

# Little Stoke Primary School

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## School Trip

### Review Details

Date reviewed	July 2025
Next review due	July 2027
Document location	Teachers Shared Drive - Policies

Signed	Dan Ross	Matthew Fowles	Key changes
			Model policy – No changes

# Little Stoke Primary School Policy for School Visits

## RATIONALE

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience and enable them to make valuable links with the curriculum. Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely and not stop them from having an enriching educational experience. 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.

## AIMS

- To provide a framework whereby trips of all kinds may be planned, costed and undertaken.
- To set out a series of steps to be followed when planning a trip.
- To ensure that all trips are of the maximum benefit to children's education in its widest sense

## PURPOSE OF EDUCATIONAL VISITS

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

## TYPES OF VISITS

- Walking visits to the local area
- School sporting activities
- Swimming pool visits
- Day or part-day visits using transport
- Residential activities
- Concerts / Plays

## SAFETY

Whatever the type of visit, safety is paramount and the primary consideration. Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them. The underlying basis of health and safety is to control risks through risk assessment by identification of hazards, considering who might be affected, planning for how risks can be reduced to an acceptable level.

For local walks, swimming lessons and sports tournaments locally which take place wholly during the school day, parents will sign a consent form at the beginning of the year and additional consent is not required although parents will be notified when such opportunities are taking place.

## PLANNING EDUCATIONAL VISITS

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines support the planning and implementation of Educational Visits organised at Little Stoke Primary School. Planning Schedule Form 1 (Appendix 1) provides an outline of the stages of preparation and a detailed time frame. Below is a summary of this appendix.

Time	Action	Who
Start of academic year	Plan dates of any proposed visits	Class teacher
Eight - Twelve weeks before the visit	<ul style="list-style-type: none"> <li>Hand in planning form 1 to office and to Head</li> <li>Once the outline has been approved an approximate price per pupil will be given to class teacher</li> <li>After approval by Head, letter to go home to parents (four weeks prior to the visit). This must be sent to the office digitally after being approved. The Administrative Assistant will check costings and content of letter prior to printing.</li> </ul>	Class teacher Head Administrative Assistant
Three weeks before the visit	<ul style="list-style-type: none"> <li>Detailed risk assessment submitted to Visits Lead /Head for approval and signing</li> </ul>	Visit Lead/ Head / Administrative Assistant
Two weeks before visit	<ul style="list-style-type: none"> <li>Additional adult helpers confirmed</li> </ul>	Class teacher
Two weeks before the visit	<ul style="list-style-type: none"> <li>Itinerary submitted to Visits Lead / Head</li> </ul>	Visits Lead / Head
Two weeks before the visit	<ul style="list-style-type: none"> <li>Packed Lunches ordered from kitchen</li> </ul>	Administrative Assistant Kitchen staff
One week before the visit	<ul style="list-style-type: none"> <li>Notify office of any children who have not returned forms or payment</li> </ul>	Class teacher Administrative Assistant
One week before the visit	<ul style="list-style-type: none"> <li>Send home information to parents regarding clothing, packed lunches, departure and return times</li> </ul>	Class teacher
Day before visit	<ul style="list-style-type: none"> <li>Remind children of expectations during the day and any items they need to bring</li> </ul>	Class teacher

Following this schedule, visit leaders should submit an initial planning proposal form 3 (Appendix 3) for the visit to the Head or Deputy, at least six weeks before the planned visit.

## CONSENT

If parents wish to withhold consent, they will be invited to meet with the Deputy or Head teacher to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.

If the parents give verbal consent, the Head teacher or Deputy will need to consider whether the child may be taken on the visit or not.

## RISK ASSESSMENT

A risk assessment will be carried out at least three weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through “Plan B” scenarios. If visiting a venue with their own published risk assessment, this must be adapted to include the additional scope of the visit such as travelling arrangements. Visit arrangements must include any specific stipulations laid down by the published risk assessment such as supervision, hygiene for example.

Risk Assessment form 4 (appendix 4) and the Educational Visits Checklist form 2 (appendix 2) are available from the Educational Visits Folder in the School Office.

The Risk Assessment should be discussed with and authorised by the Head teacher or Deputy. It should be signed by all adults attending the trip and a copy stored in the Educational Visits Folder in the School Office.

For swimming, a standard risk assessment for the transportation of children to the swimming pool has been written of which all teachers have been notified. Bradley Stoke Swimming Pool has its own risk assessment for the period when children are actually at the pool.

