



Visits Policy

2021-24

Rationale

At Kilmorie each class has at least one educational visit each term. We believe that pupils derive a great deal of benefit both educationally and socially from carefully planned trips. They help to develop investigative skills and longer visits in particular encourage greater independence. Visits are planned to ensure that the pupils are safe at all times and at minimum cost.

Purposes

- To ensure that trips are planned and prepared with an awareness of safety issues
- To ensure that every child has access to all educational visits
- To offer a broad and varied educational experience for children

School trips should provide children with experiences that build upon classroom learning and are linked to the curriculum. They provide invaluable opportunities to develop children's independence as well as build upon class relationships. Wherever possible they must be accessible to all children. Visits do not exist in isolation with the rest of the curriculum and it is expected that follow up work will be done in class to support the topics covered.

Planning a trip

Risk Assessment

A minimum of three weeks prior to a visit the group leader must fill out a risk assessment form (see appendix 3). In order to do this they should have researched the venue and/or where possible, carried out an exploratory visit. The risk assessment will be checked by the senior manager responsible for visits. This member of staff will sign off the risk assessment before the trip is allowed to take place. Detailed advice for particular categories of visits, which may carry specific risks, can be found in the DFES guidelines.

Frequent visits to local venues do not need a risk assessment every time, but should be assessed termly. Every class should have its own assessment for these visits.

Educational centres often have their own risk assessments, which the group leader should obtain prior to a visit.

The risk assessment must include details of children with special needs and details of children with medical needs, including information about medication and risks. All children with asthma must bring labelled asthma pumps. Children in Year 2 and above will keep their pumps on them at all times. Teachers or other responsible adults will take care of pumps belonging to children in younger age groups. Where children have care plans these must be taken on the trip alongside their medication. (For more details see the school policy regarding medication).

A risk assessment template is saved in the trips and visits folder on the shared drive.

Consultation/ Parental Consent

Parental consent is not required for trips taking place during school hours, but parents must be informed of the trip details. This is usually done electronically by the school office. Consent should always be obtained for:

- Visits that fall outside of school hours
- Visits abroad
- Residential visits

An email to parents giving full details of the trip (purpose, place to be visited, cost, dates and times) must be sent to the school office a minimum of THREE WEEKS before the trip so that parents can be informed and volunteers requested where required. For a residential journey or an overseas trip, the consultation process is more detailed (see appendix 1). Details of the charging policy can be found in appendix 2.

Children should know the purpose of the visit, expectations of behaviour, what to do if separated from group and the adults responsible for the group.

It is likely that children with ASD will need preparation before a trip in order for them to engage and feel confident with what is going to happen. This should be done 2 weeks before. If a pre visit has taken place photos could be used to make a book about the forthcoming trip. See appendix 3 for example of pre trip preparation.

Children on school visits are expected to behave in an appropriate way, following the same rules as in class.

Teachers on school trips

- Have a common law duty to act as a 'responsible parent'.
- Will ensure the meticulous planning and preparation of the trip to include a risk assessment of all activities
- Are responsible for pupils in their care throughout an entire journey
- Will safeguard the health and safety of pupils both on the school premises and in authorised activities elsewhere
- Maintain good order and discipline at all times

Where there is more than one teacher, a group leader should be appointed who has authority over the whole group.

Additional adults on school trips

- Must accept the moral common law duty of care to act as a 'responsible parent' towards the children
- Are not held accountable as teachers
- Should not be left in sole charge of pupils at any time unless it has been agreed as part of the risk assessment.
- Parents must be briefed by the group leader re purpose of trip, responsibilities and activities. It is good practice to provide each parent helper with a prompt sheet of useful notes, examples of questioning to reinforce learning as well as clear H & S guidance notes. An 'information for parent helpers' template can be found in the trips and visits folder on the shared.

