



Scotts Primary School
Imagine..., Believe..., Achieve...

Policy on
Educational Trips

Healthy, happy,
sociable young people

Self motivated, positive

and aspirational

Confident, independent learners

Respectful, responsible,
global citizens

Inclusive community

Caring, healthy, safe environment

Life long, enriching experiences

Creative, stimulating learning opportunities

POLICY ON TRIPS AT SCOTTS PRIMARY SCHOOL

This policy has been created after discussion with the pupils, parents, governors and staff of this school. This policy not only reflects the aims and ethos of the school, but also reflects the needs of all concerned and clearly explains what we do at Scotts Primary School.

As a school we constantly reflect and ensure that improvement is planned for. This happens at a whole school level, in the classroom and at individual pupil level. We will endeavour to take on concerns and opinions from all parties and where appropriate, we will make adjustments to this policy through an annual review. Alterations to this policy will also be made in light of any safety concerns to do with current issues.

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. All visits will have sound and clearly stated educational aims.

HOW WAS THE POLICY DECIDED?

- School Senior Leadership meetings with Governors.
- Communication with parents (groups and individuals).
- Meetings with staff.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low). Risk assessments are carried out prior to all trips and visits to identify any potential hazards or concerns. These can be viewed by request from the school office.

Supervision ratios

A professional judgement is made by the visit leader/class teacher, Head Teacher and Deputy as to the appropriate ratio of adults to pupils for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

At Scotts, the usual ratio of adult supervisors to pupils is:

1:6 for Reception children

1:8 for KS1 children

1:10 for KS2 children

Supervision

Pupils will be supervised by a staff member throughout all visits. For organisational purposes, pupils may be split into groups. The supervising adult must be given a written list of the pupils in their immediate care and the telephone number of the teacher (in case of emergencies) and be fully briefed on the programme, venue, activities, supervision arrangements, pupils' medical needs and their responsibilities.

Role and responsibilities of parent volunteers

The main duties of parent/volunteer helpers on school trips and visits are:

- To ensure the safety and security of the children
- To engage with the children in order to enhance their learning experience
- To help ensure that all children, participate fully and independently in all activities

The class teacher will make most of the arrangements for trips and visits including selecting parent/ volunteer helpers. Parents do not have a right to attend school visits and trips with their children. Refusal to allow a child to participate without that parent being present cannot influence the selection of parent helpers. Parents who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the Visit Leader. This would contravene the risk assessment which has been agreed for the visit. Parents are selected from a list of reliable helpers on a rolling programme so that all suitable volunteers have a chance to attend trips. The school retains a right not to invite a parent again if they have not fulfilled the responsibilities and followed the guidelines set out below on a previous trip.

Parent/volunteers who are not DBS checked cannot take charge of a group or take children to the toilets. Staff members will act as supervisors for all groups.

Further guidelines:

- Parents/volunteers are asked to read any briefing information which relates to the trip.
- Parents cannot bring any siblings or additional children on a school trip.
- Parents/volunteers should not leave their group/class at any time without notifying the teacher.
- It is usual school policy that children do not take money to purchase items in shops and parents/ volunteers are asked to refrain from purchasing items, or food and drink, for their own child/group.
- Parents are not usually allowed to have their own child in their group (SEN children can be 1:1 with their parent in special circumstances)
- Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
- Parents/volunteers who experience any difficulties with a child/children should inform the class teacher as soon as possible.
- When walking in public places, parents should encourage children to walk in twos rather than a group.
- Parents should not take any photographs of children during the visit.
- Whatever happens on the school trip should remain confidential. Children should not be discussed with other parents.
- Parents are requested not to communicate to parents who are not on the trip. All communication to parents should come from the school only.
- Any disclosure of a safeguarding nature made by a child should be reported immediately to the visit leader/teacher in charge.

Behaviour

The school's policies on conduct for behaviour will be adhered to on school trips. Pupils may be refused to attend a school trip if their behaviour is deemed to put others at risk.

First Aid

On all visits there should be a member of staff who has a good working knowledge of first aid. First aid kits should be taken on each trip.

Transport

Travel arrangements will be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. An alternative travel route must be noted on the risk assessment In case of unforeseen travel disruptions.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule. If any pupils are to travel by car, the driver must complete Form EV6. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

Seeking Parental Consent

Letters to parents will give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Parents will be made fully aware of any likely risks of the visit and their management. The letter will also state the cost of the visit per child.

The reply slip will read:-

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose my voluntary contribution." ***Please see below for explanation of wording****.

In the case of sports fixtures, the reply slip will read:-

"My child _____ is able to play in the match (at) on
I have read and understand the information in the letter, and give permission for my child to take part."

If a parent does not wish their child to take part in the trip then the child will be expected to attend school and arrangements will be made for the child to be taught in another class. Absence for any reason other than for illness (or other agreed reason with the school) will be classed as unauthorised.

On the Day of the Visit

Preparations for the visit will include:

- Collect first aid kit(s)
- Collect bucket if appropriate
- Collect pupils' asthma inhalers
- Brief supervising parents
- Ensure that the office has the mobile number of a contact
- Count pupils

During the course of the visit, pupils will be counted regularly as appropriate, and always when changing locations.

The visit leader will keep the office informed of likely time of arrival back at school and any delays to the schedule so that parents can be informed.

After the Visit

After each visit a debrief takes place involving the Visit Leader and any accompanying staff, and, if appropriate, parent helpers to identify what went well and what could have been done better, in order to inform future planning.

FUNDING POLICY

Scotts Primary School does not have the budget to pay for and organise school trips on a 'no cost to parents' basis. If insufficient contributions are received then the trip may have to be cancelled.

- In line with all other schools in Havering and across the UK, we have to stipulate that contributions towards trips are on a **voluntary basis***.
- Trip contributions are worked out using the formula below. We will continue to use this formula:

Cost of Entry + Cost of Transport = Total Cost divided by number of pupils = cost per pupil

- We will ensure that costs are broken down and shared with parents in the form of a letter to show how cost per pupil is arrived at.
- We always seek best value and will continue to do so except where this compromises the safety of those attending the trip.
- All contributions are voluntary and as such parents are entitled to refuse to contribute. However, should contributions meet **less than 90%** of the cost of running a single trip, the trip will be cancelled as the school cannot be expected to meet these costs.*

***An exception to the above is where families are in financial difficulty and have made this known to the head teacher. This information will be held confidentially.**

- The school does not make any profit on school trips. This will remain so.
- Parents will not subsidise the cost of another child's place on a trip.
- The number of school trips will be restricted to two trips per year (involving costs). Additional trips may be organised if they are at a substantially reduced cost or are free.
- We will cap the cost of any one school trip at £20. However should a single trip exceed this amount, we will 1) review the purpose of the trip; 2) consult with parents to test demand/ability to contribute.

Updated and reviewed by the Head Teacher
September 2018