

SCHOOL TRIPS POLICY

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3

School/Academy Name: Brereton CE Primary School

Date agreed by LGB	Review Date	Signed Chair of LGB
12 th March 2019	March 2022	<i>N. Mathers</i>

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1. Introduction

Chester Diocesan Academies Trust (CDAT) encourages educational visits in its schools/academies believing they can enrich pupils' learning, raise self-esteem, increase motivation and appetite for learning and raise levels of achievement.

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

Each school/academy must ensure that it complies with all DfE documentation before any educational visit is authorised and all precautions are taken to ensure pupils' safety.

We encourage each school/academy to work closely with its School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

CDAT has a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

2. Aim

To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils in each CDAT school/academy.

3. Responsibility for the Policy and Procedure

Role of CDAT

CDAT will:

- Ensure each school/academy follows the procedures set out in this document
- delegate powers and responsibilities to LGBs to ensure all school/academy personnel and visitors to the school/academy are aware of and comply with this policy;
- Give permission for any residential visits and visits including water (eg ponds/rivers) and wilderness (eg hills and mountains)

Role of the LGB

The Local Governing Body (LGB) shares with CDAT overall responsibility for health and safety. For its part **the LGB will:**

- be consulted and to give permission for day trips and forward recommendations to CDAT for residential visits;
- ensure:
 - the school/academy complies with all health and safety regulations and procedures;
 - all risk assessments are in place;
 - emergency plans are in place;
 - insurance cover is in place;
 - adequate supervision is in place;
 - the needs of all pupils are catered for;
- delegate powers and responsibilities to the Principal to ensure all school/academy personnel and visitors to the school/academy are aware of and comply with this policy;
- ensure that the school/academy complies with all equalities legislation;
- ensure funding is in place to support this policy;
- ensure this policy is made available to parents;
- implement, monitor and evaluate this policy and report on it annually to CDAT

Role of the Principal

The Principal will:

- ensure all school/academy personnel, pupils and parents are aware of and comply with this policy;
- ensure a co-ordinator is appointed for each visit
- provide guidance, support and training to all staff;
- be responsible for making recommendations to the LGB regarding the approval of all educational visits whatever the duration or purpose;
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- ensure that the visit coordinator and party leaders have appropriate training and are sufficiently competent, experienced and qualified;
- ensure all volunteer helpers/supervisors are subjected to a Disclosure and Barring Service criminal records check before they take part in an educational visit;
- ensure all accidents and emergencies are dealt with and reported;
- monitor the effectiveness of this policy;
- annually report to the LGB on the success and development of this policy.

Role of the Coordinator

The coordinator will:

- be competent, experienced and qualified to undertake the role;
- undertake appropriate training in:
 - organising and supervising educational visits;
 - risk assessment;
 - emergency procedures;
 - medical and first aid;
 - pupil behaviour and discipline;
 - supporting pupils with additional learning needs;
 - outdoor activities;
 - water safety;
 - dealing with the media;
- ensure that all documentation is in place before the Visit Plan can be authorised;;
- train all Leaders and volunteer helpers;
- ensure a Group leader is appointed if they are not leading the actual visit
- **Complete a Visit Plan before any visit is authorised comprising:**
 - a Risk Assessment(s) based on a pre-visit;
 - the nature, purpose and length of the visit;
 - accommodation details;
 - the year group and pupil numbers;
 - pupil names;
 - contact details;
 - emergency contact details;
 - parent consent forms;
 - medical records;
 - the number of adults;
 - Disclosure and Barring Service checks of parent helpers;
 - adult pupil ratio;
 - insurance;
 - costings of the visit;
 - coach firm and contact details;
 - travel arrangements;
 - itinerary of visit;
 - medical and first aid;
 - school mobile phone;
 - emergency procedures.
- keep up to date with new developments and resources;

Role of Other Supervising Adults

The visit co-ordinator will ensure that all supervising adults are:

- trained in supervisory procedures for educational visits
- allocated a group of named pupils
- given pupil information
- implement the school/academy's equalities policy and schemes;
- report and deal with all incidents of discrimination;

- attend appropriate training sessions;
- report any concerns they have on any aspect of the school/academy community.

Risk Assessment Procedures

Risk Assessments will be completed on preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

They will include the insurance number and date of expiry.

Risk assessments that have been produced by venues which provide instructor led activities will be used or adapted.

A risk assessment of the mode/s of transport will be undertaken.

Copies of the Risk Assessments will be with the Principal and/or co-ordinator at least a week prior to the trip.

Accidents and Emergencies

The group leader will:

- be in charge of all accidents and emergencies;
- report and record all accidents and emergencies;
- ensure all pupil contact details are in place;
- contact parents in the case of an incident;
- direct any media interest to CDAT.

Recommended Adult Pupil Ratios

The following adult:pupil ratios will be used:

Age of pupils	3 - 4	5 - 6	7 - 10	11+
Ratio	1:4	1:6	1:10	1:15

Medical and First Aid

The group leader will ensure:

- staff are trained in first aid;
- supervisory adults are aware of all medical and first aid arrangements and procedures;
- the medical information of all pupils is in place;
- parent consent forms are in place;
- pupil medications are in place and secure;
- parents are contacted if their child is injured.

Authorisation of Educational Visits

- Day visits will be approved by the LGB following the recommendation of the Principal
- Residential visits and visits involving water or wilderness will be approved by CDAT following the recommendation of the LGB

Role of Parents

Parents will:

- be aware of and comply with this policy;
- be informed of all educational visits by the school/academy and will be given full detailed information of the visit;
- give consent before any educational visit involving their child takes place;
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;
- encourage effort and achievement;
- when taking on the role as a volunteer helper/supervisor on an educational visit:
 - be subjected to a Disclosure and Barring Service criminal records check;
 - undertake training in the above role;
 - be allocated named pupils during the visit.

Planning & Information Meetings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place. At this meeting parents will be informed of:

- the name of the group leader;
- the names of the deputy leader and other staff;
- the names of parents accompanying the visit;
- the ratio of pupils to adults;
- the dates and time of departure and return;
- the full contact details of the destination;
- the method/s of travel;
- the name of the coach firm/travel company;
- the itinerary of the educational visit and of the activities planned;
- the total cost;
- the date when the deposit needs to be paid and when the final travel cost has to be paid;
- insurance arrangements;
- pupil medical and dietary information;
- checklist of clothing and other essentials;
- checklist of equipment;
- details and advice of pupil pocket money;
- ground rules for the visit.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;
- look after their possessions and spending money;
- listen carefully to all instructions given by the teacher or volunteer;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- wear appropriate clothing for an educational visit or school uniform;

Financial and Travel Arrangements

The school/academy office will:

- act as 'treasurer' and will collect all monies from parents/carers and will pay all bills;
- organise all transport arrangements, dealing with reputable travel firms;
- ensure any school/academy minibus complies with all regulations and appointed drivers are suitably qualified, experienced and insured.

Raising Awareness of this Policy

Schools/academies will raise awareness of this policy through:

- the School/Academy Handbook/Prospectus;
- the school/academy website;
- the Staff Handbook;
- meetings with parents;
- school events;
- meetings with school personnel;
- communications with home;
- information displays in the main school entrance

Linked Policies

• Health & Safety	• Health & Safety - Responsibilities
• Risk Assessment	• Medical & First Aid
• Accidents and Emergencies	• Reporting of Injuries, Diseases and Dangerous Occurrences
• Charges, Voluntary Contributions & Remissions	• School Minibus (where appropriate)