Supervision

There are a number of factors that have to be considered when deciding on the ratio of adults to children. These include:

- Pupils with special educational, behavioural or medical needs
- Nature of activities
- Age of children
- Length of journey
- Type of accommodation if a residential trip
- First aid cover
- Competence and behaviour of pupils

The minimum recommended level of supervision is:

- 1 adult for every 2 pupils in Nursery
- 1 adult for every 4 pupils in Reception
- 1 adult for every 6 pupils in school years 1 to 3
- 1 adult for every 8 pupils in school years 4 to 6
- 1 adult for every 12 pupils for visits to local swimming pool

These are only advised levels - group leaders should assess the risks and consider an appropriate safe supervision level for their particular activity and group. Children with high level special needs may need 1 to 1 supervision and provision should be in accordance with their statement. For trips involving public transport the class teacher or group leader should not include themselves in the minimum ratios and should ideally not be in charge of a group themselves, in order to be free to oversee everything. The ratios must never include pupils needing 1 to 1 supervision.

Further details and recommendations for supervision can be found in the DFES guidelines 'Health and Safety of Pupils on Educational Visits' which is available in school. This is particularly important when planning visits with inherently more risks, such as coastal visits or farm visits.

First Aid

The minimum first aid provision for a visit is:

- A suitably stocked first aid box / bag
- A person appointed to be in charge of first aid
- EYFS trips must have a qualified first aider accompanying the children.

Further provision may be considered in the risk assessment.

Accident/Illness

If a child falls ill or has an accident on a trip which requires medical attention:

- Contact the school immediately.
- Seek medical advice from a first aider on site if possible.
- If it is necessary for the child to be taken to hospital or seek medical attention elsewhere, the parents' consent should be obtained if possible. The person who accompanies the child **should not be the group leader** but a designated person identified in the risk assessment.
- If it is necessary to administer medicine, parental consent **must** be obtained.
- On return to school an accident form should be completed.

Head counts

Regular head counting should take place, particularly before leaving any venue. When going into a public area, such as a museum or gallery, children should be easily identifiable. Children should **NOT** wear name badges, but may wear a label with the name of the school on it.

Insurance

The school has insurance provision that covers all trips, including overseas visits.

Charging for school visits

As education provided wholly or mainly during school hours is free, charges cannot be imposed on parents for any visit that occurs during school hours. The cost of the trip needs to be covered by voluntary contributions.

Parents should know that the contribution is not compulsory and that they will not be penalised for not paying. However it is possible that trips will be cancelled if there are insufficient contributions.

Sometimes trips may be subsidised by money raised by the Friends of Kilmorie.

Appendix 1

Residential Journeys

Choosing a centre

When planning a residential trip the following points should be taken in to consideration:

- Make up of the year group
- Age and experience of children
- Special needs of any of the children
- Will the centre provide day provision for those children who are unable to take part in the whole trip?
- Weather conditions at the time of the year
- Transport to and from the centre
- Health and safety implications for staff

Exploratory visits

Where possible the group leader should visit the centre prior to the visit

Parental communication

Parents should be given comprehensive information about the journey, which includes:

- Full cost of the trip
- Dates of the trip including departure and arrival
- Clothing and other requirements
- Location of centre
- Modes of travel
- The size of the group and level of supervision
- Procedures for pupils who become ill
- Details of activities
- Expectations of behaviour and the fact that children who behave in a manner that endangers others will have to be brought home
- Insurance details
- Money to be taken

Some of this information can be communicated by letter, however a pre-visit meeting must be organised for parents/carers with the group leader to discuss further details and answer any queries they may have.

Parental Consent

A parental consent form must be completed for every child going on the trip, failure to complete one will mean that the child can not go.

The residential centre generally provides a consent form. Details of what should be included may be found in the DFES guidance, paragraph 111.

If any pupils travel in a private vehicle consent should be obtained and insurance details checked.

Parents should be able to contact their child via the school contact and the group leader in the case of an emergency.

