



School Trip Procedures

PROCEDURES FOR SCHOOL TRIPS AT FROME VALE ACADEMY

Introduction

Our pupils can benefit enormously from taking part in visits with their teachers and fellow pupils, and is an integral part of our 'Learning Beyond the Classroom' approach. In particular, they are given the opportunity to undergo experiences that might not be available in the classroom or in the normal home environment. Frome Vale consider trips to be an important part of the development of a creative curriculum that enriches pupils learning

Visits help to increase a child's investigative skills and longer visits in particular can develop a greater independence in preparation for life- long learning. At the beginning of the year, we will plan as far as possible to let parents know when there will be trips to give advance notice

Good planning and preparation can ensure that the majority of visits organised by the Academy take place without any incident or injuries occurring. Good organisation and supervision on the day will ensure that both children and adults remain safe during the school trip.

However, accidents do sometimes occur on school trips and it is essential that we are complying with the relevant legal requirements under the Health and Safety at Work Act, to ensure the continued safety of our pupils on visits.

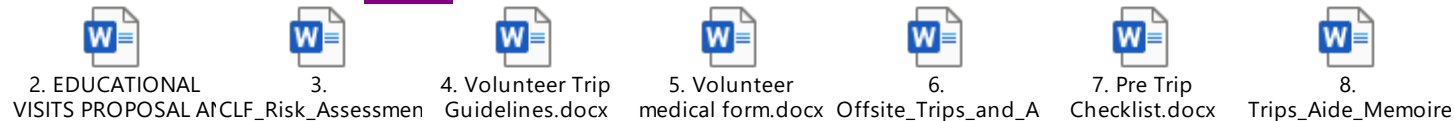
CLF have made available guidance on all aspects of school trips, which takes into account the legislative framework and current good practice guidance.

Our expectation is that any person leading a school trip has completed group leader training

Planning a Visit

We recommend reading the CLF Offsite Trips and Adventurous Activities Guidance (doc 6)

All trips must be completed using the documents found in the Key Documents area of the Teaching and Learning folder in the shared drive. Click [HERE](#)



You cannot plan a trip until you have received the sign off from Dr Saunders on the form called Educational Visits Proposal and Reconciliation Form.

Once you have completed the first part of the form, it must be emailed to Dr Saunders for approval.

If the trip is approved by Dr Saunders, you will receive a confirmation email at which point Dr Saunders will also inform the finance assistant who will commence the next stage of the process.

Once you receive the approved Educational Visits Proposal and Reconciliation Form.

ALL trips must be added and then processed via EVOLVE regardless of the category so from a walking trip to the library to Y6 residential camp. This is only after initial permission is sought using the Educational Visits Proposals and reconciliation form 2

Before undertaking a visit, staff should consider the following;

- Purpose of visit and how it supports the curriculum
- Proposed dates, duration, transport arrangements, venue and activities
- Are you going to be taking part in any water sports, climbing, trekking or climbing? If you are seek advice from the EVC and check the AALA website [Licensable Activities \(hse.gov.uk\)](https://www.hse.gov.uk/licenses/)

- Group – size, age range, additional needs and staffing (including any parent/carer support). Consideration should be given to ensuring class inclusion and any barriers to full class attendance.
- Resources required, estimation of costs and pupil contribution. At this stage a minimum contribution level should be set for the trip to continue.
- Early identification of items to be included in a risk assessment (a range of model risk assessments are included on the CLF website with a generic version shown as an appendix).

EVOLVE should be then used to create a detailed plan – you should use the CLF Trip Policy and the CLF Risk Assessment MUST be completed and uploaded to EVOLVE (Document 3)

Volunteer Guidelines (Document 4) and Volunteer medical forms (Document 5) should be provided to volunteers ahead of the trip along with the CLF Risk Assessment.

Please ensure that the Pre Trip Checklist is also completed (Document 7)

All documents can be found in Shared Docs – Teaching and Learning – Key Documents – Trips and on EVOLVE

Please also add all the completed forms Volunteer Guidelines (Document 4) and Volunteer medical forms (Document 5) and Pre Trip Checklist (Document 7) to the trip on Evolve – you can simply upload them like you would the risk assessment.

Proposals for longer visits may need to be made well before the start of the relevant academic year.

