EDUCATIONAL TRIPS POLICY

Longford Park School
Introduction

School trips are organised for all year groups at the school, not only to support their learning but also as an aid to personal development.

The organisation of school trips is based upon DfE advice on legal duties and powers for local authorities, school leaders and staff and governing bodies, June 2013 & Guidelines for Off-site and Educational Visits 2012 document produced by Trafford Council.

At Longford Park School, we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and enrich their social skills. Each trip is different; some are directly related to the curriculum, some are designed to promote social awareness or develop physical skills, team-working or self-reliance. Others extend their knowledge of the world; the common factor being is that they all make an essential contribution to the personal development and well being of all pupils.

Aims

The aims of school trips is for pupils to:-
- Fulfil requirements of the National and School Curriculum.
- Have experience of non-school based sources of information and develop investigative skills.
- Enable pupils to spend time intelligently and happily, sharing experiences with others.
- Enable pupils to acquire resourcefulness, initiative and self-reliance.

Also
- To ensure that all trips are planned carefully, staffed adequately and to consider potential risks in advance with a full risk assessment. Part of the planning is for staff to discuss the trip with pupils as it is important for children to understand and learn to manage the risks that are a normal part of life.

Safety

Safety is of upmost priority for us. We reserve the right to refuse a child participating in any trip where their behaviour has caused concern. Staff are discouraged from using their private cars to transport pupils, if they do so they must complete a form seeking authorisation, appendix 4. The school mini-bus or public transport should be used and walking wherever permissible should be considered. Adequate insurance cover should be applied when raising trip on Evolve for all adventurous and residential trips. The school only organises trips within the UK and doesn’t take part in overseas trips.
Planned Trips and Activities

At the time of enrolment, the school asks all parents/carers for their permission to allow their child to participate in educational visits that support the curriculum. This “one-off” consent slip is kept on file for the whole duration whilst the child is on role with our school. Parents will always be notified in advance of trips taking place, every effort will be made to do this in writing with the inclusion of a specific permission slip to be completed for all activities considered as adventurous, for residential trips or trips involving a third party. Parents will be informed or where their child will be at all times and of any extra safety measures required.

Role of the Headteacher

ALL visits that leave the school site are required to be recorded appropriately and approved by the Headteacher.

Role of the Educational Visits Co-Ordinator

The educational visits co-ordinator (EVC) supports the Headteacher in the process of approving visits. The EVC supports staff with appropriate training so they can keep themselves and children safe and manage risks effectively. Training for recording visits on the Evolve system is also organised by the EVC.

The EVC keeps a central record of all the visits organised and keeps an account of any accidents or near misses, which are reported to the EVC by the trip group leader. Where appropriate the EVC will report injuries and accidents to HSE as appropriate guidance in the schools health & safety policy.

The EVC is to check annually that the Health & Safety policy of the school considers all precautions necessary for the school to complete those activities considered to be routine or frequent.

Role of the Group Leaders

Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. To assist in your planning please use the educational visits checklist appendix 6 attached.

Full training is organised by the EVC covering risk assessments, emergency procedures, school's insurance cover, budgeting of visits and the circumstances under which a visit might be terminated ie due to weather should have been completed. All visit leaders must ensure that ALL approvals and authorisations have been confirmed by the Headteacher and if required Trafford PRIOR to the visit commencing. The Evolve system must be checked in the week leading up to the event that approvals chased up if necessary. An evaluation of the trip should be completed as appropriate, appendix 3.

The group leader must report any near misses or incidents to the EVC. See appendix 5 Emergency Card for more information.
**Risk Assessment**
All group leaders must complete a risk assessment considering the potential hazards of any visit, trip or activity they wish to organise. An OE6 form is provided as appendix 2. Trafford Document “Outdoor Education and Educational Visits – A Guide to Risk Assessment” can also be downloaded for additional guidance.

It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

**General or Frequent Activities**
Sensible management of risk does not mean that a separate written risk assessment is required for every activity and a common sense approach should be adopted for general or frequent activities that usually form part of the school day. These activities are not considered an adventurous activity and do not involve a third party provider.

The following activities are considered, general or frequent: -
- taking pupils to a local venue which it frequently visits
- swimming pool
- park
- place of worship

A visit form (appendix 1) can be completed and processed to the EVC ahead of the visit for approval by the Headteacher.

**Adventurous Activities**
Activities considered as adventurous are,
- residential trips
- visits involving a third party ie, caving, bowling, climbing, trekking, skiing, water sports
- involves animals
- if departure or return falls outside the normal school day
- if participating in any method of transportation apart from walking or the school mini bus ie, public transport, taxi, car or coach travel.

