



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: St Matthew's C of E Primary School

Date agreed by LGB	Review Date	Signed Chair of LGB

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1. Introduction

Chester Diocesan Academies Trust (CDAT) encourages educational visits in its schools 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 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 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 follows the procedures set out in this document
- delegate powers and responsibilities to LGBs to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- give permission for any residential visits and visits including water (eg ponds/rivers) and wilderness (e.g. 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:

- ensure:
 - St Matthew's 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 Headteacher to ensure all St Matthew's personnel and visitors to the school are aware of and comply with this policy;
- ensure that the school 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 Headteacher

The Headteacher will:

- ensure all school 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;
- review the planning, documentation and competence of the Party Leader before authorising 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;

Role of the Coordinator

The coordinator will:

- be competent, experienced and qualified to undertake the role;
- have experience of:
 - organising and supervising educational visits;
 - complete risk assessment;
 - be aware of emergency procedures;
 - ensure first aider is present;
 - be responsible for pupil behaviour and discipline;
 - support pupils with additional learning needs;
 - undertake any necessary training for outdoor activities;
 - undertake any necessary training for water safety;
- 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 for residential and distant trips;
 - parent consent forms;
 - a note of medical conditions for residential and distant trips;
 - the number of adults;
 - Disclosure and Barring Service checks of parent helpers;
 - adult pupil ratio;
 - costings of the visit;
 - coach firm and contact details;
 - travel arrangements;
 - medical and first aid;
 - school mobile phone;
 - emergency procedures.

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 equalities policy and schemes;
- attend appropriate training sessions deemed necessary;
- report any concerns they have on any aspect of the school 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?

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 Headteacher 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 Headteacher;
- 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 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 and follow 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 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 minibus complies with all regulations and appointed drivers are suitably qualified, experienced and insured.

Raising Awareness of this Policy

Schools will raise awareness of this policy through:

- the school website;
- the Staff Handbook;
- meetings with parents;
- school events;
- meetings with school personnel;
- communications with home;

Linked Policies

<ul style="list-style-type: none">• Health & Safety	<ul style="list-style-type: none">• Charging & Remissions
<ul style="list-style-type: none">• Risk Assessment	<ul style="list-style-type: none">• Health & Safety - Responsibilities
<ul style="list-style-type: none">• Critical Incident Plan	<ul style="list-style-type: none">• Supporting Children with Medical Conditions

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school/academy community (✓)	Pupils	School/academy Personnel	Parents/carers	Governors	School/academy Volunteers	School/academy Visitors	Wider School/academy Community

Question	Equality Groups															Conclusion										
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓				✓				✓				✓				✓				✓				
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓					
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓				✓				✓				✓				✓				✓					

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
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Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
Policy endorsed by LGB				
• Policy discussed at meeting of the LGB				
• School/academy personnel aware of this policy				
• School/academy personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to in the School/academy Handbook				
• Policy available from the school/academy office				
• Policy available from the school/academy website				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
Policy approved by CDAT				
• Annual report of the effectiveness of policy and provision received from LGB;				
A statement outlining the overall effectiveness of this policy				