



## St Margaret Mary's RC Primary School

### School Visits and Journeys 2018 - 2020

#### Our Mission:

**We try to follow Jesus in everything we do.**

We help everybody in our school family and we try to let our light shine as the light of Jesus shines.

Everyone at St. Margaret Mary's is special. We feel happy and safe.  
We are encouraged to value ourselves and each other in an atmosphere of trust, good humour, acceptance and enjoyment.

Saint Margaret Mary's school is where we come to learn through exciting and fun lessons. We try to always be welcoming and caring to all. We want to do our best, even if we find it difficult.

#### Definition

For the purpose of this policy, a school trip or visit is defined as any occasion when a pupil or group of pupils are away from school undertaking a school activity and under the supervision of a member of staff.

- Children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not to stop them.
- 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.
- Staff should manage risks effectively and keep themselves and children in their care safe when on school trips.

#### Aims

To provide a stimulating environment in which each child is enabled and encouraged to attain the highest standard of achievement of which he/she is capable.

Ensure that the curriculum is broad and well balanced following all subjects in the National Curriculum.

- To encourage children to be aware of their behaviour and how it affects other people.
- To recognise that children have a variety of special needs and endeavour to provide appropriately for the needs of individuals.
- To ensure that the curriculum reflects the richness of our multi-cultural society.

- To foster and build on relationships with parents, governors and the wider community.
- To provide staff training as and when required.

### **Planning and Preparation**

We see educational visits (EVs) as an important part of school life that helps us provide a broad, balanced and stimulating curriculum. Most EVs are included in termly planning, although for some visits it may be necessary to plan further in advance. We work to ensure that all EVs add value to learning and provide experiences beyond those we can offer within school.

In planning for an EV the following process should be followed:

1. Check with the class teacher that the date and time is suitable for the chosen destination.
2. Book the venue and travel arrangements, write a letter to inform parents/carers of the date, time and cost of the trip. Staff must complete a risk assessment before the trip takes place.
3. All paperwork for day trips are kept by the Administration Officers.
4. Staff, volunteers and children are briefed prior to their trip (parents are given a sheet of DO's and DONT's) so that everyone is aware of their conduct throughout the trip. Where possible, children should use the "Buddy System" to encourage group responsibility.

### **Pre-Visits**

The class teacher or support staff member should, where possible, have prior knowledge of the venue. Any roads should be assessed and a plan for crossing made. If coaches are used, check they all have seatbelts. Children should not sit in the front seats of the coach and seat belts must be worn at all times. If using public transport, trip leaders should consider all possible alternative routes in the event of disruption to the main travel route on the day. Children with special educational needs should be considered and the visit should be planned in order to be as inclusive as possible. During the pre-visit, notice should be taken of the facilities available to include those with disabilities. Packed lunches should be booked at least two weeks in advance once numbers have been confirmed.

### **Risk Assessments**

The Risk Assessment (RA) process should focus on the journey and the programme at the venue. It should include the safety of pupils with emotional and behavioural difficulties. The RA is an opportunity to think about significant hazards, foreseeable hazards and plan control methods. A RA should also be carried out to determine whether a child's behaviour poses a flight risk or could lead to an incident.

## Educational Visit Letters

Letters should include venue, date, transport, departure and arrival times, clothing, footwear, packed lunches, cost (including a statement about voluntary contributions).

## **Briefing**

Parents/volunteers are briefed before the trip.

This information should include:

1. Timetable
2. Venue and address
3. Mobile number of the class teacher and school number
4. Who they will be in charge of
5. Transport arrangements
6. Acceptable behaviour
7. Risk Assessment

Class teachers will have an emergency list of contact numbers and medical needs.

First Aid kits, Asthma Pumps and Epipens must accompany the trip, no other medicines may be taken.

On the day of the trip, adults should be given a list of the children they will be responsible for. Teachers should make sure that children are appropriately dressed and children should wear sun hats and cream if the weather is hot and their trip is outdoors.

## **Costs**

All contributions are voluntary and no child should be excluded if there is a failure to pay. However, a trip may be cancelled if insufficient contributions are made. If a venue requires a cheque to be paid on the day, please ensure that the school's financial administrator is informed in good time to prepare this.

## **Adults - Child Ratios**

1:4 Foundation Stage

1:8 Years 1-3

1:10 Years 4-6

Adults who accompany classes must not be left in sole charge of a group if they do not have CRB check completed. Volunteers accompanying during the visit should be aware that the teacher in charge should deal with any behavioural issues and that they should be their first point of contact if they have any concerns during the visit. If parents are accompanying classes with their own children, they should understand that the teacher has overall responsibility for all children within the class for the duration of the trip.

The number of adults will depend on the nature of the visit and the amount of supervision needed. The needs of the class and individuals will also need to be taken into account. One of the adults must be a qualified teacher. Supply teachers are not allowed to lead trips unless accompanied by a HLTA. NQT's may request that another teacher accompanies them until they are familiar with the responsibilities of leading an EV. Children with a statement of SEN will have their support adult with them where possible and this adult will not count in the overall supervision ratio.

Teachers are not required to administer drugs or medicines to students in their charge; however, they may do so out of good will, provided that they are given to the teacher by the parent/carer with written authorisation for the teacher to administer them. Wherever possible a first aider should go on an EV.

### **Emergency Procedures**

In the event of an emergency, the lead teacher must telephone the school immediately and speak to a senior member of staff. Teachers must also have a list of emergency contact numbers for the children in their care. If taking part in an EV, contact details for senior members of staff should also be taken before departing.

If it becomes apparent that the group will be delayed in returning to school, contact the school immediately; this allows parents to be kept informed of arrival times. A senior member of staff should wait at school until the EV has returned to make sure that all children are collected.

At the end of the trip, the teacher should evaluate conduct and learning. If teachers have had to deal with substantial behavioural issues during the trip then a senior member of staff should be involved and parents informed. If there are any events where the safety of the group or individuals is jeopardised, this should be recorded.

### **Record Keeping**

A copy of the letter regarding the EV should be kept on file in the school office. Risk Assessments should also be handed into the office for safe keeping and uploaded on the shared drive.