip involves adventurous or unusual activities.
- Monitoring to ensure that the arrangements within this Policy and Guidance are being adhered to.

2.0 SCOPE OF POLICY

The policy applies to any visit/activity that leaves the school grounds, whether as part of the curriculum, during school time, or outside the normal school day. It includes all elements of the visit including the journey, any residential element and the activities undertaken.

2.1 Types of Visit & Approval

There are three 'types' of visit:

Visits/activities within the local area that are part of the normal curriculum and take place during the normal school day. Risk assessments and other paperwork can generally be found on 'Teach-only' directory on the network. Parental approval for these trips has been sought on admission to the school. Each teacher needs to assess the individual pupils in the group and the staffing requirements.

Other non-residential visits within the UK that do not involve an adventurous activity. Follow procedure in policy and approval is sought from the EVC and Head of School.

Visits that are overseas, residential, or involve an adventurous activity. As above, but the Executive Head authorises and then submits to the School Community Group for approval.

3.0 INCLUSION

All children are entitled to participate in all our Educational Visits. Adaptation or modification to activities is to be made if needed, possible and safe in order to include all children.

School is in a position to support those families who are unable to make donations for educational visits. Please see Charging Policy.

4.0 TERMINOLOGY

The following is a list of commonly used terms within this Policy and Guidance:

Adventure Activities - includes activities such as caving, water sports, trekking and climbing etc.

Approved Provider - a provider of a service who has been assessed and certified by a

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recognised relevant external body/organisation.

Educational Visit - A visit away from the school premises (that is "off site") by young persons under the direct supervision of School.

Educational Visits Coordinator (EVC) - a member of school staff identified by the Head of School to ensure that all visits are planned in accordance with School Policies.

Governors - members of school governing bodies, including Trustees.

Group Leader - the person who is directly responsible for planning a visit and managing the group during the visit.

Instructor - the person to whom responsibility may have been delegated for specialist instruction or supervision, as a result of their specific competence in an activity.

Parents - includes guardians or carers where the latter terms are more appropriate.

Risk Assessment - A formal process of assessing the risks from an activity or location to ensure sufficient arrangements are in place to remove or reduce risks to an acceptable level.

5.0 ROLES & RESPONSIBILITIES

5.1 Executive Head

- Approving overseas, residential and adventurous activities.

5.2 The Head of School

The Head of School shall ensure the provision of suitable training and guidance to support staff in the planning, organisation, management, and approval of Educational Visits.

- Assign competent people to lead and supervise visits.
- Be aware of relevant regulations and guidelines including Health and Safety responsibilities, Guidance and its supplements, school policies and related documents. These must be available and accessible to anyone involved in educational visits.
- Oversee the management of educational visits in their School
- Ensure the appointment of an Educational Visits Coordinator (EVC) and delegate tasks to them.
- Ensure that Educational Visits comply with guidance provided by the LA and the DfES.
- Ensure that appropriate documentation is completed and records are maintained of Educational Visits to comply with the Trips and Visits Policy.

5.3 The Governing Body (via the School Community Group)

To fulfil its responsibilities for the health and safety of pupils and staff on educational visits the School Governing Body shall:

- Determine and keep under review the Trust's own policy on Educational Visits which will detail the scope and range of visits normally conducted by the school and the procedures by which visits are proposed and approved.
- Ensure that the Head of School and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities. Ensure that guidance is available from the Department of Education and/or LA as appropriate to inform the School's policy, practices and procedures relating to the health and safety of pupils on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems. As necessary governors may seek specialist advice.
- Enquire about a visit's educational objectives and how they will be met and if the objectives are appropriate to the age and abilities of the children. The Governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. It is not expected that governors should become directly involved in risk assessment and related matters.

5.4 Group Leaders

- Must obtain prior agreement from the Head of School before any off-site visit takes place.
- Must follow the procedures laid out in this policy and detailed in the checklist.
- Should undertake/arrange assessment of the visit by the EVC in accordance with policy.
- Should be deemed as competent to undertake the specific visit.
- Should be a member of staff.

5.5 Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator will:

- Ensure Schools maintain adequate standards in the administration of Educational Visits.
- Help the School / Service to fulfil its health and safety obligations for visits.
- Support the Head of School /Governors with approval and other decisions.
- Assist in assessing competence of Group Leaders and other supervisory staff.
- Ensure Disclosure and Barring Service (DBS) checks are carried out on adults (other than staff) assisting with visits if required.
- Undertake appropriate training to enable them to undertake the role.
- Maintain a record of appropriate documentation for individual visits.
- Review systems and monitor practice.
- Maintain a record of individual Teachers / Group Leaders competence and qualifications regarding Educational Visits.