## FIRST AID

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group. First aid kits should be taken on all visits. If the visit involves splitting into groups, a small kit should be taken for each group.

## STAFFING RATIOS

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is recommended (the ratios in brackets are recommended from the DfE and are an absolute minimum ratio).

**EYFS** - 1 adult to 4 pupils (1 adult to 4 pupils)

**Years 1 – 3** 1 adult to 5 pupils (1 adult to 6 pupils)

**Years 4 – 6** 1 adult to 8 pupils (1 adult to 10-15 pupils)

In practice, the ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, transport and weather conditions. Where possible, the group leader should not be attached to a group.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

## PREPARING PUPILS

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other’s safety. Pupils should be involved in planning, implementing and

evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Deputy or Head teacher in advance to discuss concerns and agree what action is to be taken.

## EQUAL OPPORTUNITIES

All trips will, wherever possible, be accessible to all children in the class, enabling them to gain confidence, acquire skills and build positive experiences. The Head teacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Educational visits should fulfil the needs of all children. Children with ILPs may need additional supervision or support whilst on a visit and this will be provided if possible.

## SPECIFIC VISITS

### Coastal Visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

### Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the 'Group Safety at Water Margins' will be followed.

### Farm visits

Farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas.

## ROLES AND RESPONSIBILITIES

### Head teacher or Deputy Head

The Head or Deputy are responsible for ensuring the following:

- Visits are staffed appropriately for the safety of all taking part, with a competent group leader
- The aims and objectives of the visits are suitable for the children attending and the cost is reasonable
- The risk assessment lays out suitable precautions to ensure that risks taken are reasonable.
- The governing body is made aware of visits
- That visits are inclusive and good value for money
- That all accreditation or verification of providers has been met

- That the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include obtaining support from the LA when necessary

#### Visit Leader

There will be a named Visit Leader who is responsible overall for the supervision of the visit. The Visit Leader is responsible for ensuring a pre-visit is carried out (if staff are unfamiliar with the venue being visited) and that a Risk Assessment is completed and approved by the Head teacher or Deputy Head Teacher at least three weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the Risk Assessment.

The Visit Leader is responsible for ensuring a mobile phone, first aid kit and pupil medication are taken on the visit.

#### Additional Adults

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they will sign the Risk Assessment and be given a written list of the children in their group. Those helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times. The Head teacher and governing body reserve the right to determine whether any volunteer should be refused permission to participate in any educational visit.

It is essential that additional adults:

- Understand and agree expectations of them
- Understand their relationship to the pupils, teachers and visit leaders
- Recognise the limits of their responsibility
- Ensure they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment
- Follow instructions from teachers
- Raise concerns for pupil welfare with the Group Leader

#### **RESIDENTIAL VISITS**

- At present Little Stoke Primary offers a year 6 residential camp using PGL, this takes place in September. Residential trips will be planned well in advance and arrangements will be overseen by SLT.
- run by Acorn Adventure which takes place in May/June. Acorn Adventure is a founder member of the School Travel Forum (STF) and a Learning Outside the Classroom Quality Badge (LOtC) and Adventuremark holder and have highly accredited standards of operating in all the activities they lead. All of their camps are regularly assessed by qualified external auditors, as well as their own internal Technical Advisors, ensuring they are always working to the highest safety standards.
- The Visit Leader on residential trips should be an experienced, senior member of staff and residential visits must be approved by the Governing Body.
- Pupils should be assessed to ensure that they are capable of undertaking the proposed activities and that there are a range of activities suitable for all ability levels. During the visit, they should not be coerced into activities they fear.
- Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.
- All parents will be required to sign medical consent forms for any medication to be taken during the trip.
- All pupils and parents will sign a code of conduct agreement with the school before going on the trip.

Residential Visits		
Time	Action	Who
Before end of academic year	Book dates for Camp the following year	Deputy

October	<ul style="list-style-type: none"> <li>Run briefing session for parents to inform them of proposed dates and approximate cost</li> <li>Ensure parents are informed of company accreditations</li> </ul>	Head
Before end of term 1	<ul style="list-style-type: none"> <li>Collect deposits and completed agreement</li> <li>Book coach</li> </ul>	Head Administrative Assistant
Term 2 – end of March	<ul style="list-style-type: none"> <li>Parents pay in instalments</li> </ul>	Administrative Assistant
By end of term 4	<ul style="list-style-type: none"> <li>Completed risk assessment to be submitted to Head This will include pre camp visit, travel periods and potential hazards whilst at camp.</li> <li>An additional risk assessment is also available from Acorn Adventure</li> </ul>	Head
End of April	<ul style="list-style-type: none"> <li>Second briefing for parents to finalise arrangements, hand out kit lists and give emergency contact details</li> </ul>	Head

#### PAYMENT FOR VISITS

Where possible, parents will make payments using the school online payment system. This will enable them to pay in instalments if they find this helpful. Supporting families having difficulty paying for visits will be considered on an individual basis.

