

BROOKFIELD SPECIAL SCHOOL

“Caring Sharing and Learning Together”



EDUCATIONAL VISITS POLICY

Educational visits are recognised to be a valuable part of Brookfield School life. They enhance the curriculum for the pupils taking part and allow educational knowledge to be developed. They help to develop the understanding and self-confidence of the pupils involved. They provide opportunity for pupils to practice social skills in a real life situation.

Brookfield School encourages pupils to participate in educational visits. In doing so it recognises that such visits need to be of educational benefit to the pupils concerned, well organised and planned, carried out in an appropriate and acceptable manner, with accepted school practices adhered to at all times, and appropriately supervised to ensure the safety and well-being of the entire party undertaking the visit.

This Educational Visits Policy seeks to detail the main steps involved in planning an educational visit, to outline how to deal with the issue of risk and its assessment as part of the planning process, the conduct of the visit itself, how to deal with emergencies while on an educational visit and the reporting of issues or concerns once the visit has been completed.

This policy takes account of DENI guidance as outlined in the Best Practice (2009) document.

AIMS

The aims of this policy are to:

- outline the stages/ procedures involved in planning an educational visit;
- ensure all staff offer fair and appropriate opportunities to all children in relation to educational visits
- detail the information which should be sent to parents and the need for their permission before pupils go on a visit;
- detail the information that must be available in school in advance of pupils leaving the school grounds;
- outline the expected behaviours and supervisory arrangements which are needed to conduct a safe visit;
- state an agreed Code of Conduct for Educational Visits and Trips
- list the emergency procedures which should be followed if an incident occurs during a visit;
- outline the reporting procedures which should be followed following an incident occurring on a school visit;
- state agreed protocol

PROCEDURES

1. Planning an Educational Visit

All visits outside school must be authorised by the Head of each Key Stage, the educational visits co-ordinator and the Principal. No trip should be organised without prior approval. Applications to the Principal for such visits should be made on the form '*Application for an Educational Visit Outside School*', a copy of which is included in this policy as **Appendix 1**. Copies of this approval form will be held in school by the educational visits co-ordinator.

2. Following Approval of a School Trip

An Educational Visits letter for parents should be completed to inform parents about the trip as **Appendix 2**. The letter should include details of:

- The nature of the trip
- The reasons for the trip
- The duration of the trip
- The location of the trip
- Any special arrangements for clothing, footwear etc.
- Any special arrangements for pupils in relation to lunches etc.
- Any costs associated with the trip
- Any perceived hazards associated with the trip

NB: It is the responsibility of each pupil's parents to ensure that their child is medically fit to participate in all of the activities associated with any school trip and to ensure that any medical information is passed to the staff involved in organising the trip, if it is pertinent to their child's ability to participate in some or all of the intended trip activities.

The letter to parents should include a reply section for parents to indicate that they approve of their son/daughter participating on the trip. The reply sections should be returned to and retained by the teacher organising the trip. Once the trip is over the forms are retained by the educational visits co-ordinator.

If pupils are leaving on a trip before the normal school starting time, or arriving back after the normal school finishing time, then details of the times that pupils need to be at the school/collected from the school should also be included in the letter.

Once a trip has been approved appropriate arrangements should be made to organise the practical processes associated with the trip e.g. booking transport etc.

Pupils entitled to a free school meal at lunchtime will be provided with a packed lunch by the free school meals service. Such arrangements should be discussed with the dining hall manager in school and the lunches made available on the day of the trip. This is the teacher's responsibility.

Staff should be identified and named as going on the trip.
Staff /pupil ratio is dependent on the age of the child which at Brookfield we recommend is:

Nursery -1:3

Foundation - 1:4

KS1 - 1:6

KS2 – 1:8

The Teacher in Charge should use their discretion and knowledge of the needs and abilities of their pupils to recognise if they need additional adults to accompany them in order to reduce risk and ensure a safe trip.

If additional helpers/volunteers are used to help with the visit, or to supervise pupils during the course of the trip, then it is essential that, in line with each school's Child Protection Procedures, these individuals have had a full disclosure check carried out before they go on the visit.

Appendix 1 provides a checklist for ensuring that school visits are planned in accordance with the appropriate procedures for the organisation of an educational visit. A copy of this checklist should be completed, signed and dated in advance of the trip leaving and the copy attached to the approved application form.

