



Longford Park School

Believe • Belong • Become

EDUCATIONAL TRIPS POLICY

Updated: November 2023

Next review: November 2025

Our school's values:

- We believe in ourselves and each other.
 - We all belong in our community.
- Everyone becomes the best they can be.

Longford Park is a school for pupils with social, emotional and mental health difficulties, and its policies must reflect this. Due to the nature of the difficulties experienced by all of our pupils, the curriculum has to be flexible and adaptive to individual needs. A great deal of emphasis is placed upon the social and emotional development of the pupil, the ability to co-operate, share, to tolerate each other, respect themselves and each other and to contribute to a positive atmosphere within the school. The school is dedicated to creating a safe and secure learning environment, both inside of school and whilst out on visits, with the intention of raising the pupils' self-esteem and eradicating any feelings of worthlessness and failure.

We believe in the importance of educational visits and acknowledge the value of such visits in the delivery of the curriculum and to enhance the learning opportunities for our pupils. We acknowledge that when taking children on visits we have responsibility for their welfare and safety at all times. We believe that our responsibilities can be fulfilled through adequate planning of a visit and appropriate supervision of the children at all times during the visit.

Staff responsibility- a summary

- All staff planning to take children on an off-site visit must inform the school EVC - Miss Z Fernandez
- Staff must complete a Risk Assessment form and ensure this is uploaded onto Evolve
- An EVOLVE form must be completed for all trips; Mrs A Young will upload all trip information onto Evolve and be authorised by Miss Z Fernandez.
- Staff must follow the agreed procedures outlined in this policy

Planning a visit

- All school visits should be relevant and meaningful to the children. They should be related to on-going work in school and be incorporated into planning.
- All new venues must be visited in advance to establish suitability and identify key areas such as parking, toilets and refreshment facilities.
- The numbers of children participating in the visit should be established and their individual needs taken into account when deciding staffing ratios and ensure fair access for all pupils, irrespective of their identified areas of need
- The availability of the school mini buses and a driver should be checked.
- If alternative transport is required, this can be arranged through the school office but should be done well in advance. Usually 1 months notice is needed. This may be longer in the summer term. The cost of the coaches will have to be incorporated into the overall cost. Only reputable coach companies are used and all transport must have seats for each child with seatbelts. School can provide booster seats if necessary.
- The total cost of the visit should be calculated by the teacher and the Headteacher informed. She will then make the final decision about the voluntary financial contribution to be requested from the parents. Children whose parents do not pay

cannot be excluded from the visit. Money collected for the trip should be checked and passed to the office.

Preparation

- If appropriate, book the venue. Confirm requirements of the visit and discuss any special issues such as access arrangements. The lead staff member for a trip must have visited the site prior to the visit in order to complete full health and safety checks and be assured that this site is appropriate for a school visit
- The teacher in charge of the visit will be responsible for:
 1. Organisation of adult helpers
 2. Communicating with parents, informing them of details of the venue, date, lunch and any special clothing requirements.
 3. All visits require a signed consent form from parents/guardians. **Children cannot be taken out of school if there is no consent form.** This is the responsibility of the trip leader.
 4. Arrangements for packed lunches (and cancellation of school dinners) should be made with the kitchen staff 1 week before the visit.
- **Children cannot be taken out of school without all aspects of their risk assessments completed.** Pupils who are unsettled at the time of the trip will need a risk assessment made at the time by the group leader as to whether they could safely access the trip without providing additional risk to themselves or others. Where possible, additional staff members should be provided to ensure all aspects of pupil risk assessments are able to be met
- **Trips should not be used as a reward only that pupils need to earn**

The visit

Before leaving school:

- Collect packed lunches if all day visit
- Collect travelling first aid kit. There is also a first aid kit in each mini bus
- Ensure a mobile phone is available. It is understood that all staff are encouraged to carry mobile phones and have them switched on during trips for Health and Safety reasons
- Collect inhalers and any other medical requirements including medical care plans and ensure all staff are aware of these
- Ensure that all adults have a list of the children in their group
- Ensure that the children are appropriately dressed and that they have had the opportunity of going to the toilet before leaving school
- Complete the electronic register situated at Reception
- Driver to complete all mini bus checks at least two hours before the planned departure time

