

Jennett's Park CE Primary

Trips and Visits



Date reviewed	June 23
Date of Next review	June 2026
Published	Yes
Website Status	Yes



School Background

Jennett's Park CE Primary School is openly inclusive Christian school, welcoming all children from the whole community to a caring and happy environment where they can achieve to the very best of their abilities. At Jennett's Park CE we believe that all children are unique and we encourage them to develop their strengths and creativity as individuals. We emphasise the development of the whole-learner physically, intellectually, emotionally and ethically.

We promise as a staff and community to try to serve the common good with our work as part of the Church of England and endeavour to enable our children to live life in all its fullness (John 10:10)

Educating for Wisdom, Knowledge and Skills	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity empower themselves, their learning throughout their lives.
Educating for Hope and Aspiration	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds
Educating for Community and Living Well Together	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved where we create qualities of character to enable people to flourish.
Educating for Dignity and Respect	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

Rationale

Every year many educational visits are made from Jennett's Park CE Primary School for a wide variety of purposes. These experiences range from a half-hour walk around the immediate local area to a week-long residential trip. The range of activities are similarly wide. The purpose of this policy and accompanying information is to ensure that every trip made from this school combines the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

Aims:

- To provide a framework whereby trips of all kinds may be planned, costed and undertaken
- To draw attention to the Bracknell Forest Council Off-Site Activities Manual and the School's procedures and their use when undertaking trips
- 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

Objectives:

- To develop the child's knowledge, skills and understanding of the wider world outside school and home
- To emphasise links between various areas of the curriculum, and to put into practice skills learnt in the classroom



-
- To develop the child's confidence in encountering unfamiliar situations
 - To develop the child's ability to work with a group, to follow instructions and to complete tasks in co-operation with others
 - To ensure that children learn the importance of considering the feelings and needs of others
 - To nurture self-reliance, autonomy, risk taking and leadership in a safe context
 - To develop cultural capital and a richness of learning experiences outside of the school building

Children's Experiences

As each child moves through the school visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programme of study which lend themselves to such an approach. Within the constraints of the various codes of practice, children will be encouraged to be increasingly self-reliant; for instance, children in Key Stage 1 will look after their own sandwich box and coat, while older children on residential trips will have sole responsibility for aspects such as personal hygiene and looking after personal possessions.

Management

Teaching Staff are responsible for preliminary planning of trips and any plans must be discussed with the Head Teacher at an early stage. The Head Teacher has overall responsibility for the suitability and safety of trips, and the Governing Body has ultimate responsibility for the safety of pupils and staff.

Authorisation for day trips is delegated to the Head Teacher. Decisions regarding residential visits and activities which are deemed 'hazardous' reside with the Governing Body, and must be agreed well in advance, usually at least 2 full terms. For all activities, reference must be made to the Bracknell Forest Off-Site Activities Manual and the School's planning documents must be used.

Equal Opportunities

All trips will be accessible to all children in the class, enabling them to gain confidence, acquire skills and build positive experiences.

Special Educational Needs

Educational visits should fulfil the needs of all children. Children with an EHCP may need additional supervision or support whilst on a visit and this will be provided if possible.

Disabilities

Jennett's Park CE Primary School is committed to:

Maximising the extent to which disabled pupils can participate fully in the life of the school, including the extent to which disabled pupils can take advantage of education and associated services, particularly in respect to educational visits. Teachers will consider this when carrying out planning and risk assessments of their proposed visits. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. It is our policy that all children should be able to participate in educational visits

Implementation

Teachers must follow the Guidelines for Educational Visits which accompany this policy. They must also familiarise themselves with the relevant sections of the relevant Health and Safety Policy

Curriculum links

For each subject in the curriculum there is a corresponding programme of activities (which can include visits to the school by specialists). These visits begin with day or half day trips in Foundation Stage and progress to a residential experience in KS2.

Examples of educational visits or visitors include:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, town trails;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, local schools' orchestra, concerts;
- Design and technology – visits to local factories, design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy;
- PSHEC – visit to the fire station, visits by local police officers and health workers.

Preparation

1. The Headteacher is to be consulted before a teacher begins to organise a visit: this is so that planned support can be given if it is needed and that the Headteacher can discuss the visit with any parents/carers should they contact the school about it.

How visits will be authorised

The Headteacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's Educational Visits Coordinator, will be involved in the planning and management of off-site visits.

