



School Trip Procedures

Agreed on October 2019

Review: October2020

POLICY FOR SCHOOL TRIPS AT FROME VALE ACADEMY

1. Introduction

Our pupils can benefit enormously from taking part in visits with their teachers and fellow pupils. 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.

All teachers have received group leader training.

2. Planning a Visit

2.1 **ALL** trips must be processed via EVOLVE regardless of the category so from a walking trip to the library to Y6 residential camp, every single off site trip must be entered onto EVOLVE

2.2 Before undertaking a visit you should consider the following;

- Purpose of visit and how it supports the curriculum
- Proposed dates, duration, transport arrangements, venue and activities
- 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 PCS website with a generic version shown as an appendix).

EVOLVE should be then used to create a detailed plan

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

2.3 Following outline agreement for the trip, EVOLVE should be used and the school diary should be updated 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
- 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.
- Teachers 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

2.4 During the visit

Care should be taken to ensure that Health & Safety considerations are paramount (see PCS School Safety on Trips – Short Guide). The following should be considered:

- 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
- Have a first aid kit and medicines bag
- 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
- Ensure volunteers have signed the 'Volunteer Trip Guidelines' (see Appendix)

2.4 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.

2.5.1 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.

2.5.2 Operational Procedures

All group leaders should follow the Trip Procedures Expectations

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 e.g. Form OE04. 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.

An example risk assessment in the new risk format can be found in appendix 3 (to access this form please see the Evolve website – guidance and resources/resources). To access the new blank risk assessment form, see section 8 of the H&S Manual (on the new secure link to the NSC website). Further examples of risk assessments (currently in the old format) can be found in section 3 of the School Trips Manual or 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 students with additional needs and any additional hazards they may face in relation to the visit.

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 (section 9 of the H&S Manual). However simple risk assessments could be included on the general trip risk assessment if this is more appropriate.



RISK ASSESSMENT FORM
(Focus on the things over which you have control)

Establishment:

ACTIVITY: Offsite visits – General considerations		Group Leader(s):	
Assessment by:		Date:	Target Date for review:
Approved by:	Position:		Date:

Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures(CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional Control Measures required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)
All eventualities		<ul style="list-style-type: none"> • Group leaders will be familiar with and will follow LA off site policy and guidelines • All staff will be appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities • All leaders will meet prior to departure to discuss schedule for the day, risk assessments, emergency plans and implement management plans • All leaders will be made aware of their roles and responsibilities prior to departure • Leaders will brief young people regarding hazards and involve them in the risk assessment and management process 		
All Incidents, Accidents or Emergencies		<ul style="list-style-type: none"> • The school has an emergency plan for dealing with an incident on an offsite visit, and staff know how to contact sources of help • Ensure sufficient supervisors to deal with an incident and take charge of the rest of the group • At least one leader will carry a mobile phone (with ready charged battery and call credits if "pay as you go") N.B. Mobile phones may not work in some areas due to weak signal • Leaders and nominated school contact will have immediate access to a copy of emergency procedures, including all emergency contact numbers, a list of young people and contact details of parents, group leader, school and, if appropriate head / establishment contact's after- 		

		<p>hours number</p> <ul style="list-style-type: none"> • Leaders will have an appropriate level of first aid training as determined by the nature of the visit and accessibility of the venue for paramedics • A complete first aid kit (and travel sickness equipment) will be checked and taken with group • The first aid kit will be easily accessed by all leaders • Any personal medication to be kept secure and accessible only to leaders • Leaders will have prepared a contingency plan in the event of an incident or other cause for a change to the original plan 		
<p>Exposure to adverse effects of weather → cold injury, heat injury, over exposure to sun etc.</p>		<ul style="list-style-type: none"> • Staff will consider possible weather conditions, plan appropriate programme, and ensure that young people are aware of clothing and equipment required • Specialist personal protective clothing, sun creams and equipment will be made available to group members if appropriate • Staff will plan and make provision for young people who may not bring suitable kit, including arranging a check before departure and/or bringing spares • Staff will obtain daily weather forecast and adjust plans accordingly 		
<p>Young people lost or separated from group, inadequate supervision</p>		<ul style="list-style-type: none"> • Ensure supervising staff are competent and understand their roles and are aware of any risk assessments • Staffing ratios will be in line with LA guidance • Leaders to use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders) • Staff will discuss itinerary and arrangements with 		

		<p>young people</p> <ul style="list-style-type: none"> • Young people will be briefed as what to do if separated from group e.g. meeting points • Leaders to conduct regular head counts, particularly at arrival/departure points, and when separating and reforming groups • Seats for events or performances will be booked, wherever possible, in a single block to enable easier supervision 		
Special needs of specific young people – medical		<ul style="list-style-type: none"> • Obtain information from parents/carers and/or G.P. as appropriate • Individual risk assessments to be carried out if required • Additional supervision to be arranged if required 		
Misbehaviour		<ul style="list-style-type: none"> • Staffing supervision levels conform to LA guidance and will be sufficient to maintain good behaviour • Code of conduct / behaviour rules agreed with young people beforehand, with clear understanding of likely consequences if this is breached. • Individual risk assessments to be carried out if required • Advice to be taken from Special Educational Needs Coordinator (SENCO) where appropriate • Additional supervision to be arranged if required 		
Animals, insects, poisonous plants etc		<ul style="list-style-type: none"> • Avoid known high risk situations with animals • Take necessary avoidance action if encountered • Ensure those with known allergies carry medication 		
Inappropriate provision, activity or actions by provider or provider's staff		<ul style="list-style-type: none"> • Only bona fide, reputable providers will be used • Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management and 	Assurance in the form of external accreditation	

