

ST MARTINS Cof E PRIMARY SCHOOL
SCHOOL TRIPS AND VISITS POLICY

1. Overview

St Martins CofE Primary School follows the Sandwell Guidelines for offsite / out of hours Educational Activities.

2. Aims

- To develop and promote a culture of health and safety and sound management in the organisation of visits.
- To encourage the use of visits to extend the learning opportunities of students

3. Objectives

Organisers of individual trips must generate their own aims and objectives, but the following general principles apply. All trips to:

- have a clear and stated educational purpose
- be related to the age and aptitude of the participants
- be organised and conducted within the framework of the Sandwell Guidelines.

4. Responsibilities of Governors

The governing body should ensure that all visits and journeys are approved and that the electronic system EVOLVE is used:

- to ensure that the visit has a specific and stated objective;
- to ensure that proposals comply with regulations and guidelines.

Responsibility may be delegated to the Head Teacher where the proposed visit is a repeat of one previously approved by the Governing Body. The following conditions apply:

- the visit is within the United Kingdom
- no significant changes have been made to the itinerary since the previous trip

5. Responsibilities of the Head Teacher

The Head Teacher has extensive responsibilities – these are listed in Appendix A, but broadly he/she should:

- ensure that visits comply with regulations and guidelines;
- ensure that the group leader is competent to lead the activity and to monitor the risks during the activity and that the team is suitably balanced (see **Staffing** 8.3 below);

- be clear about their own role if taking part in the activity as a team member – they should follow the instructions of the group leader who will have sole charge of the visit.

6. Responsibilities of the Team Leader

One teacher, the Team Leader, shall have overall responsibility for the supervision and conduct of the visit and shall have regard to the health and safety of the group. Specific tasks and responsibilities are identified in Appendix B and in the Sandwell Guidelines.

The Team Leader will; ensure that full risk assessments are undertaken for the visit.

7. Responsibilities of all supervisory teachers

- Teachers on school-led visits act as employees of the LA, whether the visit takes place within normal school hours or outside those hours, by agreement with the head teacher and governors.
- Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances
- Teachers and all other adults assisting the Team Leader must consent and agree that the Team Leader has full authority to reasonably direct their supervision of the pupils.

8. Staffing

8.1 The organisation of and participation in trips is a voluntary activity. Within that context the Governors view such activities as staff development and require all staff involved to receive appropriate training.

ALL members of the team should have a role in the prior organisation of the trip and in the running of the activity itself. General supervision is not enough.

8.2 The school follows the DfE guidelines regarding staff:pupil ratio:

A great many other factors may have to be considered, including for example, the nature of the activities, or the behaviour of pupils. These factors may lead to a reduction in the staff/pupil ratio.

8.3 The Headteacher must formally approve all staffing of residential trips.

8.4 Organisers and leaders of school trips must be able to demonstrate that the trip represents best value in achieving the written aims. Consideration of best value must include the responsibilities for safety and supervision.

9. Equal Opportunities

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible.

Review due: Summer 2022

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APPENDIX A – HEAD TEACHER’S RESPONSIBILITIES

The head teacher should ensure that:

- adequate child protection procedures are in place
- all necessary actions have been completed before the visit begins
- a risk assessment /EVOLVE planning has been completed and appropriate safety measures and emergency procedures are in place
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively
- the group leader or another teacher/instructor is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- group leaders are allowed sufficient time to organise visits properly
- non-teacher supervisors on the visit are appropriate people to supervise children
- ratio of supervisors to pupils is appropriate
- the LA and governing body has approved the visit, if appropriate
- parents have signed consent forms
- arrangements have been made for the medical needs and special educational needs of all the pupils
- adequate first-aid provision will be available
- the mode of transport is appropriate
- travel times out and back are known, including pick-up and drop-off points
- there is adequate insurance cover
- the school has: the address and phone number of the visit’s venue; a contact name; details of companies providing transport, including flight numbers
- a school contact has been nominated and the group leader has details

- the group leader, supervisors and nominated school contact have a copy of the emergency procedures
- the group leader, supervisors and nominated school contact have the names of all the adults and pupils travelling in the group and the contact details of parents and the teachers' and other supervisors' next of kin
- there is a contingency plan for any delays including a late return home
- the financial and cash handling aspects of the trip meet the requirements of the Governors Policy for Purchasing and Financial Management and the DfE policy for Charging and Remissions

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APPENDIX B – TEAM LEADER’S RESPONSIBILITIES

The team leader must:

- obtain the Head teacher’s prior consent
- follow LA and governing body policies/create electronic EVOLVE log
- clearly define each group supervisor’s role and ensure all tasks have been assigned
- be able to control and lead pupils of the relevant age range
- where tuition is given by school staff, be suitably competent to instruct pupils in an activity
- where tuition is given by external provider, ensure that their competency has been demonstrated
- wherever possible, be familiar with the location/centre where the activity will take place*
- be aware of child protection issues
- ensure that adequate first-aid provision will be available
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- undertake and complete a comprehensive risk assessment
- review regularly undertaken visits/activities and advise the head teacher where adjustments may be necessary
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves
- have enough information on the pupils to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality
- ensure that the group supervisors have details of the school contact

- ensure that group supervisors and the school contact have a copy of the emergency procedures
- ensure that the group's supervisors have the details of pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- observe the guidance set out for teachers and other adults in the main policy (see Section 7 of main policy)

* If, despite sufficient warning, the Team Leader cannot arrange a pre-visit, evidence of risk assessment must be sought from the centre to be visited. Where the location/accommodation is re-arranged with insufficient warning, the Team Leader must complete a risk assessment at the earliest opportunity and take the decision to continue or abandon the visit.