

# Holycroft Primary School



**HOLYCROFT**  
Primary School and Nursery

## Educational Visits and School Trips Policy

Adopted: November 2023

Last Reviewed:

Next review: November 2024

Policy Owner: H Hurd

## **Statement of intent**

Holycroft Primary School understands that visits and trips can be empowering and highly engaging learning opportunities – providing rich cultural capital experiences for all pupils and especially for those who are disadvantaged. They are also effective ways of motivating pupils, and they can offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical and real-world setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

## **Legal framework**

This policy has been created with regard to relevant legislation including, but not limited to:

- The Health and Safety at Work etc. Act 1974

This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

## **This policy should be used in conjunction with the following school policies:**

- Behaviour Policy
- Health and Safety Policy
- First Aid Policy
- NSAT DBS Guidance

## **General:**

- ALL trips out of the school grounds and any potentially dangerous activities either outside or inside school MUST be thoroughly risk assessed and signed off by a member of SLT prior to the activity taking place.
- The Educational Visits Coordinator is responsible for collating a list of trips planned for each academic year in order that this can be shared with all staff to avoid duplication, SLT and governors for approval and also with parents to aid their financial planning for the year.
- The trip leader is responsible for completing the Risk Assessment, sharing it with all staff prior to the trip and for managing risk while on the trip itself.
- ALL sections on the Holycroft Risk Assessment forms must be completed and generic assessments edited and attached.
- Risk Assessments must be completed prior to any trip taking place.
- All trips must have a qualified first aider as a member of staff.
- Permission must be sought from parents prior to travel.
- Permission for local walks / visits / Outdoor Learning activities is sought at the beginning of the year; individual permission letters are not needed.

- Only approved sites able to be visited. For new venues, a pre-trip visit must be conducted to ensure that the site is appropriate for the visit to take place and to ensure the Risk Assessment is able to be completed with thorough knowledge of the location, venue and facilities.

#### **Local area trips:**

- Covers trips such as: Lund Park, Walks around the local area, Keighley Library, local places of worship Morrisons etc.
- Ensure all documentation is complete and have counter signed by a member of SLT.
- Hold a staff briefing so all adults are aware of the risks.
- Collect first aid kit & take child-specific medication also.
- Ensure that a member of SLT and the office have the Risk Assessment.
- Involve children in self- assessing the risks (walk in pairs, wait for adults before crossing roads, stay on pavement etc..) prior to travel as much as possible.

#### **Out of area trips:**

- Permission to be sought from parents as far in advance as is feasible.
- Risk Assessments to be submitted at least 3 weeks prior to travel or 4 weeks before if the trip is classed as adventurous.
- Attach site-specific Risk Assessment as requested from the location.
- Ensure all documentation is complete and have counter signed by a member of SLT.
- Hold a staff briefing so all adults are aware of the risks.
- Ensure that a member of SLT and the office have the Risk Assessment.
- Collect first aid kit & take child-specific medication also – keep with the member of staff.
- Involve children in self- assessing the risks (walk in pairs, wait for adults before crossing roads, stay on pavement etc..) prior to travel as much as possible.

#### **Residential trips:**

- Full, detailed RAs including staffing, sleeping, dietary etc... arrangements are to be submitted to Full Governors for approval in the term before the planned residential visit.
- Follow procedures as for out of area trips above.
- Mixed gender staffing must be in place.
- First aider must be in place for the entirety.
- Risk assessments from the venue covering activities and accommodation must be included with the school-specific risk benefit assessments.

#### **Risk assessment process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

## **Definitions**

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an 'adventurous nature' include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

### **The Educational Visits Coordinator in school is – Hannah Hurd**

The Educational Visits Coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the governing board.

**The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:**

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher.
- Completing all essential documentation for the trip, including a risk assessment.
- Informing parents of the proposed extra-curricular trip or activity.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

### **Staff are responsible for:**

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

### **Pupils are responsible for:**

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

## **Planning school trips**

A thorough risk assessment will be checked by the Educational Visits Coordinator during the planning of the trip, to ensure pupil and staff safety.

Adventure activities will always be identified at the planning stage and never added during the trip.

When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

## **Risk assessment process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

## **Accidents and incidents**

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the First Aid Policy.

The school will keep written records of any incidents, accidents and near misses.

Staff will be briefed on how to react and respond should an emergency situation occur.

Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear an item of clothing which clearly shows the school logo.