The names of the Educational Visits Co-ordinator is listed in Appendix 5.

5.6. Volunteers

When going on a trip, volunteers who are not DBS checked, should not be in-charge of a group or left alone with any children.

6.0 APPROVAL PROCESS

All Educational Visits are required to have been through an approval process within the School to ensure that the relevant people are satisfied that the visit has been adequately planned and organised. Once this process has been completed within the School certain types of Educational Visits specifically those that present a higher risk will also require review of the risk assessment by the External H&S organisation.

Educational Visits that require external review include:-

- All United Kingdom residential visits.
- All Foreign visits.
- Any visits involving Adventurous Activities or unusual visits

7.0 PROCEDURE FOR PLANNING AND APPROVAL OF SCHOOL VISITS

The master checklist (appendix 1) sets out each step to be carried out when organising a school visit and this should be followed and completed by the Group Leader.

8.0 STAFFING FOR SCHOOL VISITS

Staffing levels must be considered in the risk assessment process and based on the needs of the pupils and the activities involved. When selecting staff consideration must be given to first aid qualifications, experience, technical training and qualifications and is carried out alongside the Head of School.

As a general rule the following ratios are considered appropriate:

EYFS	1:5
Years 1,2,3	1:6
Years 4,5,6	1:10
Residentials	1:8 (KS2 only) as minimum or as defined by risk assessment.

Children with SEN/medical issues may need additional staff.

You may ask parent/carer to attend the trip as additional adults but please allow adequate notice and include them on any forms/risk assessments.

Lunchtime organisers can also be asked to attend trips voluntarily.

For children and staff with additional needs a specific risk assessment will need to be completed for that child/adult.

9.0 ACCREDITATION OF PROVIDERS

The Group Leader will seek to ensure that trip providers are suitably qualified by reference to external accreditation held by external organisations

10.0 CHARGING AND FUNDING FOR VISITS

Each class has a budget for school trips and it is the duty of the group leader to ensure that good value is achieved in running a school trip. The Head of School must ensure the trip is within the budget.

Parents are asked for voluntary contributions for day trips and the amount parents are asked to pay depends on the costs of the trip and the number of pupil premium children on the trip. (See appendix 4) Board and Lodgings are charged for residential trips. The charging policy is set out in the CoSST Charging and Remissions Policy.

If costs present a problem to parents they should be given the opportunity to discuss this with the trip leader on a confidential basis.

Appendices

Appendix 1 – Educational visit master checklist

Appendix 2 – Educational Visits Detailed Planning Form

Appendix 3 – Risk Assessment Form

Appendix 4 – Educational Visit requisition form example and instructions.

Appendix 5 – Names of Educational Visits Co-Ordinators

Appendix 1

Children of Success School Trust Educational Visit Checklist			
Details of Visit			
Year Group:			
Group Leader			
Date:			
Where to:			
PRIOR TO VISIT			
Steps	Minimum term time weeks prior to trip (residential trip)	Information	Complete
1. Discuss proposed trip with Head of School/EVC initially to ensure in outline the trip is feasible.	7(13)	This ensures that you do not waste time filling in the Detailed Planning Form if the trip is not feasible.	
2. Complete Detailed Planning Form to Head of School	6 (12)	Form on Teach only Educational visits	
3. Complete Trips Purchase requisition form/costing to HofS	6 (12)	Form on Teach only Educational visits	
4. Seek initial approval from Head of School or Executive Head & Board of Trustees for Residential visits	6 (12)	Need to present both above forms for approval. Pass requisition to Finance dept. when signed.	
Initial approval complete			
5. Visit Venue	5 (11)	Only if we have not used the venue before. Take risk assessment with you to help you measure risks.	
6. Complete risk assessment for school users	5 (5)	For venues that have been visited before risk assessments are available on Teach-only.	
7. Produce a list of pupils with SEN or medical needs. Complete individual risk assessments where required. Ensure there is a designated First Aider coming on the Trip	5 (5)	Attach to risk assessment	
8. Submit risk assessments to Educational Visits co-ordinator for approval	4 (12)		
9. For all residential and some other trips the risk assessments and planning must be reviewed by the External H&S provider.	4 (12)	See section 5 of policy.	
10. Book trip including transport	6 (12)	Admin can support you in this process.	
11. Draft letter for parents with permission slips (seek approval	4 (12)	Ask Admin team to help. All trips must have a parent consent	

