

Green Lane School



Trips and Visits policy

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Introduction

Trips, visits and learning off-site comprise an essential part of the curriculum at Green Lane School. Successful trips provide memorable learning experiences and enhance the pupil's education in ways that are not possible in the classroom.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils and all staff and volunteers involved.

Definition

For the purposes of this policy, an 'educational visit' means any educational, vocational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Community visits in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Residential and adventurous activities
- Visits locally and abroad

Rationale

Well planned and safely executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of "real life" opportunities for our pupils enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary and secondary practice.

Aims and expectations

We believe that educational visits are an essential element of good practice and we aim to:

- provide our pupils with valuable experiences not available within the classroom which enhance their learning at school
- offer a variety of 'real-life' opportunities, enabling our pupils to achieve a fuller understanding of the world around them through direct experience
- develop pupils' investigative skills
- encourage pupils to work both independently and cooperatively
- foster a sense of achievement

- raise achievement through organised, powerful experiences and opportunities.
- participate in challenging physical activity and encourage healthy lifestyle.
- raise self-esteem, confidence and independence.
- appreciate diversity through exploring natural environments.
- be involved in teamwork and problem solving through residential experiences.
- engage pupils or young people and making learning “real” and relevant.

Guidelines

The organisation of an educational visit is crucial to its success. Rigorous organisation and control for a visit should ensure a rich learning experience for the pupils.

Roles and Responsibilities

Head Teacher

The head teacher at Green Lane School will endeavour to ensure that:

- The leader of a visit is suitable.
- All necessary actions have been completed before the visit is approved.
- The group leader has experience in supervising and supporting the pupils going on the visit and will be effective in organising them.
- All staff/adults accompanying have appropriate clearance.
- The visit is approved by the LA if necessary.
- Parental/Guardian permission has been sought and given
- All medical requirements have been covered by visit leader.
- The mode of travel is appropriate.
- Departure and return times are stated.
- There is adequate and relevant insurance.
- The group leader has the address and phone number of the visit's venue and a contact name.
- Where required, they have the names of all the adults and pupils and contact details of their parents/guardians.

Educational Visit Co-ordinator (EVC)

There is a designated member of staff who will lead the role of EVC (M. Gaskell).

They will:

- Ensure the completion of the appropriate paperwork prior to the visits submission to the Head Teacher.
- To ensure that the group leader is a competent person and has carried out their duties with regards to the completion of the online visit form, risk assessment, Ed visit form, parental letter. Has informed the supporting staff of their roles and responsibilities and where required, has informed the parents through letter or consultation of the intended purpose and benefits of the visit.

Group Leader

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit and should be approved by the Head Teacher.

They should:

- Appoint a deputy (where necessary)
- Be able to support and lead pupils on the visit.
- Be suitably qualified if instructing an activity or be conversant with good practice for that activity if not.
- Undertake and complete the planning and preparation of the visit including briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment, including where necessary individual assessments.
- Ensure that all pupils understand their responsibilities and any consequences of their inability to do so.
- Carry copies of all supporting documentation on the visit.
- Designate a competent member of staff for the safe storage and delivery of pupil medication.

Teachers and other adults involved in the visit.

They must.

- Do their best to ensure the health and safety of everyone on the visit.
- Follow the instructions of the leader and help with the control of discipline.
- Consider stopping the visit or activity if they think the risk to the health or safety of the pupils is unacceptable.

Responsibilities of pupils

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the supervising adult.
- Dress and behave responsibly
- Tell the leader of any obstructions or actions by other pupils that may hurt or threaten them.
- Should not partake in any activity that they fear or think will be dangerous.

Parents

They must:

- Sign the consent form
- Provide the school/leader with emergency contact numbers.
- Provide the school with information about the child's health which might be relevant to the visit.
- Provide medication for their child's use during the visit, suitably labelled with their name and dosage.

Planning and Preparation for a trip

The Educational Visits Coordinator:

The school has an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture.

Procedure:

The best practice to be adhered to in the arranging of trips is as follows:

- A trip notification form is completed by the lead member of staff
- EVC is informed through EVOLVE, which is completed by the lead member of staff detailing all requirements as set out in Trip Notification Form. All paperwork can be found in the Health and Safety folder on the shared drive.
- Headteacher signs off the trip via EVOLVE
- The dates for the trip(s) must be entered onto the school diary / calendar
- In cases where school lunches are affected, kitchen staff must be informed
- Class teachers will inform parents/carers in advance of trips out via home school books, or permission letter if the trip is outside of Warrington
- If appropriate, payments will be made directly to the school office

Exploratory visit:

The group leader must undertake an exploratory visit where possible to:

- ensure that the venue is suitable to meet the aims and objectives of the visit
- assess potential areas, levels of risk and appropriate First Aid provision
- obtain a copy of the risk assessment produced by the venue e.g. museum, farm
- ensure that the venue can cater for the needs of the staff and pupils in the group
- ensure that they are familiar with the area before leading the visit

Risk assessments:

Full risk assessments must be completed two weeks prior to a trip, which must be uploaded to EVOLVE and approved by the EVC, using the school risk assessment template (WBC). To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the shared drive.