3. **Charging for School Trips**

At Brookfield a 'costings form' (Appendix 3) must be completed alongside the 'Application for an Educational Visit Outside School'.

Any charges associated with such trips out of school should be outlined on the initial letter and, as far as possible all costs connected with the trip should be communicated to parents at the earliest opportunity.

Money collected from pupils should be recorded accurately and in full and sent with the costings form to the office prior to the day of the trip. Any cheques required must be arranged with the Executive Officer in advance. This is the teacher's responsibility. Each pupil has been allocated £2 per year to go towards a trip (School Fund). It is at the teacher's discretion when this should be used and against what trip.

An internal requisition form should be completed if school money is being used to pay for services such as transport or school trip entry. The Teacher in Charge should liaise with office staff regarding this.

4. **Day of Trip**

A full and complete list of all pupils who leave school on the day of the trip must be recorded on tick sheet **Appendix 4** prior to leaving school. A record of all pupils exiting and returning to the bus throughout the trip should be recorded as in accordance with the risk assessment as recorded on Appendix 1.

Contact arrangements for the group should also be left in the school office e.g. a mobile telephone contact for the teacher(s) involved, a contact number of the place of visit. Class teacher should carry the school/their own mobile phone during the

educational visit. Staff on the trip must also know school contact details and what to do in case of emergency.

Pupils requiring medication should have the necessary materials carried by the teaching staff on the trip (medical conditions should be noted in advance using the medical record information held by the school). Particular note should be made of the arrangements for pupils suffering from serious conditions such as diabetes or an allergy requiring the use of an Epi-pen. Staff must ensure that any essential medications held by the school e.g. Epi-pens etc. are collected from the school before the pupils go on the trip, or that individual pupils have appropriate amounts of the necessary medications e.g. 2 Epi-pens with them before the trip leaves school premises. It is also essential that staff going on the trip have either been trained in administering the medications or have familiarised themselves with the protocols involved in dealing with a potentially life threatening medical condition.

Packed lunches (if ordered) should be collected from the dining hall before leaving. Any particular dietary concerns of pupils should be addressed in advance of the trip.

All school trips should be conducted in-line with the outlined Code of Conduct and any breaches of this code will result in pupils being disciplined as they would be if still in school.

Staff should ensure that **pupils are supervised at all times** and in an appropriate manner when on a school visit and that no pupil puts himself/ herself or others in a situation where he/she or others may be harmed. Staff have a duty of care for the safety of all pupils on the trip.

School trips are conducted in-line with normal school procedures and disciplinary policies.

RISK ASSESSMENT

It is important that any risks associated with an educational visit are identified and minimised as far as possible. If the visit is being organised through a commercial/professional organisation, then the group leader should discuss with them the risks associated with any activities which are part of the trip and ensure that appropriate risk assessments have been carried out. **Appendix 5** outlines details of how risks should be considered and assessed and should be applied if any hazardous activities are to be undertaken as part of the trip.

If an Incident Occurs During a School Trip

Staff must use their judgement if an incident occurs while on a school visit as to what action needs to be taken. Decisions taken on such matters will depend on the seriousness of the incident and the ability of the staff present to deal with it with or without assistance.

If the trip leader/ teacher-in-charge of a group decides that the incident is of a serious nature and that they cannot deal with the matter themselves, then they should contact the school Principal immediately for advice and/or support. At all times the care and safety of all members of the party is the most important aspect and actions taken should always be directed towards the staff and pupils involved in the incident and doing what is in their best interests.

If an incident is serious enough to warrant immediate action by the staff on the trip, then they should;

- Contact the appropriate emergency service as quickly as possible if help or assistance is required.
- Contact the school Principal as soon as possible, once the initial emergency has been dealt with, and inform her of the incident and all factual details.

Brookfield School will then initiate its Critical Incident Plan. This plan outlines the procedures for;

- Contacting and liaising with parents.
- Dispatching a senior member of staff to the scene of the incident to co-ordinate the situation and report back to the school; if this is felt to be appropriate and/or necessary.
- Keeping staff in school updated with factual information.
- Liaising with the press.
- Co-ordinating information and support procedures for staff and pupils in the school, through consultation with the appropriate staff in EA SEELB.

Details of any incident/emergency which occurs during an educational visit should be recorded using the form **Appendix 6**, Educational Visit Incident Record Form. Copies of this form should be forwarded to the school Principal as soon as possible after any incident

The additional emergency procedures outlined below should also be noted.