from HofS prior to sending out to parents.) HH to KP,LS,FO WPS to LW, DN		form signed. Verbal permission is not acceptable. It is not sufficient to send a letter stating no objections it is assumed the child can go. This may apply in specific circumstances with HT approval.	
12. Hold meeting for parents for residential trip.	6 (12)		
13. Ensure all consent slips have been collected and pupils have paid for the trip	1 (3)		
14. A copy of consent forms and of risk assessment to be kept in school office.	1 (2)	During the trip/residential one copy of the pupil information must be kept in the office and then taken home by the a member of SLT who is the emergency contact within school.	
15. Request packed lunches/inform kitchen of trip	2 (2)		
16. Ensure there are adequate staffing for the trip based on the ratios		Ratios for Trips	
DAY BEFORE THE TRIP			
17. Make sure you have your play duty covered if applicable			
18. Inform Place2be if child not attending due to trip			
19. Non-participants		Ensure all non-participants remaining in school are catered for.	
20. Pack all requirements		First Aid bag/sick bag Inhalers Packed lunches Educational resources Risk assessment /EV2	
21. List of participants including staff		Leave one copy with office and take one copy.	
22. Complete off-site register			
23. Remain aware of risks throughout the visit.			
24. Curriculum feed back		Curriculum feedback forms must be completed on the return of all visit/trips. (available in file in staff room)	
25. Any last minute changes to risk assessment need to be advised to HofS and EVC			

Children of Success Educational Trips Detailed Planning Form

Trip Leader	
Year Group/Class	Submission Date
Total Cost of Trip (as per requisition)	£
Visit Itinerary	
Places to be visited:-	
Date of Departure:-	Time of Departure:-
Date of Return:-	Time of Return:-
Purpose of Visit and Objectives	

Group Information	
<u>Young Persons</u>	
Age Range	
Number of Young Persons	
Number of Girls	
Number of Boys	

<u>Adult Staff Supervision</u>		Number of Other Adults	
Number of Staff		Number of Other Male Adults	
Number of Male Staff		Number of Other Female Adults	
Number of Female Staff			

<u>Names, relevant experience, qualifications, specific responsibilities of Staff with the group</u>
Group Leader:-
Other staff:-

Existing knowledge or experience of places to be visited and whether a pre-visit (exploratory) is intended

Names of pupils with special educational or medical needs (also complete summary of pupils sheet)

Travel Insurance Arrangements

UK trips covered by Risk Protection Arrangement

Transport Arrangements

Mode of Transport to be used on each leg of the visit

External Organisations to be used

Organising Agent Company Name:

Address:

Telephone Number:

External Accreditation details

Details of the programme of activities include associated planning, organisation and staffing

Residential Accommodation - Include each accommodation to be used during the visit

Accommodation Name:

Address:

Telephone Number:

Dates Resident (from - to)

Does the provider have any external accreditation for providing activities, please detail below?

Two Emergency contacts at School / Within the Service:

Name

Home Telephone Number

Mobile Number

Name

Home Telephone Number

Mobile Number

- Once approved I will complete the risk assessments and have these approved by the EVC.
- 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.

Group Leader

Name

Signature

Date

Approval

The Planning and Risk Management for this Visit has been Approved in accordance with the School/Service's Educational Visits Policy and Procedure.

Authorised by

EVC.....Signature.....Date.....

Print name

Head of

School.....Signature.....Date.....

Print name

(Executive Head for Residential or adventurous/unusual travel)

Nominated

Governor.....Signature.....Date.....

Print name

Appendix 3- Trips and Visits Risk Assessment Form

Name of Trip _____ Date _____ Group Leader _____

Please select the relevant sections for your trip and complete a review of the risks. The control measures might not all apply but the risks associated with the trip must be assessed and control measures assigned.

This is a generic risk assessment which identifies the common hazards and risks associated with this type of activity. Before undertaking the activity Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or children.