The group leader will contact the school to let them know when they have safely arrived and if there are likely to be any delays in return. It is a good idea for the leader to carry a mobile in case problems arise outside the centre.

Charging

A residential trip is classed as 'an optional extra' so parents/carers will be charged for board and lodging and other costs of the trip.

In order to secure a place on the trip parents/carers are asked to pay a non-refundable deposit. This is around 12.5% of the total cost.

Parents in receipt of Income support, Income Based Jobseekers' allowance, Family Credit or Disability Working Allowance may have board and lodging costs remitted

Risk assessment

Established centres should already have risk assessment procedures set up for the activities that they run. The group leader should obtain copies of these and establish what other risks they think should be considered. A school risk assessment should be completed.

Established centres will be equipped to deal with a variety of dietary requirements and will take information from the forms completed by parents. Staff accompanying the school journey need to remain vigilant at meal times and keep these children in mind.

Medicine (please refer to the school medical policy for details)

All medicine taken on school journey must be prescribed and given to the adult nominated in charge of medicine in its packaging with the insert information). Clear details regarding administration must be provided by parents on the consent form.

Medication will be locked away from children once at the Centre (either in the nominated member of staff's room or a cupboard provided by the Centre). Exceptions to this are epipens, which must be accessible to an adult at all times and asthma pumps, which children have responsibility for.

The nominated adult will supervise children taking their medication and ensure that it is taken as prescribed. They will use the medication log attached the school medical policy to monitor this.

Children will be reminded to take their asthma medication as appropriate.

Calpol is taken on school journeys in case of emergencies. Parents will indicate on the consent form whether they agree for their child to take this if necessary. Parents will be contacted prior to administration.

Money

Sometimes on school journey children can bring money to buy a souvenir. This money will be collected in by a nominated adult at the start of the trip in a named sealed envelope. Money will be locked away until such time as it is needed.

Supervision

The group leader is always responsible for the children, even when the group is being instructed by someone from the centre. The provider is responsible for the safe running of an activity. If during an activity the level or risk concerns the group leader they should approach the instructor at an appropriate safe interval.

The ratio of staff to children will be 1:12. At least 2 teachers will go on a residential journey and one non-teacher member of staff.

Further details of expectations for provision on residential visits can be found in the DFES guidance, paragraph 195

Children who do not go on school journey

Children in the year group, who do not attend the school journey for whatever reason, should be offered wherever possible similar activities to their peers on school journey.

Overseas visits

In addition to the guidance for residential journeys, further care needs to be taken when planning and undertaking overseas visits.

General Information

- The group leader should gather as much information as possible on the area to be visited, prior to the trip.
- A minimum ratio of 1:10 is the general rule of thumb for **staffing ratios**; at least two of the adults must be teachers.
- At least one member of the party should be fluent in the **language of the country** visited; it is advised that all adults should have a basic understanding.
- Allow plenty of time to organise **travel documentation**. Ensure that parents/carers know the length of time it takes to get a passport!
- Children should be encouraged to sample the country's cuisine prior to the visit and be made aware of some of the customs, laws etc.

Responsibilities of the group leader

The group leader should ensure that they obtain and take with them the following:

- Travel tickets, passports and medical papers (Form E111). It is a good idea to photocopy the passports in case of problems
- Parental consent forms and permission for the group leader to authorise emergency treatment on parental behalf
- The phone numbers and addresses, at home and in school, of the head teacher and of the school contact
- The names of parents and the addresses and telephone numbers at which they can be contacted

- In the case of an exchange visit the group leader should also have the names, addresses and telephone numbers of the host families.
- Copies of a list of group members and their details
- Details of insurance arrangements and the company's telephone number
- Location of local hospital
- Location of nearest British Embassy

The group leader will be responsible for care of the children's pocket money, ensuring it is carried discretely. When money is handed over to children it will be in manageable amounts and the children will be responsible for its care.

