



Noam Primary School

Health and Safety on Trips Policy

January 2017

School Trips

Date	Review Date	Coordinator	Nominated Governor
3/1/2017	23/1/2019	Mrs Simmonds / Mrs Aremband	

We believe this policy relates to the following legislation:

- Employers Liability (Compulsory Insurance) Act 1969
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- Adventure Activities Licensing Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008)

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.

We will ensure that we comply with all DfE Government and Local Authority documentation before any educational visit is authorised and all precautions are taken to ensure pupils' safety.

In planning for a visit, however, staff must be mindful of their duty of care and follow the procedures to enable off-site activities to take place safely. Teachers must take reasonable care of their own and others' health and safety.

Aims

- 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.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

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- appointed a member of staff to be the Coordinator for Educational Visits;
- the right to be consulted and to give permission for all school trips;
- responsibility to ensure:
 - the school 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
- delegated powers and responsibilities to the Headteacher to ensure all school staff and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
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Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- be responsible for the sanctioning and authorizing of all educational visits whatever the duration or purpose;
- ensure that the Educational 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 Governing Body on the success and development of this policy

Role of the Educational Visit 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

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- water safety
 - security
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- ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher and Governing Body;
 - review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;

Party Leaders will complete the following Visit Plan before any visit is authorised:

- a Risk Assessment(s) based on a pre-visit;
- the nature, purpose and length of the visit;
- the year group and pupil numbers;
- 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;

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;

Recommended Adult Pupil Ratios

We will use the following adult pupil ratios

Early Years	Y1 to Y3	Y4 to Y6
1:4	1:6	1:10

Medical and First Aid

The group leader will ensure:

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- a trained first aider accompanies the trip;
- 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

The Headteacher will:

- authorise all short term or day educational visits;
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Role of Parents

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;
- 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;
- be subjected to a Disclosure and Barring Service criminal records check before they take on the role as a volunteer helper/supervisor on an educational visit;
- be allocated named pupils during 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;
- wear appropriate clothing for an educational visit or school uniform and a school cap;

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 and dealing with reputable travel firms;
- ensure the school minibus complies with all regulations and appointed drivers are suitably qualified, experienced and insured

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with school staff
- communications with home such as weekly newsletters and of end of half term newsletters

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Headteacher:		Date:	
Chair of Governing Body:		Date:	

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Outings Planner

Class: _____ Date: _____

Venue: _____

Venue Address: _____

Telephone Number: _____

Group Leader: Name: _____ Mobile Number: _____

Other Adults: Name: _____ Mobile Number: _____

Name: _____ Mobile Number: _____

Name: _____ Mobile Number: _____

Timings: Leave School _____ Arrive at venue _____

Session timings _____

Leave venue _____ Arrive back _____

Packed lunch needed? Yes/No

Snack needed? Yes/No

Permission letter sent to parents? Yes/No

Date sent: _____

Payment required? Yes/No

Payments received? Yes/No

Other information: _____

Transport: coach/ bus/ train/ car

Date booked: _____

Company: _____

No. of seats: _____

Costs: Transport: _____

Entrance: _____

Misc: _____

Cost per pupil: _____

Cost per adult: _____

Total cost: _____

Confirmations: Venue _____ Transport _____

Helpers _____

Post- trip Evaluation

Please give feedback on the following items so that we can improve the trip for next time. Tell us what worked, what did not, what you would change and any other comments you think would be helpful.

Venue:

Sessions:

Timings:

Transport:

General:

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Contact Information

To be completed before the visit. A copy to be taken on the outing by the group leader and another copy kept by the school office.

Class: _____ Date: _____

Venue: _____

Venue Address: _____

Telephone Number: _____

Group Leader: Name: _____ Mobile Number: _____

Other Adults: Name: _____ Mobile Number: _____

Name: _____ Mobile Number: _____

Name: _____ Mobile Number: _____

Timings: Leave School _____ Arrive at venue _____

Session timings _____

Leave venue _____ Arrive back _____

Total number Group Children: _____ Adults: _____

Do you have an emergency contact list for everyone in the group? yes/no

When you do, attach it to this sheet

Emergency contact information:

Office Number: _____

Head Teacher Number: _____

Coach company Number: _____

Venue Number: _____

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Make sure you are wearing the correct school uniform- no exceptions will be allowed. All boys should wear a cap.

Keep your School Label on the whole time you are out.

Stay in your groups and listen to your group leader at all times.

Be aware of other travellers on the pavements and on public transport. Speak quietly and politely.

Whether travelling by coach or public transport, remain seated throughout the journey.

Before eating or drinking on the coach, get permission from the driver. At all snack times, make sure to pick up your rubbish and throw it away.

Stay together with your group/class.

Whilst on an outing you are not allowed to leave your group without permission from the adult in charge.

Please do not bring any computer games, mobile phones, MP3 players or other gadgets with you.

Make sure you listen politely to your instructor during the visit and thank him/ her at the end of the session.

On your return to School please thank your group leader and teacher for taking you on the trip.

Have a great day☺

Outing Guidelines for Helpers

Thank you for agreeing to help us today. Below are some guidelines we think will be helpful to the smooth running on the day.

- Make sure you know who is in your group and keep them with you throughout the visit. Check regularly.
- Please sit with your group on the coach/ train, and make sure they are wearing a seatbelt (coach).
- When travelling on the train, please warn the children in advance about when to get off and be the last person to leave the carriage.
- Please supervise your group in the toilets at appropriate times.
- Please ensure good behaviour at all times. As the group leader you have authority to do so.
- Please arrange the children in pairs when walking whenever possible.



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Activity:		Date:		
Assessment by:		Target date for review:		
Significant Hazards and Associated Risks	Those who might be harmed	Control Measures (CM's):	Additional CM's required?	Residual Risk Rating (H / M / L)