1. All Educational Visits

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Exposure to weather – cold, heat, strong wind, over exposure to sun, ice, snow	Children Staff	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate programme, clothing and equipment Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares Daily weather forecast obtained and plans adjusted accordingly 	Provide clear information re suitable clothing and equipment to Children and parents	
Pupil lost or separated from group, inadequate supervision	Children	<ul style="list-style-type: none"> Ensure supervising staff are competent and understand their roles Supervisory ratios are in line with LA policy Plan and use suitable group control measures (e.g.buddy system, large groups split into small groups each with named leader, coloured caps etc.) Discuss itinerary and arrangements with pupils Briefing to all on what to do if separated from group <p>Head counts by leaders particularly at arrival/departure points and when separating/reforming groups</p>	Plan supervision before visit and brief staff and Children	
Illness or injury	Children Staff	<ul style="list-style-type: none"> At least one leader with each group first aid trained Leaders know how to call the emergency services Children and parents receive a reminder to bring individual medication which is securely kept First aid and travel sickness equipment carried 	Check first aid certificates are current Check medication brought by Children	

Children of Success Schools trust – Educational Visits and Residential Trips Policy and procedure

Approved by SCG Nov 18

Review after 3 years

		<ul style="list-style-type: none"> • Mobile phones carried if available • Emergency contacts arranged with Head of School and parents 		
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1. All Educational Visits

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Special needs of specific pupils – medical, behavioural, educational	Children Staff	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO if appropriate Make necessary arrangements for individual children <ul style="list-style-type: none"> • including individual risk assessment and additional staffing as necessary 	Use recommended parental consent form	
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc.)	Children	<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision • Ensure children sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised) 	Included in information to parents	
Leaders' own children	Pupils Other children Staff	(If staff (teachers or volunteers) families join group, pupil supervision must not be compromised) <ul style="list-style-type: none"> • Staff children are similar age to group and supervised with pupils or separate supervision arranged 	Consider before staffing agreed	

2. Local Visit on Foot

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Traffic	Children Staff	<ul style="list-style-type: none"> • Avoid busy roads if possible • Supervision on pavements, roads and especially crossing of any fast roads at pre planned points • Children briefed re hazards and behaviour required • Group to walk on pavements 	Planning of visit and pre-inspection of route	
Slips trips and falls	Children Staff	<ul style="list-style-type: none"> • Pre-inspection of route • Consideration of wet or icy conditions • Appropriate footwear worn 		
Abuse by public	Children Staff	<ul style="list-style-type: none"> • Children to remain in small groups at all times • Competent supervision 		
Children lost or separated from group	Children	<ul style="list-style-type: none"> • Pupils to remain in small groups at all times • Supervision planned especially at key points • Frequent head counts • Emergency procedures for emergency e.g. lost pupil 		

3. Educational visit involving transport – Coach Travel

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Traffic Accident	Children Staff	<ul style="list-style-type: none"> • Ensure coach used meets LA recommendations – hired from accredited coach company • Coach to have seat belts fitted (1 per child) and staff to ensure that they are used • Appropriate level of supervision • Suitable embarkation points used (e.g. coach park, onto wide pavement) 		

Children of Success Schools trust – Educational Visits and Residential Trips Policy and procedure

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		<ul style="list-style-type: none"> • Close supervision and head counts during any breaks in journey and getting on and off coach 		
<p>Service station and other breaks in journey</p> <ul style="list-style-type: none"> ○ Traffic ○ Being left behind or separated from group ○ Abuse by public ○ Slips trips and falls ○ Travel Sickness 	Children	<ul style="list-style-type: none"> • Brief Children re purpose and timings of stops • Children advised how and where to contact staff • Children instructed to remain in groups of twos or threes (buddy system – each responsible for a named other) • Reminders re moving traffic • Careful headcounts before departure • Children’s’ medical information available and parental consent for administration of medication 	Plan supervision before visit and brief staff and Children	

4. Educational visit involving transport – Public Transport

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
<p>Buses, trams, trains, underground</p> <ul style="list-style-type: none"> ○ Vehicle involved in traffic accident ○ Busy roads and traffic ○ Being left behind or separated from group ○ Abuse by public ○ Slips trips and falls ○ Travel sickness 	Children Staff	<ul style="list-style-type: none"> • Journey is planned and assessed – key risk points identified • Careful supervision particularly in crowded areas and entry, exit and change points • Frequent head counts • Large groups divided into smaller groups each with leader(s) • Children know their group and leader • Emergency plan in place • Children briefed where they are going and what to do if separated from group • Reminders re moving traffic • Children medical information available and parental consent for administration of medication 	Planning	
<p>Ferry crossing</p> <ul style="list-style-type: none"> ○ As above plus drowning 	Children Staff	<ul style="list-style-type: none"> • Close supervision on vehicle deck • ‘Rules’ established and pupils briefed especially re open deck area (not permitted if dark or if sea rough) • Remain in twos or threes (buddy system – each responsible for named other) 	Arrange procedures with staff and Children before arrival at ferry	