Copies of all these documents should be retained at the school as well as LEA emergency contact numbers. A member of staff at school should have a valid passport so that if necessary they can go to the area visited to provide support to the group in the event of an emergency

Appendix 2

An Overview of the Charging Policy

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. Voluntary contributions may be sought for activities during the school day, which entail additional costs (for example school trips).

It is the aim of our school that all educational visits offered should enhance the curriculum, enriching the children's knowledge and understanding.

Parents will be notified in a letter of the details and asked to make a voluntary contribution, worked out with a view to covering the complete cost, i.e. coaches, insurance, entrance fees etc. No visit is profit making. The law forbids any child to be refused permission to go on an educational visit, even if parents do not contribute, however, it follows that unless everyone sends in their donation, the visit may be in question. The final decision will rest with the Headteacher.

School Meals

School meals should be paid for in advance, either daily, weekly, half termly or termly.

Payments can be made either in cash or cheques made payable to Kilmore Primary School. If payment is not forthcoming, the school will not provide a meal but the parent/carer will be requested to send the child in with a packed lunch from home, until such times as any outstanding debt is repaid.

Residential school journeys

Parents are required to meet the FULL cost except those in receipt of eligible benefits.

All pupils will be expected to pay a non-refundable deposit to secure a place on a residential trip, without this the trip would not be viable.

Loss or damage

Parents will be charged for the cost of repairing or replacing any item of school property damaged due to the wilful or negligent behaviour of their children.

Calculating charges

When charges are made for any activities, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not.

The principles of best value will be applied when planning activities that incur costs to the school and /or charges to parents

Eligible benefits

Income Support

Income based Jobseeker's Allowance

Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue, that does not exceed £13,230).

Inclusion

As an inclusive school, it is our wish not to allow financial issues to prevent a child, whose family is facing genuine hardship, from participating in a residential or afterschool activity. In such cases, the Head will discuss with the family, ways of reducing the financial burden.

Appendix 3



Trip Planner - Arranging a school trip
Please email this form to Daisy & the office

Teaching staff need to:

- Check and agree the date of your trip with Daisy BEFORE booking the trip

- Agree the cost and date of the trip with your assistant head BEFORE booking the trip
- Complete this form at least THREE WEEKS IN ADVANCE where public transport and/ or parent helpers are required. Two weeks is sufficient notice if no transport or parents involved. Trips requiring coaches need several weeks notice.
- Write an email informing parents/ carers about the details of the trip to be sent out by the school office.
- Select parent helpers and inform the office of choices a minimum of two weeks in advance.
- As far as possible, plan a trips calendar for the academic year in advance
- When a trip falls outside of normal school hours, paper letters will need to be sent and parent/ carer consent acquired.

The office staff will:

- Ensure the details of the trip are in the Google Calendar
- Book transport for the trip
- Book a coach for the trip (they need lots of notice for this, especially at busy times of the year)
- Email parents/ carers information about the trip (provided by the class teacher)
- Collate a list of parent volunteers and inform them with two weeks notice
- Book packed lunches
- Ensure that paper letters are printed for parents/ carers we don't have email details for.
- Send paper letters and ensure consent has been obtained for trips that fall outside of school hours

RISK ASSESSMENT FOR VISITS

Agreed by Educational Visits Coordinator date:

Class or group	
Class teacher/ group leader	
Date of visit	
Place to be visited	
Purpose of trip	
Cost of visit	

