



## **Bankside Primary School Trip Policy**

**Bankside Primary School encourages the participation of all pupils in a range of out of school activities, recognising the significant value these experiences bring to children's development. School trips are known to enrich pupil knowledge and awareness of the world around them and also help to develop their investigative skills, encourage independence and foster personal and emotional development.**

The following policy aims to ensure that all School Trips provide safe and enjoyable experiences for the children, as well as enhancing their learning and development.

### **Areas of Responsibility**

It is the responsibility of the Trip Lead to take overall charge for planning, organising, co-ordinating and monitoring safety on the trip. The remit of the Trip Lead is to oversee and organise the whole party, always leading from the front. The Trip Lead should not therefore, be assigned to supervise a particular group.

The Trip Lead will be backed up by a Deputy Lead – most usually a member of SLT, the Head of Year or the classteacher. The specific role of the deputy will be to provide a 'backstop' at the rear of the party. Group supervisors will take a more specific monitoring role as outlined below. All Adults accompanying pupils should be safety aware and should take appropriate action to flag any concerns or issues whilst on the trip. It is also expected that all children taken on a trip will behave in a respectful manner and represent the school in a Bankside Best way.

### **Trip Lead responsibilities**

Pre-Trip:-

- a. Carry out a site recce at least two weeks prior to the trip
- b. Carry out formal planning, considering the dangers and difficulties which may arise and making plans to reduce them to be recorded in appropriate risk assessment documents/EVOLVE
- c. All documents related to risk assessment to be submitted at least one week prior to the trip

- d. Deal with all trip related communications, both internal and external and ensure that all contact details are available/ easily locatable
- e. Prepare itinerary and timings including the name and contact number for the coach company
- f. Produce the staffing list of assigned groups for trip at least three working days prior to the trip. **ALL STAFF Involved to acknowledge receipt of documents by email.**
- g. Ensure that all necessary preparations have been made and check that parental consent has been obtained
- h. Check that children with specific medical conditions will be properly supported by notified and named members of staff
- i. Ensure adequate first aider provision for the day ( a minimum of one first aider per coach)

On the day:-

- a. Ensure preparation of, and availability on the day:-  
**From the TRIP CUPBOARD**
  - i. *For EY/Yr1 ch Labels printed with school contact details (for children to wear)*
  - ii. *Hi Vis for children: Green Small size; Light blue medium size; Dark blue large size*
  - iii. *Clipboards/pens for register checks*
  - iv. *Folder with copies of RA's*
  - v. All necessary documentation, plus trip sheet:-
    - 1. Groups / names
    - 2. Coach Details
    - 3. Lead/ SLT/ School contact Numbers (min 4)
    - 4. Medical info for those with 1-1
- b. Take register of all on trip – at point of departure at both ends of trip
- c. Ensure first aiders have all necessary kit and medical info folder with them
- d. Lead from the front, ensuring regular stops and checks to keep the 'CROCODILE' line tidy – children in pairs 'tens and units'
- e. Manage other adults and check people are in the right place at the right time- including checking that all staff and children are properly seated and belted up on bus
- f. Telling the bus driver when to leave
- g. Be first off the bus and be the 'mustering point' point for all groups
- h. Monitor risks throughout the visit and take appropriate action to avoid them

On the day, the **deputy lead** will be

responsible for checking that all children and adults are off the bus /s

where appropriate will follow on the second bus, taking responsibility for point's b and c, and acting as designated back stop/ guard, to ensure that all children remain in the party. The deputy will automatically assume Trip Lead (Lead) role in case of TL absence.

The Trip Lead remains responsible for all pupils on the day, even when not in direct contact with them.