		<ul style="list-style-type: none"> Meeting point agreed throughout crossing and on docking (numbered stairway to coach deck) Careful head count before disembarkation Planned procedure for missing pupils e.g. member of staff to leave as foot passenger 		
Air Travel <ul style="list-style-type: none"> As above plus airport terminal 	Children Staff	<ul style="list-style-type: none"> Pre booking of seats to ensure group seated together 		

5. Educational visit involving transport – Minibus or Private Vehicles

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Minibus Traffic accident Travel sickness	Children Staff	<ul style="list-style-type: none"> Ensure minibus driver has appropriate licence Driver to be minimum age 21 with full driving licence held for at least 3 years Driver makes appropriate checks before setting off Driver ensures seatbelts are used Luggage on roof securely fastened and does not exceed 100kg Appropriate level of supervision Suitable embarkation points used (e.g. coach park, onto wide pavement) Close supervision and head counts during any breaks in journey and getting on and off minibus 		
Private Vehicles Traffic accident Child abuse Travel sickness	Children Staff	<ul style="list-style-type: none"> Driver confirms car is insured to carry children and has current MOT Seatbelts worn at all times Permission obtained from parents CRB checks if appropriate 		

6. Residential Visit Accommodation

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Fire	Children Staff	<ul style="list-style-type: none"> • Check accommodation meets national standards i.e. meets the fire officer's recommendations/or has a fire risk assessment • Visit site – visual inspection of fire escapes, fire alarms, equipment, meeting point and procedures 	Pre-visit check and/or check of information or assurance from tour operator. Check on arrival. Take up any issues, such as locked fire doors, with management Inform group re fire procedures on arrival	
Child protection	Children Staff	<ul style="list-style-type: none"> • School/Service has exclusive use of sleeping accommodation • Staff accommodation adjacent and same floor as children • External doors and windows secure against intrusion • If children's rooms have keys, staff have access to a master key • Children can easily contact staff throughout the night • Children are checked into rooms at 'lights out' 	Pre visit check and /or check of information/assurance from reputable tour operator	
Domestic hazards	Children Staff	<ul style="list-style-type: none"> • Accommodation has tourist board rating/other external validation of standards • Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings • On arrival, staff and pupils to report any faulty items found in rooms 	Pre visit check and /or check of information/assurance from reputable tour operator	

6. Residential Visit Accommodation

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Hygiene	Children Staff	<ul style="list-style-type: none"> • Tourist board rating/environmental health endorsement or similar • Visual inspection of washing facilities, lighting, heating, ventilation, catering 	Pre visit check and /or check of information/assurance from reputable tour operator	
Night time tendencies	Children	<ul style="list-style-type: none"> • Information gained from parents re children's illnesses, sleepwalking etc. • Suitable supervision arranged to meet needs of children 	Use LA recommended parental consent form	
Special Needs	Children Staff	<ul style="list-style-type: none"> • Accommodation meets any special needs of anyone in the group 	Pre visit check as necessary	

7. Exchange Visits with a School Abroad

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Inappropriate programme arranged by foreign school/ service – high risk activities or insufficient supervision	Children Staff	<ul style="list-style-type: none"> • Good understanding between both schools / services on standards required • Agree detailed programme from host school prior to departure • If programme involves swimming, adventure activities etc. check programme with LA • Ensure supervision arrangements comply with those of school 	Early face to face planning with host school / service essential	
High risk activities during home stays	Children	<ul style="list-style-type: none"> • Good understanding between schools/services re standards required • Children well matched with hosts • Parents and host family encouraged to make contact • Foreign school/service inform host families re their 'duty of care' to under age guests • Briefings to children and parents re children's responsibility to take sensible decisions 	Check information host schools/service provides to their parents Information to children and parents – parents informed and agree to participation in higher risk activities such as cycling,	

Children of Success Schools trust – Educational Visits and Residential Trips Policy and procedure