The trip leader should ensure that adequate first aid provision is available. This should include a First Aid Kit and an up-to-date record of any pupil's medical problems and medications

which they may need while on the trip. Current pupil care plans should be carried on the trip by the class teacher.

A 'lost' procedure should be known in advance by all members of the group including:

- Action to be taken if separated from the group or lost.
- Advice on where assistance may be sought.
- Notifiable personnel and contact details.
- Notification of safe return.

If any leader has cause to believe that a pupil has been abducted or has absconded, the police must be notified immediately.

Pupil's Responsibilities

General:

- Always think about your own and other's safety.
- If you have a problem or are worried about something, always tell someone whom you trust e.g. one of the teachers present.
- If you have particular health or dietary needs, tell the supervising adults and/or the organiser.
- Always follow the instructions of your teacher and leaders, including those at the venue of the visit.
- If you do get lost or separated, follow the procedures agreed for such an occurrence. If totally disorientated and confused, go to a public place where you will be seen by lots of people and where you can ask for directions.
- If approached by someone you don't know in a threatening or concerning manner, just walk away.
- Ensure that safety rules set out in Highway Code and Green Cross Code are followed.
- Be aware of situations which may cause you harm or injury and where necessary inform a responsible adult (e.g. leader) about your concern.
- Dress and behave sensibly and responsibly.
- Think things through carefully before you act and do not take unnecessary risks

Appropriate pupil responsibilities will be discussed and agreed with pupils before any trip. The Teacher in charge should use their discretion to decide to how best to proceed with discussing pupil responsibilities with their class. The approach used will differ depending on age, ability and needs of pupils.

BRIEFING OF LEADERS, PUPILS AND PARENTS

- Prior to any educational visit the Group Leader should brief all leaders, pupils and parents.
- Leaders
 - » Supervision of the child is paramount. The roles, responsibilities and detailed duties of all leaders must be worked out well in advance of a visit. Unless otherwise agreed, it must be assumed that leaders are on supervisory duty at all times. It is essential that all accompanying staff and volunteer supervisors should be fully briefed before agreeing to participate in an educational visit and sign agreement to their role and responsibility.
- The briefing should include the following key areas:
 - » Educational purpose
 - » Make-up of participating group
 - » Details of all planned activities, including any that are hazardous
 - » Expected level of participation in activities
 - » Arrangements for supervision, including details of rotas
 - » Roles and responsibilities of leaders and young people
 - » An agreed code of conduct
 - » Health and safety rules
 - » Procedures e.g. emergency, First Aid etc.
 - » Cash handling arrangements, where necessary
- The briefing of volunteer supervisors is particularly important as they are not part of the everyday life of the school and may not fully understand normal practices. Therefore, volunteer supervisors must be:
 - » Notified of and complete, vetting procedures prior to participation
- » Provided with guidance on the expectations and boundaries of their behaviour whilst participating in the educational visit
- Pupils
 - » Pupils should be fully briefed before participating in an educational visit.
- Information regarding the following should be provided:
 - » educational purpose(s) of the visit
 - » date(s)
 - » departure and return times
 - » transport arrangements
 - » address/location/accommodation
 - » details of all planned activities, including any that are hazardous
 - » health and safety rules
 - » responsibility for themselves and others
 - » arrangements for supervision
 - » role and responsibilities of leaders and pupils
 - » an agreed code of conduct
 - » procedures e.g. emergency, First Aid etc.
 - » any special clothing or equipment needed
 - » details of arrangements relating to any participant returning home early
 - » cash handling arrangements, where necessary

- At an early stage parents/guardians should be informed of the proposed visit. Where a visit includes a residential element, parents should have an opportunity to meet with accompanying staff and other volunteer supervisors.
- Information provided to parents should include:
 - » purpose of visit
 - » date(s)
 - » departure and return times
 - » location for the pick- up and set down of young pupils
 - » transport arrangements
 - » address/location/accommodation
 - » costs, if any
 - » details of insurance cover and any additional requirements if required
 - » details of all planned activities, including any that are hazardous
 - » arrangements for supervision
 - » agreed code of conduct and possible sanctions
 - » any special clothing or equipment needed
 - » recommended maximum pocket money
 - » liaison arrangements with school or youth centre/project including an emergency/telephone number
 - » details of arrangements relating to any participant returning home early
- Parents of all young people under the age of 18, must be asked to sign a consent form giving:
 - » permission for their son/daughter to participate in activities
 - » details of any medical or behavioural condition which may affect their participation including medications, allergies etc.
 - » emergency contact number
 - » advance permission for urgent medical treatment if this is judged to be necessary by medical authorities

Only by direct contact with a parent or guardian and with the agreement of the school may an alternative to the scheduled pick up or set down locations be arranged. This would not be normal practice at Brookfield but may be arranged in an emergency.