### **Group Supervisor responsibilities**

On the day:-

- a. Sit with their designated group on the bus
- b. Retain a list of all pupils and adults in their group, including contact numbers
- c. Supervise the group at all times during the trip, ensuring that the children stay safe, are in the right place at the right time and being mindful of those pupils who may require closer supervision
- d. Be risk aware and carry out necessary actions to reduce risk within the group
- e. Perform regular head counts

### **Staff / Pupil Ratios**

Minimum ratios:-

EY's ratio 1: 4

Years 1 to 3 ratio 1: 6

Years 4 to 6 ratio 1; 10

SEN – Class teachers 1 – 1 (Unless high profile – 1 – 2)

These ratios are a guide only and a professional judgement must be made for **each visit**, by the Trip leader and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

### **Planning**

The Trip Lead should plan the visit taking into consideration the following points:

- The type of visit/activity and the level at which it is being undertaken
- The location, routes and modes of transport
- The parking place of the coach – and return point
- The competence, experience and qualifications of supervisory staff
- The ratios of teachers to pupils.
- The group members' fitness, competence and temperament and the suitability of the activity
- The special educational or medical needs of pupils
- The quality and suitability of available equipment.
- Seasonal conditions
- Emergency procedures
- Procedure should a pupil be unable or unwilling to continue
- Risk monitoring during the visit

## **Preparing Pupils**

Pupils should clearly understand what is expected of them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why the rules must be followed to ensure 'Bankside best' representation of school – as community 'ambassadors'.

## **Participation**

The Trip Lead should ensure that the pupils are capable of understanding the proposed activity.

They should not be coerced into activities of which they have a genuine fear. Pupils, whose behaviour is such that the Lead is concerned for their safety, or for that of others, should be withdrawn from the activity. The Lead should consider whether such pupils should be sent home early. Parents and pupils should be told in advance of the visit about the procedures for dealing with misbehaviour, how a pupil will be returned home safely and who will meet the cost.

## **Information for Pupils**

The Lead should decide how information is provided, but ensure that children understand key safety information.

Pupils should understand:

- The aims and objectives of the visit/activity
- Background information about the place to be visited
- How to avoid specific dangers and why they should follow rules
- Why safety procedures are in place
- What standard of behaviour is expected from pupils
- Appropriate and inappropriate personal and social conduct
- Who is responsible for the Group
- Rendezvous procedures

- What to do if they are separated from the group
- Transition procedures – Crocodile – ‘tens and units’ partners – no gaps

## **Emergency Procedures**

All adults should carry the telephone number of the School, the trip and deputy lead. Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor. If at any time there is a change in the planned schedule, new activities should be assessed and pupils provided with the appropriate information.

## **Transport of Pupils**

Pupils using transport on a visit should be made aware of basic safety rules including

- Stay in line and follow your leader
- Wear your seatbelt and stay seated whilst travelling on transport
- If you feel unwell, tell a teacher or the group supervisor
- Talk to your partners and assist if they are sick

## **Pupils with Special Educational and Medical Needs**

Every Effort should be made to include pupils with special educational or medical need. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional resources be necessary?
- Will additional supervision be necessary?

Where appropriate the teacher should discuss the visit with the parents of SEN pupils to ensure that suitable arrangements have been put in place to ensure their safety.

## **Pupils with Medical Needs**

All adults supervising visits should be aware of pupil's medical needs and any medical emergency procedures. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular child.

A written record of the following information should be available where appropriate:-

- Details of medical conditions
- Child's GP name and address
- Written details of any medication required (including instructions – dosage/timings)
- Parental permission re taking medication – if self-administered or teacher administered

- Information about any allergies or phobias
- Information regarding any special dietary requirements
- Information regarding any toileting issues or other issues that may affect participation in the trip
- Emergency contacts and parents home/daytime phone numbers/addresses

Enquiries should be made at an early stage regarding access and facilities for securing wheelchairs on transport and at residential centres etc.

All teachers supervising the visit should be given the opportunity to talk through any concerns they have about their ability to support the child. Extra help should be requested if necessary.

If teachers are concerned about whether they can provide for pupils safety or the safety of other pupils because of a medical condition, they should seek general medical advice from the school Health service or the child's parents.

### **Communicating with Parents**

Before residential visits, or when children are to engage in adventure activities, parents should be supplied with written details of the proposed visit.