		<p>quality-control systems in place</p> <ul style="list-style-type: none"> • A pre-trip visit has evaluated any inappropriate activities, task or provisions. 		
Confrontation with a member of public	All group members, including leaders	<ul style="list-style-type: none"> • Young people will remain in pairs, groups or buddy systems at all times, including visits to toilets, restaurants etc. • When faced with a potential or violent situation the following approaches may be useful, depending on the circumstances: <ul style="list-style-type: none"> - appear calm - avoid prolonged eye contact - be aware of the tone of your voice - speak slowly and softly - keep your distance - don't touch anyone threatening you - be conscious of your posture, try to appear relaxed - distract – try to change the subject - listen – the problem may be poor communication - negotiate - try a compromise - do not make retaliatory threats 		
Whilst on activity: Inappropriate behaviour → □injury to self, other party members, or passers-by		<ul style="list-style-type: none"> • Staffing supervision is within LA recommended ratios, sufficient to meet pastoral needs and maintain good behaviour • Overall party divided into smaller groups for more effective supervision by staff • Young people appropriately briefed to include the following: - <ul style="list-style-type: none"> - Purpose and duration of activity - Expected standards of behaviour and pertinent safety rules – follow instructions / 		

		<p>directions from provider's staff where applicable</p> <ul style="list-style-type: none"> - Emergency procedures – what to do if there is an incident or they become lost or separated from group 		
ADDITIONAL COMMENTS		<ul style="list-style-type: none"> • On site dynamic risk assessments will take place by leaders or supervisors should any unforeseen hazards occur. 		
REVIEWS				
DATE OF REVIEW:	REVIEWED BY:	SIGNED:		

Guidelines for Trip Volunteers

Thank you for becoming a trip volunteer. The role of a trip volunteer is an important one, and whilst enjoyable, it does require the acceptance of certain responsibilities. The following guidelines help to keep both you and our children safe and ensure that school trips are an enriching and rewarding experience for all participants.

1. Please leave other children at home.
2. Familiarise yourself with the Risk Assessments and the general instructions given to the pupils prior to leaving the school and please ensure these instructions are followed throughout the trip.
3. The pupils in your assigned group are YOUR responsibility. Know how many pupils are in your group and learn their names and faces. Be sure that all children are present before moving from one place to another. Raise an alert by telling the school staff immediately if you are unable to locate one of your assigned pupils.
4. Always be safety conscious. You are responsible for the continuous monitoring of your pupil's activities.
5. Be on time for designated meeting places and departures.
6. All School policies apply to all off site activities therefore as a volunteer you;
 - Must not shout at, restrain, hit, threaten a child.
 - Must not swear or use abusive, racist, religious, homophobic or sexual language
 - Must not smoke or use tobacco, controlled substances including electronic cigarettes or similar.
 - Must not consume alcohol before or during the trip.
 - Mobile phones should not be used in any capacity unless in an emergency situation. Photos of children should not be taken on your mobile phones.
 - Must not possess anything that could be used or construed as a weapon.
 - Must not administer any medication to a pupil.
7. Keep your assigned group of pupils with you throughout the school trip including the coach. Never allow individual pupils to leave the group.

8. You have the authority to enforce the school trip rules and appropriate behaviour however the responsibilities for assigning consequences or for using physical restraint remains with the school teaching staff. Please ensure that you report any major and or continued poorbehaviour to the school staff as soon as possible.
9. For the protection of both yourself and the pupils, do not place yourself in situations in which you are alone with a pupil.
10. Please do not purchase/give items or provide opportunities that are not offered to ALL pupils on the trip and only if approved by the lead teacher.
11. Sensitive information that you may learn about any of our pupil's abilities, relationships or background information must be kept confidential.

Safeguarding

If a pupil tells you something or you see something that concerns you, this should be reported to the lead teacher immediately. If you feel what has been disclosed and or witnessed is of a safeguarding nature which may be putting the pupil's wellbeing at risk, then this should be reported to Heather Marshall our Designated Safeguarding Lead as soon as is possible.

I have read, understand and agree to comply with these guidelines

-----Signature -----Print Name

Trip procedures Agreed Expectations

- Teacher finds out costs of coach and entrance fee and any other costs (nothing gets booked until it has been approved)
- Teacher visits trip location to carry out reconnaissance (even if the trip has been run in previous years).
- Teacher creates risk assessments and checks them with ND
- Teacher Fills in Evolve adding – 1) Itinerary of the day 2) Letter to parents 3) Risk Assessment (at the very least a transport and location risk assessment)
- JS to check the initial documentation provided and will comment or make recommendations
- JS approves viability and informs the office
- JS will then advise Admin Team, and provide copy of parent trip letter.
- Admin Team will make booking of coach/venue.
- Admin Team will Collect any monies & permission slips as receipts need to be given to parents for auditing purposes.
- Admin Team will provide updated status of permissions received and help offered on a daily basis.
- Admin Team will book school lunches – this requires a minimum of 10 school days

· 15 mins Pre trip meeting takes place to demonstrate that the following has been completed;

- 1) Risk Assessments printed to give to each adult attending trip
- 2) Itinerary printed for helping adults and 1 for main office
- 3) Pupil permission form summary
- 4) List of helping adults and contact details
- 5) Wrist bands for the children collected from Office
- 6) Fluorescent jackets have been collected for the children and adults
- 7) First Aider attending trip and confirmation that first aid pack is complete

On return from trip

- Teacher/Trip leader to note and record any incidents or accidents (trips or falls)
- Return to evolve and make comments about the trip