The teacher/ group leader or supervisors of an educational visit must not make ad hoc pick up or set down arrangements with a member of the group.

No other unplanned or agreed stop offs should be made unless in an emergency and with agreement from the Principal.

LEGAL CONTEXT

The legal framework to protect children from harm is provided, primarily, by the Children (NI) Order 1995. Thus, the following principles must be borne in mind by staff organising educational visits and by Boards of Governors sanctioning such visits:

- the pupil's welfare, which overrides all considerations, must always be paramount;
- the pupils have the fundamental right to be protected from harm;
- Special consideration must be given to pupils who have special educational needs, as they may be particularly vulnerable.

Under common law, children are legally entitled to receive special care and attention in terms of welfare and safety by those in whose charge they are placed. The 'duty of care', which is discharged daily by teachers and others who have a supervisory role in schools, applies to those activities which take place outside the school. It is incumbent on teachers and those with supervisory responsibilities, to act reasonably in all circumstances so that the personal safety and well-being of those in their care are not jeopardised during a visit.

ROLES AND RESPONSIBILITIES

The successful planning and implementation of an educational visit requires a contribution from a number of key personnel.

Principal

The Principal of the school organising the visit is the person with the ultimate responsibility for any educational visits and so his/her approval must be obtained before any visit takes place.

Board of Governors

The Board of Governors of Brookfield Special School will ensure that best practice procedures will operate with regard to safeguarding the welfare of the pupils during educational visits. In pursuance of this the Board of Governors and the Principal will:

- ensure that their school applies this policy to all educational visits
- ensure that educational visits have specific educational objectives
- satisfy themselves that a risk assessment has been carried out
- ensure that appropriate safety measures are in place
- ensure that the teacher-in-charge can demonstrate how their proposal complies with the school's policies in relation to educational visits and health and safety
- be assured that all adults involved in the visit/residential are child protection vetted
- be assured that the ratio of supervisors to pupils is appropriate for the needs of the group
- insist that they are informed about less routine visits or residential activities well in advance of them happening
- contribute to the establishment of an acceptable code of conduct for both teachers/supervisors-in-charge, and pupils

The Organiser of the Educational Visit

- has overall responsibility for co-ordinating the visits
- should liaise with the Principal and Educational Visit Coordinator concerning the details and the co-ordination of the arrangements for the visit.

The Organiser of the Educational Visit should be satisfied that:

- there is an acceptable code of conduct
- the visit complies with the requirements of school policy
- a competent group leader is selected
- child protection procedures are adhered to in the planning process
- all necessary arrangements have been completed
- all relevant checks have been undertaken if an external provider is to be used
- voluntary supervisors on the visit are appropriate people to supervise pupils
- the ratio of staff to pupils is appropriate
- there is adequate insurance cover
- there are emergency procedures in place in the event of an emergency
- all aspects of school policy are being followed
- payment and budget procedures are in place

The Group Leader should:

- obtain permission for the visit from the Head of key stage, the Educational Visit Coordinator and Principal as early as possible to enable forward planning to take place
- follow guidelines as determined by school
- have written parental consent for all visits
- ensure there is meticulous planning in place to include a risk assessment of all activities, medical information and emergency contact numbers are available
- check adequate insurance is in place
- ensure all parties involved in the visit are aware of their roles and supervision of pupils is adequate
- be aware of the school's Child Protection Policy and ensure all volunteers are vetted
- have emergency/ contingency plans in place
- complete and provide a copy of the relevant documentation including a detailed itinerary, list of pupils, contact numbers, parental consent forms

Accompanying Staff

Accompanying staff on educational visits are responsible to the Board of Governors whether the visit takes place within normal hours or outside those hours.