Appendix 1 Form 1 Planning Schedule Day Visits requiring transportation		
Time	Action	Who
Start of academic year	Plan dates of any proposed visits using curriculum overview. A minimum of two external trips each year.	Class teacher
Eight to twelve weeks before the visit	<ul style="list-style-type: none"> <li>Hand in initial planning proposal form 3 (appendix 3) to office and to Deputy Head. This form will propose the visit to be made.</li> <li><b>Does your venue hold the LOTC Quality Badge? See venue website or check at <a href="https://www.lotcqualitybadge.org.uk/">https://www.lotcqualitybadge.org.uk/</a> Yes / No</b> (The Council for Learning Outside the Classroom's accreditation badge) ➤ <b>If No,</b> Request a Provider Statement is completed by venue to ensure sufficient safety arrangements are in place.  <b>Statement Requested Yes / No</b> <b>Statement Returned Yes / No</b></li> <li>Class teachers also to collect checklist (form 2, appendix 2)</li> <li>Once the outline has been approved by SLT this form will enable Administrative Assistant to formally book the venue and obtain quotes for coaches</li> <li>Approximate price per pupil will be given to class teacher</li> </ul>	Class teacher Head/Deputy Administrative Assistant
Three weeks before the visit	<ul style="list-style-type: none"> <li>Detailed risk assessment (form 4, appendix 4) submitted to Head teacher for approval</li> <li>After approval, letter to go home to parents detailing purpose of visit, cost and obtaining consent and medical forms.</li> </ul>	Head / Deputy Class Teacher Administrative Assistant

	<b>This must be sent to the office digitally after being approved. The Administrative Assistant will check costings and content of letter prior to printing.</b>	
Two weeks before visit	<ul style="list-style-type: none"> <li>• Additional adult helpers confirmed.</li> <li>• Ratios: EYFS - 1 adult to 4 Years 1 – 3 1 adult to 5 pupils (1:6 minimum) Years 4 – 6 1 adult to 8 pupils (1:10-15 minimum)</li> <li>• If parents do not have an current DBS, they should not be with children unsupervised.</li> <li>• If possible, one of the party will be a qualified first aider</li> </ul>	Class teacher
Two weeks before the visit	<ul style="list-style-type: none"> <li>• Itinerary submitted to Deputy Head including groupings, and adults responsible for each group</li> </ul>	Deputy
Two weeks before the visit	<ul style="list-style-type: none"> <li>• Packed Lunches ordered from kitchen</li> </ul>	Administrative Assistant Kitchen staff
One week before the visit	<ul style="list-style-type: none"> <li>• Notify office of any children who have not returned forms or payment</li> </ul>	Class teacher Administrative Assistant
One week before the visit	<ul style="list-style-type: none"> <li>• Send home information to parents regarding clothing, packed lunches, departure and return times</li> </ul>	Class teacher
Day before visit	<ul style="list-style-type: none"> <li>• Remind children of expectations during the day and any items they need to bring</li> </ul>	Class teacher




## Appendix 2 Form 2 Visits Checklist for Visit Leaders

Visit Checklist	Completed	Comment
Pre-visit proposal completed and approved form		
Risk Assessment form completed and approved		
Parents and SLT informed		
Parental consent received for all activities		
Payment contributions sought according to LA guidance		
Accommodation, security and fire certification checked		
Transport arranged and parents informed		
Dietary requirements forwarded (where applicable)		
Group Leader informed of all relevant medical conditions/special needs		
Packed lunches ordered from kitchen		
Appropriate number of other adults arranged and briefed – list of groupings handed to SLT		
Insurance arranged where necessary		
DBS checks completed on personnel where necessary		