Once the Finance Assistant and the trip leader receives the approved **Educational Visits Proposal and Reconciliation Form** for the trip. The trip leader should start to enter the trip on EVOLVE and the finance assistant should add the trip to the calendar and the following undertaken

- The venue contacted/booked and H&S details obtained. A cancellation time without charge should be gained
- Transport booked
- A full risk assessment undertaken incorporating any information provided by the Venue and transport company
- Emergency procedures and detailed staffing arrangements
- First Aider and Admin of medication (where needed) staff member booked for the trip
- Number of volunteers required for the trip sought.
- Consideration of requirements to cover the prevailing weather (wet weather clothes, sun block etc)

- Parent/carers should be sent a permission slip for their child to attend the trip stating clearly when it needs to be returned.
If the form is not returned prior to the trip the child must not be allowed to attend.
- Admin should retain a list of returned forms so that they can assess whether the trip should continue.
- Trips may request a voluntary contribution to help mitigate costs. However, contributions cannot be enforced, pupils cannot be excluded from the trip for non-payment and those paying cannot be required to cross subsidise others. If there are insufficient contributions the trip must be cancelled.
- If there is a reason to materially alter the trip arrangements the Principal must be notified at once and agreement reached for the trip to continue. All of these changes **MUST** be documented through EVOLVE.

IMPORTANT: The trip cannot go ahead until the EVC and the Principal have approved the trip on EVOLVE

Ahead of the visit and whilst on the visit

Care should be taken to ensure that Health & Safety considerations are paramount (see CLF Guidance on off site Trips and Adventurous Activities and the CLF Trips Aide Memoire and RA template located on EVOLVE in Guidance, Policies and Documents and also in the Key Documents folder on the FVA shared drive). The following should be considered:

- Are you going to be taking part in any water sports, climbing, trekking or climbing? If you are seek advice from the EVC and check the AALA website [Licensable Activities \(hse.gov.uk\)](https://www.hse.gov.uk/licenses/)
- Have an accurate and up to date contact list/special needs/ medical needs for pupils, staff and emergency services
- Take the risk assessment action plan and ensure items are followed. Give this to all adults
- Ensure volunteers have signed the 'Volunteer Trip Guidelines' and Volunteer medical form
- Ensure all children on the trip have parental consents
- Have a first aid kit and medicines bag and relevant trained member of staff to the need of the children

- That there are comprehensive final briefings to supervising staff and young persons – ensure all clear on roles and responsibilities and how to raise areas of concern
- Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary
- If accidents/incidents occur during the trip make sure they are fully recorded and appropriate action taken.
- Take the school mobile phone and ensure the school number is programmed into the phone

In the case of an emergency

Who will take charge in an emergency?

1. The Group Leader with the school party would usually take charge in an emergency. The Group Leader would need to ensure that emergency procedures are in place and that back up cover is arranged. The Group Leader should liaise with the representative of the tour operator if one is being used.

2. The Group Leader would communicate with the designated contact in school for the school party. The school contact's main responsibility is to link the group with the Principal, Senior Staff and the parents. The named person should have all the necessary information about the visit.

The Group Leader. What to do in an Emergency.

If an emergency occurs on a school visit the following points need to be considered.

- Establish the nature and extent of the emergency as quickly as possible
- Summon the emergency services
- Establish the names of any casualties and get immediate medical attention if necessary
- Ensure that all the group are safe and looked after
- Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures

- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Inform the school contact. The school contact number should be accessible at all times during the visit.
- Details of the incident need to be passed on to school should include; nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- Notify insurers, especially if medical assistance is required (the school contact can be used to do this)
- Notify tour operator if one is being used
- Ascertain telephone numbers for future calls. Mobiles may be subject to technical difficulties and should not replace usual communication procedures
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times and contacts after the incident
- **No-one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to Dean Blake**
- **No-one in the group should discuss legal liability with other parties**

Emergency procedures for school contact

- Prior to the visit, the name and school/home/mobile telephone numbers of a **school contact** should be identified. It is advisable to arrange a second school contact as a reserve.
- The Principal and Group Leader should bear in mind that the contact line may become busy in the event of an incident and that alternative numbers to ring would be useful.
- If an emergency occurs the main considerations for the **school contact** to consider include:
- Ensuring the Group Leader is in control of the emergency and establishing if any assistance is required from the school base.
- Contacting the Principal / Vice Principal and liaising with them.
- It is a priority that the Principal / Vice Principal or school contact (**in conjunction with the Executive Principal and the central team**) speak personally to the parents of any student who has suffered injury or mishap.
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The **school contact** should act as a link between the group and parents. Parents should be kept as well as informed as possible at all stages of an emergency. Contact must be established even though with modern technology news may already have broken.