## Appendices

- Appendix A - Risk Assessment format.
- Appendix B – Dealing with travel sickness

**HOLYCROFT PRIMARY SCHOOL - RISK ASSESSMENT FORM FOR TRIPS****Date of trip:****Destination:****Nature of visit:****Leader of trip:****Year Group/Class:****A first aider must be present on every trip, please see Mrs Hurd to arrange who is able to attend.****Names and number of adults on trip:****Number of children:****Ages of children: Ratio:**

Risk assessments should be undertaken by the group organiser/party leader in conjunction with all staff for any planned out of school activity. This will help to assess the levels of risk associated with the whole programme and the appropriate measures to control those risks.

Please think carefully about the journey as well as the visit. What could go wrong and what you would do if something went wrong? For example, what would you do if the coach broke down? What procedure would you follow?

**Make sure everyone on your trip gets a copy of this risk assessment****School Emergency Response Contact Details**

Name	Role	Mobile Telephone
Geoff Morrison	Headteacher	07967 619836
Hannah Hurd	Assistant Headteacher	07446 935956
Heath and Safety Contact Details		
Clare Clarke SBM	07508755167	
<b>Emergency</b>	<b>01274 431007</b>	
<b>Bradford Council Safety Team</b>		

**ASSESSMENT OF SPECIFIC SIGNIFICANT HAZARDS:**

Likelihood can be ranked as:

- 1. Remote – there is a 1 in a million chance
- 2. Unlikely
- 3. Likely
- 4. Very likely
- 5. Almost certain – there is around a 1 in 100 chance

Consequence or severity can be ranked as:

- 1. Insignificant – no injury
- 2. Minor injury – needing First Aid
- 3. Moderate – needing seven days of absence
- 4. Major injury
- 5. Fatal or catastrophic event

The rating scale below can be used to rate and evaluate the identified risks in the following way:

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Scores can be evaluated as follows:

Scores of 1 – 4 are acceptable risks with little or no documentation required. Applying common sense is acceptable.

Scores of 5 – 9 are still considered low risk issues, but basic simple risk assessment may be required.

Scores of 10 – 16 are considered significant risks and if there are scores in this category, these topics should have well written risk assessments with more detail than other simpler versions.

Scores of 17 and over are considered unacceptable risks. Activities in this category should be stopped until they can be reviewed and controlled.

Hazard	Risk	Likelihood x Consequence	Control Measures/procedures to be in place	Action points/ Who to be informed:	Person Responsible
<b>Consider (as appropriate): travel, sites (including accommodation), activities, group (ability, medical, behaviour, special needs) any other significant specific hazards</b>			<b>Include plans for supervision including plans for any remote supervision</b>	<b>parents - leaders - participants</b>	

ASSESSMENT CARRIED OUT BY:  
ASSESSMENT APPROVED BY

SIGNED:  
SIGNED:

DATE:  
DATE:



APPENDIX B

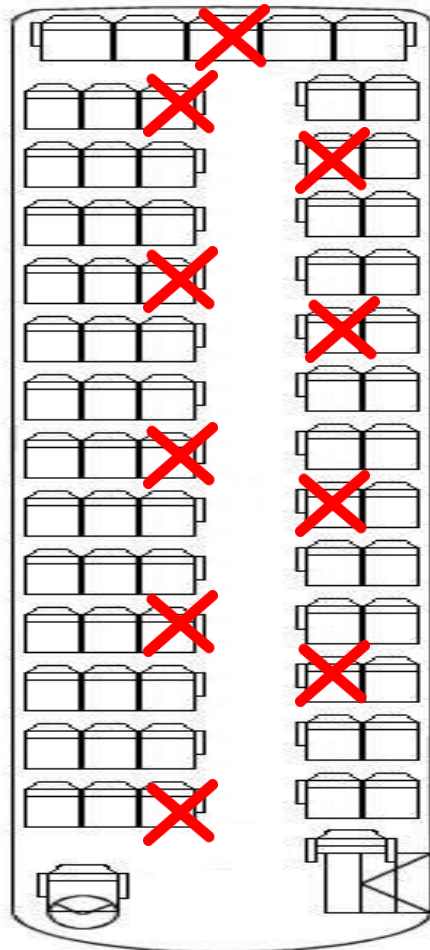
Dealing with travel sickness during transit.

When travelling by coach it is important that everyone remains seated. **Under no circumstances should any child or adult stand up whilst the coach is moving.** If a child needs urgent assistance that requires someone to leave their seat, the coach should pull up and stop at the next safe opportunity.

Please ensure adults are seated randomly on the inside seats to allow easy access to children from each side. Adults should be able to pass necessary equipment up and down the aisle to each other without the need to leave their seats. Each adult should have a sick bowl to hand.

The diagram below shows a suggested **staff** seating arrangement for 10 adults. Seating layouts may vary so adapt as necessary on the day. If the number of adults is more or less than 10, arrange them to have better access to children known to be prone to travel sickness.

70 SEATER



53 SEATER