The following information on matters that might affect pupil health and safety should be given to parents:

- Dates of the visit
- The visits objectives
- Times of departure and return – parents must have agreed to meet their child on return
- Modes of transport, including name of the travel company
- Size of the group and level of supervision
- Names of leader, of other staff and of accompanying adults
- Details of the activities planned
- Standards of behaviour expected (this information may take the form of a code of conduct which parents sign)
- Clothing and equipment taken
- Money to be taken
- Details of the cost of the visit

### **Parental Consent**

Head teachers or Trip Leaders should seek consent for all visits out of school involving pupils from Nursery age to year 6.

### **Adventure Activities**

If parents withhold consent absolutely, the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way,

wherever possible. If the parent gives conditional consent, the heads will need to consider whether the pupil may be taken on the visit or not.

A parental consent form should be completed for each pupil in the group.

### **Pupils Contact with Parents**

The group leader will be in regular contact with the school, who will, if requested by parents, keep them updated on the adventures, progress and wellbeing of the group.

Parents will have a number to ring for information in the event of an incident during the visit or late arrival home. Parents should have destination details.

### **Planning Transport**

The Trip Lead must give careful thought to planning transport. The main factors to consider include:-

- Passenger safety
- Type of journey- local or long distance, and type of driving – e.g. motorway
- Traffic conditions
- Weather
- Journey time and distance
- Stopping points on long journeys for toilet and refreshments
- Supervision

### **Seat Belts**

All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years inclusive must be fitted with a seatbelt for each child.

### **Supervision and Transport**

The Trip Lead and other adults are responsible at all times, including maintaining good discipline.

All group members should be made aware of the position of the emergency door and first aid and anti-fire equipment on the transport.

Factors that the Trip Lead should consider when planning supervision on transport include:-

Safety when crossing roads – pupils need to know how to observe the safety rule in the Highway Code and the green cross code.

The Trip Lead should make clear to pupils how much or little freedom they have to 'roam'. Appropriate supervision and discipline should be maintained at all times.

Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.

Head counts, by the Trip Lead and group supervisors or other delegated teachers, should always be carried out when the group is getting off or onto transport.

Responsibility for checking that seat belts are worn.

Travel sickness tablets should only be administered to pupils with previous authorisation from parents.

## **Hiring Coaches and Buses**

The named office Lead (Collette Potts) is responsible for ensuring that coaches and buses are hired from a reputable company.

Operators must hold the appropriate public services vehicle (PSV) operator's licence. When booking transport, the Trip Leader should ensure that seat belts are available for pupils. If any of the group uses a wheelchair, the Trip Leader should ensure that the transport used has appropriate access and securing facilities.

## **Private Cars**

Teachers and others who drive pupils in their own car must ensure their passengers safety and that they have appropriate licence and insurance cover for carrying pupils.

The driver is responsible for making sure that pupils have a seat belt and use it at all times.

## **Insurance**

The Trip Leader must ensure, well before the group departs, that adequate insurance agreements are in place.

## **Emergency Procedures**

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:-

- Assess the situation
- Safeguard the injured members of the group
- Attend to the casualty
- Inform the emergency service and anyone who needs to know of the incident

## **Who will take charge in an emergency?**

The Trip Leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. The Trip Lead would liaise with the deputy Lead to ensure the safety of all involved.

Emergency Procedures Framework during the Visit

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

Establish the nature and extent of the emergency as quickly as possible



Ensure that the entire group are safe and looked after  
Establish the names of any casualties and get immediate medical attention for them  
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 an adult 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 contacts  
Details of the incident to pass on to school should include: nature, date and time of the incident, location of the 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 insurers, especially if medical assistance is required. This may be done by the school contact.  
Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.  
Complete an accident report form as soon as possible  
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.  
No one in the group should discuss legal liability with other parties

The main factors for the school contact to consider include:-

- Ensuring that the Trip Leader is in control of the emergency, and establishing if any assistance is required from the home base.
- Contacting parents. The school link is the contact between the group and parents. Parents should be kept informed as soon as possible at all stages of the emergency.
- The school contact should act as a link between the group, the WELB and the chair of governors and arrange for the group to receive assistance if necessary.
- Liaison with media contact.
- The reporting of the incident using appropriate forms, if necessary

Ratified By the School Governors:

2<sup>nd</sup> February 2017

To be reviewed before:

End February 2020