Accompanying staff must do their best to ensure the Health and Safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

Accompanying staff should:

- Accept the authority and follow the instructions of the Group Leader.
- Under direction of the Group Leader assist with the organisation of activities and discipline of the pupils.
- Ensure that the established Code of Conduct for leaders and participants is adhered to.
- Consider stopping the activity and notify the Group Leader if they think the risk to the Health and Safety of the group members in their charge is unacceptable.

Volunteer Supervisors

To satisfy staffing ratios, it may be necessary to involve persons other than staff members as volunteer supervisors, for example, parents. These adults can play a very valuable part in ensuring the safety of group participants while on a visit. However, prior to any visit they should be clear about their role and responsibilities during the visit.

Volunteer supervisors should:

- Do their best to ensure the Health and Safety of everyone in the group.
- Not be left in sole charge of group members except where it has been previously agreed as part of the Risk Assessment.
- Follow the instructions of the Group Leader and other accompanying staff and help with control and discipline.
- Speak to the Group Leader or accompanying staff if concerned about the Health and Safety of the pupils at any time during the visit.
- Endeavour to ensure that the established Code of Conduct is adhered to.

Central Contact back at School

Dealing with unexpected situations can be aided by a central figure, who will act as the Contact Person for both the group and the participant's families. This should be a responsible adult directly linked to the school who is fully briefed on the details of the visit – normally the Principal or Vice Principal.

Central Contact should:

- Retain details of the visit address, contact personnel and telephone number and mobile number if appropriate.
- Retain a copy of the contact details of all the participants' parents/guardians/next of kin.
- Retain a copy of the contact details of the Principal.
- Be fully briefed and aware of his/her responsibilities including the action to take in the event of a serious incident.

Parents/ guardians

Parents/guardians should:

- be informed of all out of school visits and their consent sought for specific occasions or through a generic approach if there is a series of visits
- where visits involve the whole day, overnight stays and/or hazardous activities, parents/guardians must be given full details
- be asked to supply appropriate information to the group Leader regarding:
 - **health considerations**
 - **medications (including written consent to oversee their administration)**
 - **special needs**
 - **parental/ guardian consent**
- be advised that where behaviour is causing disruption or danger to their child or the group, they will be contacted to bring the child home. They should also be advised that any additional expense incurred in having pupils sent home because of inappropriate behaviour must be borne by themselves

- be informed that it is inadvisable for pupils to bring valuable items on a school visit.
- assume full responsibility for their child once the visit is completed and pupils have returned to school. They must ensure their child is collected at school if outside school hours.

Pupils

When briefing the pupils the Group Leader should make it clear that they too have important responsibilities.

The pupils should:

- Follow the Brookfield School Rules
- Act in accordance with the established Code of Conduct at all times.
- Avoid taking unnecessary risks.
- Follow the instructions of the Group Leader and leaders including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- Respect the property of others.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell a leader of their concern.

Where appropriate pupils should be fully involved in the planning process. Any pupil(s) whose behaviour within Brookfield Special School may be deemed inappropriate or who may be considered to be a danger to themselves or to the group may be refused permission to participate on the visit.

CODE OF CONDUCT

Code of Conduct General Principles:

- In advance of an educational visit, accompanying staff, volunteer supervisors, parents and pupils should all be fully aware of the Code of Conduct, including possible sanctions. All pupils and their parents participating in an educational visit must agree to the Code of Conduct and pupils must adhere to it at all times.
- The Code aims to ensure that respect for the individual is maintained at all times and that neither peers nor others expose the pupils to risk of physical, sexual or emotional abuse or harassment.
- It is the responsibility of the leaders to maintain standards of behaviour and discipline while on educational visits. Leaders cannot avoid setting an example to group members in everything they do or say. Therefore as far as possible the leaders and pupils should be subject to the same Code of Conduct.
- While on a residential, leaders remain responsible for the conduct and safety of pupils 24 hours a day. This should be taken into consideration when deciding on appropriate behaviour, practice and supervisory arrangements.

CODE OF CONDUCT ON EDUCATIONAL VISITS - BROOKFIELD SCHOOL

This is derived from the Brookfield Code of Conduct for Staff which has been ratified by the Board of Governors and is an integral part of our Child Protection Policy.

We believe that educational visits and residential trips provide our pupils with valuable experiences to enhance their learning at school and that offering a variety of 'real-life' opportunities for the children enables them to have a fuller understanding of the world around them through direct experience.