When planning any of these activities the group leader must complete a visit form via the online EVOLVE system. This is to ensure that the provider holds a licence and meets the standards required by the Adventure Activities Licensing Regulations 2004 and the necessary insurance is arranged. Approval from the Local Authority is required for all these activities and this is obtained via EVOLVE.

Best practice and advice from Trafford is for group leaders to ensure a minimum of 2 weeks notification for all visits raised on EVOLVE to ensure all the authorisations necessary.

The visit cannot take place without LA Approval.
## VISIT FORM Appendix 1

### EDUCATIONAL VISITS REGISTER – Form to be held by EVC

**Longford Park School**

**Educational Visits Co-ordinator:**

<table>
<thead>
<tr>
<th>Date(s) of Visit</th>
<th>Where</th>
<th>Purpose / Brief Description</th>
<th>Category</th>
<th>Number in Party</th>
<th>Year Group</th>
<th>Transport</th>
<th>Name of Group Leader / Accompanying Staff</th>
<th>Approval by Headteacher</th>
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</table>

To be used for all trips considered, general or frequent:-
- taking pupils to a local venue which it frequently visits
- swimming pool
- park
- place of worship

**Evolve System MUST be used for those activities considered adventurous:-**
- residential trips
- visits involving a third party ie, caving, bowling, climbing, trekking, skiing, water sports
- involves animals
- if departure or return falls outside the normal school day
- if participating in any method of transportation apart from walking or the school mini bus ie, public transport, taxi, car or coach travel.
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<tbody>
<tr>
<td>List significant hazards which may result in serious harm or affect several people.</td>
<td>List possible risks associated with these hazards.</td>
<td>List groups of people who are especially at risk from the hazards identified.</td>
<td>List existing control measures or note where the information may be found. (e.g. Information, instruction training, systems or procedures)</td>
<td>List the risks which are not adequately controlled and the proposed action where it is reasonably practical to do more.</td>
</tr>
</tbody>
</table>

What is your review procedure?
APPENDIX 3 – Educational Visit Evaluation Form
Trafford Children and Young Peoples Service    LONGFORD PARK SCHOOL PG1/2

**Educational Visit Evaluation Form**

Party leaders are asked to complete a copy of this form for any Educational Visit which:

- involved an external organisation
- involved adventurous activities
- was notable in terms of positive outcomes
- gives rise to significant concerns

Please retain a copy at the establishment involved.

Please forward a copy to the LEA if the event required approval by the O.E.1 form.

<table>
<thead>
<tr>
<th>SCHOOL / ESTABLISHMENT</th>
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<tbody>
<tr>
<td>PARTY LEADER</td>
<td></td>
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<tr>
<td>GROUP MEMBERS</td>
<td>YOUNG PEOPLE:</td>
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<td></td>
<td>AGE RANGE:</td>
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<td></td>
<td>STAFF:</td>
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<tr>
<td>DATES OF VISIT</td>
<td></td>
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<tr>
<td>PURPOSE OF VISIT</td>
<td></td>
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<td>VENUE</td>
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<tr>
<td>EXTERNAL ORGANISATION</td>
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<td>Pre – visit arrangements with the organisation</td>
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<td>Travel arrangements</td>
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<td>Feature</td>
<td>Comment</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Content of education programme provided / Adventurous Activities undertaken</td>
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<tr>
<td>Staffing and Instruction</td>
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<tr>
<td>Equipment</td>
<td></td>
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<td>Suitability of Environment</td>
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<td>Accommodation</td>
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<td>Food</td>
<td></td>
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<td>Evening activities</td>
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<td>Communication with organisation during the visit</td>
<td></td>
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<td>Other features</td>
<td></td>
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<tr>
<td>Additional comments and notable incidents</td>
<td></td>
</tr>
</tbody>
</table>

Signed

Date

Please return to the Trafford Adviser for Outdoor Education and Educational Visits.

Telephone: 0161 911 8651
steve.berry@trafford.gov.uk

E-mail
APPENDIX 4 – Use of private car authorisation form

Use of a private car to transport young people

1 To: The Head of ________________________________ Establishment

I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2 Signed: ________________________________

Print name: ________________________________

3 Address: ________________________________

________________________________________

________________________________________

________________________________________

4 Date: ________________________________

The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

<table>
<thead>
<tr>
<th>Insurance cover required</th>
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<tbody>
<tr>
<td>For teachers, youth workers, or other LA employees</td>
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<tr>
<td>‘Use by the Policyholder in connection with the business of the Policyholder’</td>
</tr>
<tr>
<td>For parents and other volunteers</td>
</tr>
<tr>
<td>‘Use for social, domestic and pleasure purposes’</td>
</tr>
</tbody>
</table>
APPENDIX 5 – Emergency Cards Home & Leader

Emergency Card (Home Contacts)

This ‘card’ must remain with the establishment emergency contact(s) at all times

The establishment’s Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes.