How will you be travelling?	
Alternate route in case of disruption	
Has an exploratory trip/pre trip preparation taken place	
Who is the visit leader? (If more than one class is taking part in the visit, one teacher should be names as the group leader.)	
Visit Leader Contact (please put your personal mobile number. The office will have a record of the school handset you take)	
Staff mobile contact numbers on trip (personal mobiles for emergency. The office will record the school handsets you have on the day)	
How many children will be going in total?	
How many children in your class?	
How many children in your class will require 1:1 support?	
How many adults will you be taking on the trip? (MINIMUM 1:2 for children in N; 1-3 for children in R: 1:6 for children in year 1 – 3; 1:10 for years 4 –6). Ideally these ratios will not include the class teacher and must never include 1:1s. For any EYFS trips there must be a first aider.	
Names of staff for your class	
Names of non-staff adult helpers for your class	
Medical needs: please list children with epipens , asthma pumps or other medical needs (eg diabetes). Where there are nut allergies etc, take care plans and both epipens with you in see-through packs. Brief all adults about children's needs.	
Travel arrangements: please provide full details of travel – train times, bus numbers etc.	

Possible Risks	Action taken
Road safety	Remind children about road safety. Ensure children do not walk close to the kerb. Adults should walk nearest to the kerb to make sure that children are not walking close to the kerb. Two adults to stand in road if children need to cross, ensuring traffic is stopped. When crossing a busy road with pedestrian lights, wait for red lights at all times. Do not attempt to hold up traffic on a main road.
Safety on the train/bus (delete if not applicable)	TRAINS/ BUSES Adults should enter and exit the bus/train with their group to make sure that all children are accounted for. All children should be seated and reminded by the adults to stay seated throughout the journey. One adult from group to remain on train/ bus and one to remain on platform/ pavement. Adults to do regular head-counts.
COACH TRAVEL (delete if not applicable)	COACH TRAVEL All children and adults to wear seatbelts. Everyone to remain seated whilst the coach is in motion. No one to use on-board toilet whilst coach is in motion. All children to go to the toilet before we leave! Each coach will have a first aider as well as at least another member of staff adult. In the event of the coach breaking down, remain on coach and move all chn to the front section. Dial 999 who will send assistance.
Children getting ill on transport	Bring sick bags and first aid kits. – Sarah Robinson to organise.
Going to the toilet	Designated toilet stopping points with two adults (one of whom must be school staff),
Groups getting lost	Ensure all adult helpers have school mobile and vice versa as well as timetable for day before trip commences. Pre-arranged meeting place.
Children falling over/ getting hurt	Bring first aid kit for minor accidents. If ambulance required inform school so that office can contact parents. Member of staff to accompany child in ambulance unless parent of child is on the trip. That staff member or parent's group to be supervised by class teacher. Group leader must stay with group.
Critical incident	<ul style="list-style-type: none"> a. Phone emergency services/ b. Follow instructions of emergency services c. Phone school <p>Each class teacher will carry a school mobile, an A-Z, and an Emergency Action Card</p>

	<p>Class teachers/ group leaders will carry a register of children. If the trip takes place outside school hours this will include parent/ carer contact details.</p> <p>All adults in the party should be given a copy of the Emergency Action Card.</p> <p>In the rare event of a firearms or weapon attack then</p> <ul style="list-style-type: none"> • Run • Hide (turn phone to silent and turn off vibrate) • Tell (phone police when safe to do so)
Stranger danger	<p>If children meet people they know whilst out of school (eg on public transport) they will be politely moved away and asked not to engage in conversation.</p> <p>Children will be supervised by a school adult for the duration of the trip.</p>
Individual risk assessment of a child where necessary	

Please ensure that all adult helpers are briefed about the trip. If you have prepared an information sheet for them, please include this with the risk assessment.

Appendix 4

First Aid

The minimum first aid provision for a visit is:

- A suitably stocked first-aid box
- A person appointed to be in charge of first aid arrangements

A first aid kit should contain:

- A leaflet giving general advice on first aid
- Six individually wrapped sterile adhesive dressings
- One large sterile unmediated wound dressing approximately 18 cm by 18 cm
- two triangular bandages
- two safety pins

- individually wrapped moist cleansing wipes
- one pair of disposable gloves
- a resuscitator (for hygienic mouth to mouth resuscitation)would be useful