We aim to ensure that respect for the individual is maintained at all times and that neither peers or others expose the children to risk of physical, sexual or emotional abuse or harassment. Staff on educational visits will maintain the standards of behaviour and discipline outlined in Brookfield's Code of Conduct for Staff.

Roles and Responsibilities:

The School Principal will endeavour to ensure that:

- a teacher is assigned as group leader
- all necessary actions have been completed before the visit begins;
- the risk assessment is complete and that it is safe to make the visit;
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the governing body has approved the visit if necessary;
- parents have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- she/he has the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and volunteers' next of kin.

Group Leader

One teacher, the group leader, has overall responsibility for the supervision and conduct of the visit and should:

- manage and lead pupils of the relevant age range;
- ensure pupils are supervised at all times
- undertake and complete the planning and preparation of the visit including the briefing of pupils, participating staff and parents;
- undertake and complete a risk assessment;
- have regard to the health and safety of the group at all times;
- observe the guidance set out in by the Education and Library Boards in 'Policy, Practice and Procedures for Educational Visits';
- ensure that staff and pupils understand their responsibilities
- ensure that parents are given information about the purpose and details of the visit.

Other teachers and adults involved in a visit:

Teachers and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline.
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Responsibilities of pupils:

The group leader will make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- tell an adult if they are worried about anything;
- remember the school rules, namely:

good hands,

good feet,

good mouths,

listen and do as the adult tells you

Parents:

Parents must:

- provide the group leader with emergency contact number(s); Information on their G.P.
- sign the consent form;
- provide the leader with relevant medical/dietary details, including any medication currently being taken in writing (by means of the consent form) and any other relevant information (about their child's emotional, psychological and physical health) which may affect their participation in the visit);
- agree the arrangements established for a member of the group returning home due to unforeseen circumstances.

Residential Trips

All areas of The Educational Visits Policy will be adhered to. The Code of Conduct above applies with the following additional points:

-  While on a residential trip the leader has the responsibility for the conduct and safety of the children 24 hours a day. This is taken into consideration when deciding on appropriate behaviour, practice and supervisory arrangements.
-  The leader must also ensure that an appropriate level of supervision is maintained at all times.
-  Under no circumstances will persons other than the official group members join the party.
-  We have the right to refuse any young person from participating in a visit, whose involvement may be considered to be a danger to himself/herself or the group.
-  Staff and pupils will maintain appropriate relationships amongst themselves and with others they may come in contact with.
-  We will endeavour to ensure that the children are aware that personal belongings should be kept secure and safe.
-  Staff and children will have acceptable manners and behaviour, thereby prompting enjoyment by all.

EDUCATIONAL VISITS

How many trips is my class entitled to?

Foundation

Each base is entitled to one educational visit per year.

KS1

Each base is entitled to one educational visit per year

KS2

Each base (years 5/6) will attend a block of swimming in line with the curriculum.

Each base is entitled to one educational visit per year

Years 5 & 6 may visit other schools in line with joined planned activities (Shared Education/ Eco Schools). Other classes may also join them at Brookfield.

Year 7 pupils may visit Beechlawn School over and above their normal trip allowance as appropriate to support the Transition Programme. Other schools may also be visited in support of individual pupils.

Throughout the year to accompany the educational curriculum of the pupils educational visits will be provided by outside agencies within school.

There may be opportunities for other trips depending on funding etc, these can be discussed and agreed throughout the year as and when the opportunities arise.

What do I need to do?

Trips are usually linked with WAU topics although not always. You must refer to the topic grid and note the identified trip. Suggestions have been made so that children are given opportunity to engage in a broad and balanced experience and do not repeat trips unnecessarily.

1. Refer to policy, discuss trip with Head of key stage and visit the venue.
2. Risk assess **thoroughly**
3. Complete '*Application for an Educational Visit Outside School*' – Appendix 1
4. Complete '*Costing form*'- Appendix 3
5. Send both to Educational Visit Coordinator for approval. This will then be passed to Principal for approval
6. On approval from Principal, send out parental permission forms – Appendix 2
7. Discuss Brookfield's rules with pupils and ensure all staff are aware of roles, responsibilities and staff Code of Conduct
8. Cancel dinners/ arrange packed lunches as necessary
9. On day of each trip (even swimming etc.) ensure Principal has signed form and noted any changes to staffing etc. If Principal is unavailable Vice Principal or a member of SLT are able to sign this also
10. On return complete any other forms required and send all paperwork in relation to trip to educational trip coordinator as soon as possible. Coasting form is sent to the school office.
11. Accident forms in relation to any trip should be copied to educational trip coordinator with original going to VP immediately.