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Trafford Council on 0161 912 2020 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back within 30 minutes;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

<table>
<thead>
<tr>
<th>Name</th>
<th>Home</th>
<th>Mobile</th>
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<tbody>
<tr>
<td>Head of Establishment</td>
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<tr>
<td>Deputy Head of Establishment</td>
<td></td>
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<tr>
<td>Trafford Council Emergency Call Centre (for initial contact during an emergency only)</td>
<td>0161 912 2020</td>
<td>-</td>
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<tr>
<td>Chair of Governing Body (optional)</td>
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<tr>
<td>Other/EVC</td>
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</table>
In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate. (999 or appropriate local number if abroad, Europe 112, North America 911)
5. Contact the LA Emergency Contact Number (0161 912 2020) and request the help of the Emergency Response Team.

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<tr>
<th>Trafford Council Emergency Contact</th>
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<tr>
<td>0161 912 2020</td>
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<td>or if abroad +44 161 912 2020</td>
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</table>

Ask for the Emergency Response Team
Be prepared to give: Your name and Establishment/Group
Phone number & back up phone numbers
Exact Location
Nature of Incident
Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:
- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions.
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

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<thead>
<tr>
<th>Name</th>
<th>Home</th>
<th>Mobile</th>
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<tbody>
<tr>
<td>Establishment</td>
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<tr>
<td>LA Emergency Call Centre</td>
<td>0161 912 2020</td>
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<tr>
<td>(for initial contact during an emergency only)</td>
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If the visit will be outside normal establishment hours:

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<tr>
<th>Name</th>
<th>Home</th>
<th>Mobile</th>
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<tbody>
<tr>
<td>Establishment ‘Home’ Contact</td>
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<tr>
<td>Head of Establishment / Chair of Governing Body (optional)</td>
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<td>Other/EVC</td>
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APPENDIX 6 – Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits.

The visit should only go ahead if the answer to all applicable questions is ‘YES’

In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see Section D) □ yes
2. Is the visit appropriate to the age, ability and aptitude of the group? □ yes
3. Has there been suitable progression/preparation for participants prior to the visit? □ yes
4. Does the visit comply with any guidelines specific to your Establishment? □ yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections) □ yes
6. If a member of staff is going to lead an adventurous activity, have they been ‘approved’ by the LA? (see Section Z) □ yes □ n/a
7. If using an external provider or tour operator, has the provider satisfactorily completed and returned a ‘Provider Form’? (see Section AA) □ yes □ n/a
8. Are transport arrangements suitable and satisfactory? (see Section L) □ yes □ n/a
9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section O) □ yes □ n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section P) □ yes □ n/a
11. Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? □ yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). □ yes
13. Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? □ yes □ n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? □ yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? □ yes
16. Are all support staff aware of and comfortable with their roles? □ yes
17. Are all helpers aware of and comfortable with their roles? □ yes
18. Has Event Specific Risk Assessment (OE6) been carried out and will this be shared with all relevant parties? (see Section G and OE6 Form) □ yes
19. Is insurance cover adequate? (see Section K) □ yes
20. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? □ yes
APPENDIX 6 - Educational Visits Checklist

21. Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any ‘rules’, and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? □ yes

22. Are participants aware of the nature and purpose of the visit? □ yes

23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section J) □ yes

24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) □ yes □ n/a

25. Are staff aware of any medical needs and/or other relevant details of participants? □ yes

26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? □ yes □ n/a

27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? □ yes □ n/a

28. Does at least one responsible adult have a ‘good working knowledge’ of First Aid appropriate to the environment? (see Section W) □ yes

29. Is a first aid kit (appropriate to the visit) available? (see Section W) □ yes

30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. ‘Plan B’, and have these plans been risk assessed and parental consent been obtained? □ yes

31. For journeys taking place outside the establishment’s ‘normal’ hours, will Form EV7 be carried by the Visit Leader, and Form EV8 with the designated emergency contact(s)? □ yes □ n/a

32. Are full details of the visit at the LA establishment, and if appropriate with the establishment’s Emergency Contact(s)? □ yes

33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section X) □ yes

34. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section M) □ yes □ n/a

35. If undertaking water-margin activities, has a copy of ‘Group Safety at Water-Margins’ been made available to all supervising staff in advance of the visit? See Section R □ yes □ n/a

36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? □ yes □ n/a

37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? □ yes □ n/a

38. Does any specialist equipment conform to the standards recommended by responsible agencies? □ yes □ n/a

39. Have all financial matters been dealt with appropriately? □ yes

40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section C) □ yes

41. If residential, overseas or involving adventurous activities, has the visit been approved by the LA? (see Section C) □ yes □ n/a