Each visit must include the following considerations:

- what are the risks?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader guarantee that these safety/control measures will be provided?
- what steps will be taken in an emergency?

- what is the acceptable ratio of adults to children for this visit?

The group leader and other supervising adults should reassess the risks throughout the visit continually and take appropriate action if pupils are in danger.

The group leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken
- the location
- the competence, experience and qualifications of supervisory staff
- the group members' age, competence, fitness and temperament
- pupils medical needs
- the quality and suitability of available equipment
- seasonal conditions, weather and timing

Parental consent:

In accordance with the Home School Agreement, most parents give blanket permission for their son/daughter to attend school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities.

Permission will be specifically requested from parents for any trips outside of Warrington, for example:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Trips that take place outside of school hours

Ratios:

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Trip leaders should liaise with their line manager / EVC when discussing ratios.

Transport:

When choosing a mode of transport for a trip, safety concerns must always take priority over speed of transport or convenience.

- Only members of staff who are qualified minibuss drivers may transport pupils in the school minibus. Two adults must accompany the trip, no matter how few and one adult must sit in the rear compartment of the minibus. Pupils must be secured by a seatbelt at all times whilst in the minibus. Every member of staff must complete the appropriate paperwork before setting off on the bus
- All coaches must be booked by the school office. All coaches must have at least the required number of seats and all pupils must be secured by a seatbelt at all times whilst in the coach
- When using Public Transport - for journeys at peak times, where the risk of a pupil becoming separated from the main group must be considered and the appropriate ratios considered as part of the risk assessment process
- When using private cars pupils must be secured by a seatbelt at all times whilst in the car. Adults must never travel alone with a pupils in their own vehicle

Residential trips:

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of any payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits,

additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the pupils on residential visits.

Payments for trips:

When planning educational visits, teachers/trip leaders will always consider the cost implications for parents/carers. Excessively expensive trips will be avoided wherever possible. Any payment by parents for trips is made in the form of a voluntary contribution.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

Behaviour on school trips

The schools Positive Behaviour and Relationships Policy applies equally to when pupils are being educated off-site. Indeed, being outside of the school, expectations are even higher as pupils are acting as ambassadors for our school. Pupils will always be supported with and reminded of the behaviour expectations before going off-site on their visit.

Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of pupils on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Early Career Teachers to be accompanied by an experienced member of staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible
- Supervising adults must know of any special medical details relevant to any pupils in the group
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- All adults supporting will be DBS checked
- Regular headcounts to be taken

Emergency procedures

The trip leader must always complete the Emergency Arrangements section on EVOLVE prior to any educational visit. Two emergency contacts will be detailed for every trip, and the trip leader will inform them of this responsibility for the entirety of the trip.

In cases where a pupil requires urgent medical attention, one staff member will accompany that pupil for treatment, while other staff members remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

If an emergency occurs on a visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that the entire group are placed in safe accommodation and looked after by a member of staff who is able to protect them from the attention of the media;

- establish if there are any casualties, and get immediate medical attention for them, a member of staff/accompanying adult must remain with casualties at all times;
- ensure that a teacher/staff member 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 to pass on to the school should include:
 - nature, date and time of incident;
 - location 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 WBC, especially if medical assistance is required (this may be done by the school contact);
- notify the provider/tour operator (this may be done by the school contact);
- ascertain telephone numbers for future calls;
- write down accurately, and as soon as possible, all relevant facts and witness details and preserve any vital evidence in an unaltered condition;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible, contact HSE, if appropriate;
- no one in the group should speak to the media; names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area;
- no-one in the group should discuss legal liability with other parties

In the case of a serious incident the Headteacher(s) will act as the media contact. They should liaise with the school contact, the group leader and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the media contact. The name of any casualty should not be given to the media.

Parents, carers and volunteers attendance on trips and visits

To ensure the highest standards of safeguarding, we do not permit parents, carers, or volunteers to attend school trips unless they hold a current enhanced DBS certificate. Even where an enhanced DBS certificate is held, attendance is subject to approval by the Headteacher or Deputy Headteacher. While we value and appreciate the support offered by parents and carers, this policy is in place to maintain the high standards of our safeguarding procedures and ensure the safety and wellbeing of all pupils.

This does not apply to trips and visits linked to parental support groups.

Other Documents

The trip request form, along with trip risk assessments should be added to the Health and Safety folder on the shared drive. Trip request forms should be evaluated after the trip has taken place. EVOLVE also holds a record of all trips out.

Other Relevant Policies

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy / Handbook
- Safeguarding Policy
- Positive Behaviour and Relationships Behaviour Policy
- Positive Handling Policy
- Critical Incident Policy

Policy Monitoring and Review

A copy of this policy is available to all staff and parents and is published on the school website.
This policy is reviewed every two years by the Governors' Health and Safety Committee.

Reviewed and updated by: M. Gaskell

Date: September 2025

To be reviewed: September 2026