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Review after 3 years

		<ul style="list-style-type: none"> • Agree rules re higher risk activities including evening free time, alcohol, relationships, swimming, cycling etc. • Children have telephone contact number (mobile no?) for accompanying teachers at all times 	riding, mountaineering etc. if these are arranged by host family Remind parents that children are not in direct supervision of teachers	
Child abuse	Children	<ul style="list-style-type: none"> • Host school /Service has adequate vetting procedure for host families (ask if CRB check is available) • Children have telephone contact with accompanying teachers at all times 	Check adequate procedures followed; make level of checks clear to parents	
Road traffic accident	Children Staff	<ul style="list-style-type: none"> • Train everyone re right hand traffic • Explain host country's traffic systems, pedestrian crossings etc. 	Plan training	

8. School Visits to Farms

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place
Hazards on site including machinery, chemicals, slurry pits, animals, barbed wire, electric fences	Children Staff	<ul style="list-style-type: none"> • Group leader to pre-visit and risk assess site • If farm is regularly open for school /service visits, request risk assessments for group visits • Plan visit and supervision to minimise risks • Avoid moving machinery and do not ride on tractors • Do not play in farm area • Do not allow children to climb on bales, walls or fences • Keep away from slurry tanks • Do not touch barbed wire or electric fences • Do not touch or feed animals unless the farm personnel give permission and supervise • Do not sample animal foodstuffs or drink from farm taps 	Pre visit, site risk assessment, planning of visit, briefing of staff and Children Ongoing assessment by leader at start and during activity	
Infection and illness (including Ecoli)	Children Staff	<ul style="list-style-type: none"> • Follow good hygiene standards • Avoid transmission of infection from hand to mouth 	Briefing of staff and Children	

Children of Success Schools trust – Educational Visits and Residential Trips Policy and procedure

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		<ul style="list-style-type: none"> • Check hand washing facilities on pre visit • Wash hands thoroughly before eating or drinking • Change of clean footwear before leaving site, wash hands • Ratio of under fives – 1 adult to 2 children • Pregnant women should avoid contact with lambing ewes 		
Group Control	Children Staff	<ul style="list-style-type: none"> • Close supervision, large groups split into small groups each with leader known to children. • Leader of each group understands hazards and control measures • Overall leader remains in touch with all groups 	Pre planning of activities and supervision	

Assessment of Significant Hazards for School Led Visit/Activity to -----

Hazard	Persons at Risk	Control Measures	Comments Action	Tick if in Place

When all of the above conditions are in place the activity is considered low risk. If not in place then a further assessment must be carried out to determine the level of risk.

This is a generic risk assessment which identifies the common hazards and risks associated with this type of activity. Before undertaking the activity, Group Leaders must also make an assessment of any special risks which are specific to their particular visit, venue or Children.

Approval by Educational Visit Co-ordinator

Name _____ Signed _____
Date _____

Appendix 4

Haveley Hey Community School/The Willows				
PURCHASE REQUISITION FORM- SCHOOL TRIPS Example				
SUPPLIER/VENUE		Date		
Name	(Put in main supplier e.g. Tatton park)			
Address		Nominal	Cost centre	Fund
		E191	C2004/2021	1
		Requested By		
Tel:		Deliver required by		
email:				
Number of pupils	Product /service Description	Units	Unit Price	Total cost
	Transport cost	1	600	600
	Type (eg Coach)			
	Company			
	Venue/Ticket price	58	10	580
A	Total visit costs			1180
B	Number of children	58		
	Calculation of charge to parents			
C	Full cost per child (A/B)	£		20.34
D	Number of FSM children	32		
E	Costs abated for FSM children (C x D)	£		650.88
F	Net costs of trip (A-E)	£		529.12
G	Charge to parents (F/B)	£		9.12
	Total Order Costs exc. VAT			1180
	Delivery (P & P)			
	VAT			236
	Total Order Costs			1180
Budget Holder Signed	<input type="text"/>			
Authorised by Headteacher/FDOM/HofS				
Signed	<input type="text"/>			
	<input type="text"/>			
Orders upto £1,500 Head of School (Curriculum) or FDOM (non-curriculum)				
Orders over £1,500 but less than £3,000 authorised by Executive Headteacher				
Orders over £3, 000 but under £10,000, two signatories EHT and either HofS or FDOM				
Different levels apply if not within budget see financial procedures.				

Appendix 5

Haveley Hey EVC – Leanne Straker

The Willows EVC – Lisa Whitelegg