## Appendix 3 Form 3 Initial Planning Proposal

Visit Leader to complete

<b>Proposed Visit /Activity</b> Visit location:  Address:  Telephone number: Email: Contact name if known:	
<b>Date(s)</b>  Preferred date:  Alternative dates:  Have you provisional booked the visit location? Have you visited the location?	
<b>Times of Visit</b>  Departure: Return: Any flexibility?	
Class/es and number of children  Number of Free School Meals	
<b>Group Leader/s</b> Name of teacher responsible to planning and leading the visit	
Additional Adults required and how these will be recruited	
<b>Purpose of Visit (state aims)</b>  Indicate how this links to current learning in class	•

Approval from Head or Deputy?															
Office to Complete															
Chargeable components of visit															
1. Coach	<table border="1"> <tr> <td></td> <td colspan="2">Name and Price</td> </tr> <tr> <td>1.</td> <td colspan="2"></td> </tr> <tr> <td>2.</td> <td colspan="2"></td> </tr> <tr> <td>3.</td> <td colspan="2"></td> </tr> </table>				Name and Price		1.			2.			3.		
		Name and Price													
	1.														
	2.														
	3.														
Coach booked with _____															
Telephone number: _____															
2.	<div style="display: flex; align-items: center;">  <div> <p>Has the venue a Quality Badge, usually on their website - Yes or No</p> <p>If No request a provider statement</p> </div> </div>														
3. Estimated Total cost of visit	<table border="1"> <tr> <td>Transport</td> <td></td> </tr> <tr> <td>Admission</td> <td></td> </tr> <tr> <td>Adult helpers</td> <td></td> </tr> <tr> <td>Educational Packs</td> <td></td> </tr> <tr> <td>Insurance</td> <td></td> </tr> <tr> <td>Total Cost Per Pupil</td> <td></td> </tr> </table>			Transport		Admission		Adult helpers		Educational Packs		Insurance		Total Cost Per Pupil	
	Transport														
	Admission														
	Adult helpers														
	Educational Packs														
	Insurance														
Total Cost Per Pupil															
4. Administration Checklist	Contribution suggested:		Total cost of trip												
	Letter sent home:		Money banked												
	Slips returned:		Online payments												
	Medical slips returned:		Total income received												
	Kitchen informed:														

	Monies returned:		£ - Break-even / loss =
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## Appendix 4 Form 4 Risk Assessment



### Little Stoke Primary School Risk Assessment (Focus on things over which you have some control)

<b>ACTIVITY:</b> Offsite Visits –		<b>Group Leader:</b>	
<b>Visit Details:</b>			<b>Date of Visit:</b>
<b>Assessment by:</b>		<b>Date:</b>	
<b>Approved by (signature) :</b>  <b>Position:</b>		<b>Signatures of Visit Leader and additional adults</b>	

<b>Significant Hazards and Associated Risks</b> Those hazards which may result in serious harm or affect several people	<b>Degree of injury possible</b> Fatal/major/minor/no injury	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>Control Measures</b> <b>Actions taken to reduce or prevent risk</b>	<b>Plan B solutions to scenarios in case of unforeseen events</b> (Consider where applicable)	<b>What is the likelihood/probability</b> (refer to matrix)	<b>Risk Rating HML</b> (degree of seriousness)
			•			
			•			
			•			
			•			

### RISK RATING MATRIX

(Notes To Aid Completion Of The Risk Assessment Format)

**Table 1**

Degree of Injury	Meaning	Likelihood / Probability	Meaning
<b>Fatal</b>	Loss of life / life threatening injuries	<b>Likely / Frequent</b>	Occurs repeatedly / event only to be expected
<b>Major Injury or Permanent Disability</b>	Serious injuries such as major loss of blood, fractures, dislocations, debilitating injuries and ill health likely to result in absence from work	<b>Probable</b>	Not surprised / will occur several times
<b>Minor Injury</b>	Minor cuts, abrasions and muscle strains requiring first aid but nothing more, no absence from work	<b>Possible</b>	Could occur sometimes
<b>No Injury</b>	No injury but could easily lead to property damage / loss.	<b>Remote</b>	Unlikely, though conceivable
		<b>Improbable</b>	So unlikely that probability is close to zero

**Table 2**

Risk Rating - Degree of Injury by Likelihood/Probability					
	Likely	Probable	Possible	Remote	Improbable

Fatal	unacceptable risk	unacceptable risk	high risk	medium risk	low risk
Major Injury or Permanent Disability	unacceptable risk	high risk	medium risk	low risk	low risk
Minor Injury	high risk	medium risk	low risk	low risk	low risk
No Injury	medium risk	medium risk	low risk	low risk	low risk