Evergreen Primary Academy Trips procedure 26-27

Review date: September 2027

PROCEDURES FOR SCHOOL TRIPS AT EVERGREEN PRIMARY ACADEMY

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

- Engage our learners.
- Bring the unit of learning to life.
- Increase the knowledge and understanding for our learners.
- Have fun!

Our pupils 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 considers 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 before	• A trip proposal should be discussed by the trip leader with the EVC (Toni Dorse, Vice Principal). • 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 Tolley) to arrange payments and coaches (if applicable). • Trip added to EPA calendar.
Four weeks before	• Teacher to arrange which members of staff who will attend the trip – speak with SLT first and then other members of staff. 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). • The trip should be submitted to Evolve. This should include the risk assessment. This should also include any risk assessments required for individual children.
Three weeks before	• 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). Keep it as simple as possible – also put a copy on ClassDojo. • Letters only to be sent out if not covered in our local area
Two weeks before	• Teacher to ask parents to support with the trip and to confirm the following week if they are able to do so. • Admin Team (Safia Duale) 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 before	• Ensure all permission slips and payment have been returned by all children (contact the parents of any children who have not returned this). • Reminder message on ClassDojo

One day before	• 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. • Check in with staff members who are attending and go over itinerary • Complete social stories with children
Morning of the trip	• Lunches should be collected from the kitchen. • Ensure all staff members attending the trip are in school. • The designated 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. • Ensure all adults have read the risk assessment • The school phone number should be saved by all adults attending the trip. • The 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. • All children and adults to receive expectations talk before leaving school building

After the trip

- Teacher/Trip leader to note and record any incidents or accidents (trips or falls).
- Return to Learning Beyond document and RAG rate

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, Communications Manager) 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 1: Sample risk assessment

Title:	Local Walk				
Academy:	Evergreen Primary Academy	**Department:**	Primary	**Number of staff/students:**	
Name of Assessor:	Toni Dorse	**Position:**	Vice Principal	**Date of Assessment:**	
H&S Advisor:	Jo Crickson – CLF Health & Safety Manager				
Annual Review: *To take place sooner should significant change or incident occur*	15.10.2024				

STAGED- Areas to consider when undertaking a risk assessment

Staffing – Sufficient staff and competencies
Transport – How are you travelling?
Activity – Is this provider led or do they have a LOtC Quality badge? Are school staff appropriately trained?
Group – Behaviour, Medical, educational, emotional
Environment – Is this urban or rural, summer/ winter.
Distance – How far away from school are you, how accessible are you for emergency services.

Planning • Staff members unaware of plan for trip • Parents unaware of school trips policy • Timings • Loosing contact with others on the trip • Parental permission gathered • Unaware of exits in case of an emergency • Lack of suitable clothing	Staff members Pupils	- 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. - Social stories to be completed with _____ before trip - Pupils to wear high visibility clothing at all times	
Staffing • Not enough adults • Experience on trips	Pupils Staff Members of the public	- All teachers group have had group visit leader training - Designated first aider in place - A reccy has been completed by _____ - A map of the area intending to go has been completed and distributed to all who are attending the trip - Planned route to avoid fast or dangerous junctions of road whenever possible - Appropriate ratio is secure -	
Travel/ Transport • Crossing roads • Road safety •	Pupils Staff	- 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 persons put into pairs, do not rush towards the transport, line up sensibly – use footpaths - Staff / helpers to be spread across class line. - Suitable and sufficient clothing for activity – storage / spare	

Appendix 2: Volunteer Trip Guidelines

Guidelines for Trip Volunteers

Thank you for becoming a trip volunteer.

1. Please leave other children at home.

2. Read the Risk Assessments and listen to the safety talk given to pupils.

3. Always think about safety.

4. Be on time for meeting places and departures.

5. All school policies apply to all off site activities therefore as a volunteer you;

- Must not shout at, restrain, hit or 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.

6. Please inform staff if a child is misbehaving. You can remind them of the rules.

7. Do not be alone with a child.

8. Sensitive information that you may learn about any of our pupil's abilities, relationships or background information must be kept confidential.

Safeguarding

If a child tells you something that is worrying, please tell a member of staff straight away.

I understand and agree to comply with these guidelines

_____ (Signature) (Print Name)