Reviewed Oct '22

To be reviewed Sept.'23

Appendix 1

Application for an Educational Visit Outside School

Educational objective of visit/ activity: _____

Place(s) to be visited: _____

Group / Class: ____ No. of pupils: Male ____ Female ____

Age Range ____

Proposed Date/s of Visit: _____

Activities to be undertaken: _____

Staff members and other
adults involved:

(N.B. volunteers must have
Police checks undertaken)

Transport Arrangements: _____

<u>Potential hazards:</u>	<u>Action and/or controls required:</u> (e.g. take steps to familiarise yourself with the venue)
<u>People at risk from the above hazards:</u>	<u>Action and/or controls required:</u>
<u>Residual risks</u> (e.g. 1 st Aid Provision, runaway, early return from trip, transport breakdown/accident)	<u>Action and/or controls required:</u>

ROLES AND RESPONSIBILITIES

Named adult 1) _____ (Teacher in charge)

Role:

Signature: _____

Named adult 2)

Role:

Signature: _____ (I understand my role as instructed by the teacher in charge)

Named adult 3)

Role:

Signature: _____ (I understand my role as instructed by the teacher in charge)

Named adult 4)

Role:

Signature: _____ (I understand my role as instructed by the teacher in charge)

Driver

Role and instruction:

(E.g. door to door drop off. If accompanying pupils their role must be stated clearly)

Signature: _____ (I understand my role as instructed by the teacher in charge)

- All accompanying staff / volunteers are aware of their roles, responsibilities and the standard of conduct required

YES ☐ **NO** ☐

As Group Leader I will ensure that:

- the welfare of pupils is properly maintained throughout the visit and will consider stopping the visit if the risk to health or safety of pupils is unacceptable
- the roles and responsibilities have been explained to each member of staff including the driver by myself
- if staff changes have been essential on the day, new staff have been added to the form, briefed clearly on roles and responsibilities and signed at their name above

- I will count and name check pupils onto and off the bus on arrival and count and name check the pupils onto and off the bus on departure (class list will be attached to this form)
- On return to school all paperwork including checked class list from trip will be sent immediately to Mrs Hannigan (teacher in charge of transport BF)

Signed: _____ (Group Leader/ teacher) Date: _____

APPROVAL AND CHECKLISTS

Stage 1 - Agreement from Head of Key Stage

- Signed: _____ (Head of Key Stage) Date: _____

Stage 2 - Agreement from teacher in charge of transport – Mrs Donnelly

- I approve / do not approve the operational arrangements for this visit as per school trip proposal forms 1 &2

Signed: _____ (Ed. Visits Co-ordinator) Date: _____

Stage 3 – Agreement from Mrs. Milligan –Acting School Principal

- I approve/ do not approve the proposal, risk assessment, roles and responsibilities forms

Signed: _____ (Principal) Date: _____

(Parent permission forms may now be sent out to parents)

Stage 4

- All written consent forms have been collected from parents/guardians
- Pupils and their parents/guardians have been informed and understand the implications of their participation in the visit
- All information (medical, dietary and contact details)

Yes No

☐	☐
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☐	☐
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☐	☐
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has been obtained and recorded.

- Free school dinners have been cancelled and packed lunches offered
- Class list is attached to ensure pupils checked on and off bus, and venue
- Costings sheet is attached

☐	☐
☐	☐
☐	☐

Stage 5 – to be completed on the day of the trip

- I am aware of all staff and their roles on the day of the trip and countersigned any changes
- I authorise / do not authorise the proposed visit today

Signed: _____ (Principal/ VP)

Date: _____ (*of trip*)

Stage 6

You are now permitted to take pupils on agreed trip.

On return from trip please send all pages to A. Donnelly on return:

- Educational visit forms 1-3
- Class list with pupils checked on/off on arrival and on/off on departure.

Costing form must be sent to the office.

Appendix 2

PUPIL'S NAME CLASS.....

Base _____ will be going on an educational visit to _____

on _____. We will travel by _____.