- **The headteacher will make the final decision about whether it would be unsafe for a pupil to attend a trip if them doing so would compromise the safety of themselves or others**

Travelling to the venue

Local visits on foot

- Route to be taken must have been agreed and risk assessed prior to visit
- Ensure that the children are well supervised at all times
- Supervising adults to walk on the road side of the pavement
- Children to be counted frequently
- When crossing a road, if a pedestrian crossing point is not available, staff to stand in the middle of the road and children to cross in front. Indicate to children/other staff a point where you want them to wait on the other side

Visits using transport. (private hire or school mini bus)

- The group leader should consider passenger safety, type of journey, traffic conditions, weather, journey time and distance, stopping points on longer journeys
- Teacher in charge to ensure that the coach driver acts in accordance with safety regulations
- Mini bus checks completed by driver. Children should not be seated next to the door. Check correct seating e.g. booster seats
- Staff to stand at the door of the bus and assist children as necessary
- All coaches to collect and return children to the main entrance
- The coach must not move until the teacher is satisfied that all children are accounted for and that all seat belts have been fastened
- Coach must not move off until the children are a safe distance away. Remind the driver of this if necessary
- Children must not eat or drink on the journey
- Use of cars—this should generally be discouraged but if necessary the following must be adhered to:
 - The car should be roadworthy
 - The driver must have the appropriate licence and insurance
 - Seat belts must be worn at all times and children to sit in the appropriate seating e.g. booster seat
 - Individual staff members should not travel alone with a child or children

At the venue

- Remind children of expected behaviour
- If the visit involves children working with other adults at the venue, staff responsibility is to ensure other adults understand the needs of the children and to ensure that the children can access the activity. Staff should be responsible for the behaviour of the children

- Toilets- Those children who are independent will still need to be supervised in the public toilet areas
- Be aware of the details included on the risk assessment form which has been completed prior to the visit and act accordingly
- REMEMBER! Teaching staff retain ultimate responsibility for the children on the visit. If staff are concerned at any time for the safety of the children, it is their responsibility to stop the activity and explain their actions to the adult running it
- In the event of an accident, assess the extent of the injury, what assistance is required e.g. first aider, ambulance
- Note details of how and when the accident happened
- In the event of hospitalization contact school immediately
- Ensure that a member of staff accompanies the child to hospital
- Complete an accident form as soon as possible on return to school

The Trust Board Responsibilities

- To ensure that the Head Teacher and the EVC have adhered to the LA guidelines
- To agree to all residential visits, trips abroad and those involving adventurous activities
- To ensure that all aspects of risk assessment have been considered
- Ask questions about a visit's educational objectives. Why is a particular venue being used? Is it value for money?

The Head Teacher should ensure that:

- The EVC is competent to oversee the co-ordination of all off site education, and support the EVC in attending relevant training courses
- Visits comply with guidelines provided by the DfE
- Adequate child protection/safeguarding procedures are in place
- The group leader is competent to supervise the trip
- All necessary actions have been taken before the trip takes place
- Risk assessments have been completed
- Adult ratios are sufficient
- Parents have signed consent forms
- Arrangements have been made for any medical issues
- Adequate first aid is in place
- Mode of transport is appropriate
- Relevant insurance cover is in place
- The address and phone number of the venue (or phone number of leader) is available in school
- Travel times out and back are known in school
- The group leader and support staff have copies of any emergency procedure in place
- The group leader has names of adults and pupils travelling in the group

- There is a contingency plan for any delays including a late return home

Plan B

Despite the most detailed pre visits planning, things can go wrong on the day e.g. volunteer is unavailable, weather is unsuitable. To avoid having to make important decisions under pressure, it is important that some thinking is done in advance, in order to cater for any unforeseeable eventuality. This comprises “Plan B”.

General advice for any off site visit.

Use common sense

Think ahead

Try to anticipate rather than react to developing situation