



Evergreen Primary Academy

Trips procedure

PROCEDURES FOR SCHOOL TRIPS AT EVERGREEN PRIMARY ACADEMY

At Evergreen Primary Academy we plan trips into our curriculum to:

- To engage our learners.
- To bring the unit of learning to life.
- To increase the knowledge and understanding for our learners.
- To have fun!

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

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.

Planning a trip

Six weeks in advance of the trip

- A trip proposal form should be completed by the trip leader and given to the EVC (Kerry). Please see appendix one for a Trip Proposal Form.
- EVC to discuss the trip with the trip leader and confirm the trips suitability.
- If the trip is suitable, external venues can be booked.
- Trip leader to contact Operations Manager (Angela) to arrange payments and coaches (if applicable).

Four weeks in advance of the trip

- Letter to send to parents. Letter to include the date and time of the trip, where the trip is and the travel arrangements, the cost of the trip, clothing to be worn on the trip, a permission slip (including an option to order a lunch) and a date that the permission slip and payment needs returning to school by (this date should be a minimum of a week prior to the trip).
- Teacher to ask parents to support with the trip and to confirm the following week if they are able to do so.
- Teacher to arrange which members of staff will attend the trip. A minimum of one member of staff must be first aid trained (speak with the Operations Manager to confirm who EPA's first aiders are).
- Trip added to EPA calendar.
- Parent helpers should be confirmed. Update the trip proposal form by highlighting the parent helper's name once that have confirmed.

Three weeks in advance of the trip

- Reminder text/Dojo message sent to parents to return the permission slip and payment.

- The trip should be submitted to Evolve. This should include the risk assessment. This should also include any risk assessments required for individual children.

Two weeks in advance of the trip

- Admin Team (Safia) to be informed of the number of packed lunches required for the trip. These will be ordered with the kitchen by the Admin Team.
- Reminder text/Dojo message sent to parents to return the permission slip and payment.

One week in advance of the trip

- Ensure all permission slips and payment have been returned by all children (contact the parents of any children who have not returned this).

One day in advance of the trip

- High vis jackets should be collected (enough for all children and all adults attending the trip).
- First aid kits should be organised.
- The trip first aider should familiarise themselves with any specific medical needs/allergies that any of the children attending trip have.
- Reminder message should be put on Class Dojo.

On the day of the trip

- FSM lunches should be collected from the kitchen.
- Ensure all staff members attending the trip are in school.
- The designate first aider should collect any medications required by the children attending the trip.
- Telephone numbers should be exchanged between the staff members attending the trip.
- Telephone numbers of parent helpers should be given to the office staff.
- Ensure volunteers have signed the Volunteer Trip Guidelines. See Appendix 2.
- The school phone number should be saved by all adults attending the trip.
- The SIMS register should be completed prior to leave school to attend the trip.
- All children and adults to wear a high vis jacket before leaving the school building.
- Continue to monitor risks throughout the day.

After the trip

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

Emergency occurring on a trip

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.

Appendix

Appendix 1: Trip Proposal form

Evergreen Primary Academy Trip Proposal Form

Date proposal form is completed:		
Venue:		
Purpose:		
Staff:	Trip leader	Additional staff (including a first aider)
<i>Suggested ratios: Reception & KS1 1:6 KS2 1:10/1:15 SEND children may require 1:1</i>		
Parent helpers:		
<i>Highlight once they have confirmed.</i>		
Date of Trip:	Departure Date	Return Date
Departure/ return Times:	Departure Time	Arrival Time Upon Return
Year Groups and classes:		
Number of Students:		
Travel:	Mode and provider	Cost of travel

Total Cost of Trip:			
Student Contribution:			
Number of Pupil Premium children:			
Trip approved by EVC:	Yes	No	Date

Appendix 2: Sample risk assessment



RISK ASSESSMENT

Title:	School Trips – Local Visits		
Academy:		Department:	Number of staff/students:
Name of Assessor:		Position:	Date of Assessment:
CLF H&S Advisor:	Jo Crickson – CLF Health & Safety Manager		
Annual Review:	To take place sooner should <u>a significant change or incident occur</u>		

Possible Hazards	Who is at risk?	What is being done to alleviate risk?	Further Action Required
<ul style="list-style-type: none"> Bad pupil behaviour Individual(s) separated and left behind Parents unaware of school trips policy Major or minor injury to pedestrian <u>from vehicles</u> Young <u>persons</u> running into path of vehicles Confrontation with a member of public Lack of suitable clothing 	Pupils Staff Visitors	<ul style="list-style-type: none"> Letter home with permission slip to authorise walking trips throughout school year has been signed by parent or carer's Staff will be fully briefed with respect to supervisory responsibilities and the intended route, activities and emergency procedures An 'aid memoire' template is used for local trips to reflect any significant guidance of a trip. Young people will be briefed not to <u>cross roads</u>, unless and until specifically instructed to do so by staff One supervisor (or appropriate group member) will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the young people and the road itself Pupils wear high visibility clothing Ensure adequate supervision and staff / pupil ratios – ratio roughly (1:6 and state year group(s)) The route will be planned to avoid fast or dangerous junctions or sections of road whenever possible The group will normally walk on the side of the road facing oncoming traffic, but the group leader will choose the safest side according to road conditions, width of verge, and visibility of traffic. Young <u>persons</u> put into pairs, do not rush towards the transport, line up sensibly – use footpaths Clear information of the disciplinary measures that will occur if the rules are not followed is implemented Staff / helpers to be spread across class line. Advice to be taken from Special Educational Needs Coordinator (SENCO) where appropriate Specific pupil risk assessment <u>have</u> been undertaken where appropriate Group leaders trained in dynamic risk assessment The gender of staff will take account of the group's gender mix (normally at least one member of each gender in mixed groups), wherever possible Ensure adequate supervision and staff / pupil ratios – ratio roughly (1:6 and state year group(s)) Communication equipment, mobile phones, two-way radios & spare batteries to be available 	You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom.

Appendix 3: Volunteer Trip Guidelines

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 poor behaviour 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 understand and agree to comply with these guidelines

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