- The **school contact** should act as a link between the group and the Principal / Vice Principal
- A Leadership Meeting will be arranged for the group to receive assistance if necessary. The principal will contact the Chair of The Academy Council
- A full record of the incident must be kept.
- If a serious incident occurs, the **school contact** should liaise with the designated media contact (Dean Blake) as soon as possible. In the event of an emergency all media enquiries should be referred to the media contact. The name or names of any casualties should not be given to the media.

After a serious incident occurs

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected.

In some cases reactions do not come to light immediately. Schools in this situation have found it helpful to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

Following the visit

It is important to evaluate the visit to ensure that objectives were met, the risk assessment was accurate and appropriate and whether there are any lessons to be learnt. This should be carried out on EVOLVE

Learning lessons should be shared with colleagues.

Operational Procedures

All group leaders should follow the FVA Trip Procedures and the CLF Offsite Trips and Adventure Guidance

Appendix

Section 2 Risk Assessments for Off-site Visits

1. General

All significant hazards must be managed to ensure the risks are reduced as far as practical, while considering the aims of the trip.

Risk Assessments can be written on three levels.

a) Generic

These are general risk assessments that would apply to a certain type of activity or visit e.g. coach travel, swimming lessons. Care should be taken when using generic risk assessments to ensure they cover any specific hazards involved with the particular trip you are assessing. The risk assessment process, e.g. the questions asked in point 2 below, will need to be completed even when you are using a generic risk assessment as your record. Generic risk assessments should therefore be reviewed before each trip to ensure they are a true reflection of your risk assessment and amended where necessary. Generic Risk assessments could be completed by the school, LA or a specialist body.

b) Visit/site specific

These are risk assessments for a specific activity/group and will be unique to each occasion. Most off-site activities will require a specific risk assessment, unless they are low risk routine visits (see point a) above). The group leader usually completes these specific risk assessments. Specific risk assessments should be checked/approved by the school EVC.

c) Ongoing/Dynamic

These are risk assessments performed on the day in response to changing circumstances. The group leader will complete these when the changes present themselves and any significant changes would not normally be recorded until after the event.

2. How to Undertake a Risk Assessment

The significant findings of your risk assessment must be recorded on an appropriate form (CLF Risk Assessment Document 3). The following questions should be considered:

1. What are the hazards?

Consider the environment, site, group, supervision, activities, transport, accommodation, security, equipment, alternative Plan B & recreational/downtime time

2. Who will they affect? E.g. pupils, staff members, public
3. What safety measures need to be in place to reduce the likelihood of that hazard causing injury?
4. Is any remaining risk acceptable, considering the benefits of the activity?
5. If no - What further actions are necessary to reduce the risk?
6. After the event - are there any lessons to be learned from the trip?

Answering these simple questions and recording a summary of the answers is a risk assessment. This questioning process must be undertaken for every activity or off site visit.

A blank risk assessment in the new risk format can be found [HERE](#) (it is also accessible on the Evolve website – guidance and resources/resources).

3. Don't Forget the Following?

a) Downtime

Research has highlighted the fact that most incidents, accidents and injuries occur outside the organised activities time i.e. when the hockey match is over, the canoeing session finished or the concert ended. The greatest risks tend to be in the periods travelling to and from venues, the

waiting time before and after events and the generally unprogrammed 'downtime' periods in between. Risk assessments will need to cover these periods of downtime and what control measures will be required.

b) Plan B

Plan B activities will need to be risk assessed. Plan B is an alternative – not an emergency procedure. Plan B's can be used for a variety of reasons, such as changing weather conditions, which have a significant impact on the safety of the group undertaking the activity.

c) Changes from last year

Even if you are going to the same place as last year something will have changed e.g. students, staff, weather or alterations at the venue.

Just because it was safe to do it last year does not mean it is safe to do this year – assess it!

d) Students with additional needs

Always consider any pupils with additional needs and any additional hazards they may face in relation to the visit. Liaise with the SENCO and the child's parents/carers

The young person may have a Care Plan and Individual Risk Assessment already. However, these must be reviewed, and any additional hazards associated with the trip must be assessed, e.g. those associated with sleeping arrangements or the particular activities being undertaken.

Detailed individual risk assessments should be recorded on an individual pupil risk assessment form. However simple risk assessments could be included on the general trip risk assessment if this is more appropriate.