Activities will involve _____

_____.

Your child will leave school at _____ and return at approximately _____

Your child should come dressed in _____

Your child will need a packed lunch. If your child is entitled to a free school dinner a packed lunch can be provided.

The cost of the trip to you is _____ (school will pay _____ subsidy)

Please return the permission slip below along with the contribution of _____ by _____.

Many thanks,

Signed _____ Class Teacher

I consent to my son/daughter** _____ (Name in full) attending the educational visit to _____ on _____.

I confirm that he/she is medically fit to participate.

Please give details of:

1. Any current medical condition/any medication being taken.

2. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements).

3. Emergency contact numbers:

Home: _____ Work: _____

Mobile: _____ Other: _____

I acknowledge the need for my son/daughter to behave responsibly.

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present.

Signed: _____ (Parent/Guardian)

Appendix 3

BROOKFIELD SCHOOL TRIP COSTING FORM

This form, and all trip forms must be completed prior to trip leaving school. On return to school please give all trip forms and permission notes to Mrs Hannigan. Costing form goes to the school office.

COSTING FORMS MUST BE RATIFIED BY THE SCHOOL OFFICE PRIOR TO YOUR TRIP. THEY MUST RECEIVE ALL MONIES FOR YOUR TRIP BEFORE THEY CAN ISSUE CHEQUES FOR TRIPS.

Base: _____ Teacher organising trip: _____ Date of trip: _____

Bus type- please indicate: school bus, board bus, private bus – name and contact information	
Cost for bus if required	
Number of pupils attending	
Number of adults attending	
School bus donation (£2 per pupil is requested if using school bus to cover bus costs)	
Cost per staff member	
School Fund contribution (£2 allocated per pupil once a year)	Yes / No Amount:
Cost for educational venue if required	
Actual cost per pupil	
Total cost of trip	

Appendix 4

Pupil Record for Trips Outside of School

Class _____ Date _____ Trip _____

Please tick as pupils board and disembark from the bus

Pupil Name	On Bus	Off Bus	On Bus	Off Bus

Signed _____ *teacher in charge*

Appendix 5

RISK ASSESSMENT

- Educational Visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that organisers give careful consideration to this best practice document.
- Care must be taken not to expose the child to unacceptable physical or psychological risk, particularly on those occasions when the educational visit aims to exercise the individual's sense of adventure.

- Fundamental to the planning process of any educational visit is the process of risk assessment.
- Risk assessment allows school to make a reasoned judgement about the level of risk involved and what needs to be put in place to reduce the risk to an acceptable level to permit the visit to go ahead.
- This is achieved by either:
 - » eliminating identified hazards e.g. by choosing not to use a riverside walk if there are no safety barriers erected.
 - » managing potential hazards by introducing effective control measures e.g. by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities.
- Risk assessment comprises the following steps:
 - » identifying the hazards
 - » identifying the people who may be at risk
 - » evaluating the potential risk
 - » establishing additional safety and/or control measures
- » disseminating information to all relevant persons and maintaining appropriate records
- **The Group Leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during an educational visit and ensure that appropriate action is taken as necessary.**

Appendix 6

Educational Visit Incident Record Form

1. Name of school: _____
2. Name of group leader: _____
3. Exact date, time _____

4. Location of incident: _____

5. Name and address(es) of witness(es):

- a)
- b)
- c)

6. Please state in your own words what happened including details of names and status of those involved.

7. Describe what action was taken (e.g. details of first aid, police or medical involvement)

Signed _____ Position _____
Dated _____

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provision of the Data Protection Act 1998. Your signature to the form is deemed to be an authorisation by you to allow your school to process and retain the information for the purpose stated.

PLEASE COPY AND SEND TO A. DONNELLY AFTER YOUR EDUCATIONAL VISIT

Appendix 7

Post visit review*

**Please complete if you visit a new venue and feel that it was particularly well suited/not well suited to the needs of our pupils and would be worthwhile informing other staff for future reference*

Group Leader _____

Visit to _____

Date _____

ISSUE	RESPONSE
Was the venue suitable?	
Was the accommodation/food /equipment of a suitable standard?	
Was the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of the programme relevant to the group?	
Were the pupils effectively prepared before the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues needed to be addresses because of this visit?	

Any other comments:

SIGNED: _____ **DATE:** _____

*PLEASE RETURN TO A. DONNELLY AS APPROPRIATE**