They will:

- ensure that risk assessments are completed by the person who is leading and attending the trip
- support the Headteacher in their decisions on approval
- assign competent staff to lead and help with trips. All trips within the designated ratios (see appendix 6) will need at least a teacher or an experienced HLTA, who have a good knowledge of the children they are taking. If a staff member is changed, the Headteacher should be alerted.
- organise related staff training
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that any coach company used assures us their drivers too have had police checks
- make sure that all necessary permissions and medical forms are obtained
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a local library)

Staff leading any off-site activities must familiarise themselves with the regulations, advice and procedures published by the LGB. The party leader must ensure that all other staff on the trip are fully briefed on these procedures within this policy as all off-site activities must take place in accordance with these procedures.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves: a period of more than 24 hours, a visit outside of the local area, an overnight stay, or a journey by sea or air, the Headteacher will approve and inform Bracknell Forest Borough Council via the https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil

Changes to Programme Plans (see appendix 10 for changes proforma)

Many accidents happen because of poor planning / natural mistakes when last minute adaptations to programmes occur.

Changes to the trip pre-visit to routine trips should be recorded on the Changes to visit form (appendix 10)

The process of programme planning must be flexible enough to accommodate the inevitable changes brought about for example by: bad weather conditions or illness. The following good practice should guide this process:

Changes made before a visit:

- parents must agree to any significant changes to the programme - it is a good idea to anticipate any potential changes by presenting parents with 'other options' in the final consent letter
- changes made before the programme commences should be approved in writing by the Headteacher and, if relevant, the line manager of a provider organisation.

Changes made at the beginning of a day:

- there should be a clear process to review and plan changes to the programme, e.g. a morning briefing for all adults involved
- agreed changes should be subject to risk assessment and relevant control measures
- if agreed changes require a less senior staff to take charge of a group, there should be a transparent process of briefing and staff should consent to the arrangements by signature.
- Headteacher should be alerted as should the EVC
- The morning before each trip departs, the trip leader will give a five-minute briefing before everyone leaves for the trip, so all adults know what's going to happen, who is going where and by what means. Included in that meeting will also be a member of SLT who will remain at school until the children return.

Changes during an activity:

- changes made by staff for safety reasons during an activity need not be recorded in the normal course of events. However, in the following circumstances a written record should be agreed in a field notebook:
 - for educational reasons, less senior staff agree to supervise an activity within their competence.
 - if there is dissent amongst adult leaders about the best course of action.

If your return journey is running late, the school is to be telephoned so we can reassure the children's parents/carers.

Local Visits

A local visit permission form is filled in for JPCE children at the beginning of the school year with their contact slips. This allows us to take children on local walking visits with just a note to inform parents/carers of the visit. If teachers are going to take the children on local trips by Public Transport, then parental permission must be granted each time. Teachers are asked to give a copy of the proposed visit to the Headteacher and complete the risk assessment on https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil

It is important to remember the planning. The website takes the teacher through a detailed planning process.

A letter is to be sent home to the parents/carers of each child that is being taken on the visit. The draft is to be shown to the Headteacher before it is sent out to parents/carers.

OH2 forms are not needed to be transported for LOCAL visit

Residential activities

Children in KS2 have the opportunity to take part in residential visits. These activities are in school time and are designed to provide a focussed culmination of their studies at Jennett's Park or to provide outdoor adventure activities within the PE curriculum. The school makes a charge for these trips and considers on an individual basis support to any parent who has financial difficulties.

The school only takes part in residential trips with the prior approval of the Headteacher and then informing the Governors and Bracknell Forest Borough Council. We ensure that only qualified instructors deliver any specialist activities that we offer the children and that their organisations have approved risk assessments.

Sport competitions, festivals and matches

Although sport festivals and matches are organised by a sport governing body, our risk assessment process still needs to be followed. The risk assessment produced by the organisers can be adopted and adapted. Travel to and from sport events will follow the processes set out in appendix 2

For sporting events and some local experiences, parents are asked to organise transport, this may involve some parents providing lifts for children other than their own. If this is the case, the letter of participation makes it clear that Jennett's Park Primary School CE is not involved in making these arrangements and will not have any responsibility for the transportation.

Where parents are being asked to organise their own transport, we will consider the need for:

- ☐ Information from parents about what arrangements have been made.
- ☐ Communication with parents, in case of delays or 'no shows'.
- ☐ Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- ☐ The provision of transport for any children whose parents are unable to make such arrangements.

Risk Assessment

A risk assessment must **always** be completed by the visit leader (usually a more experienced teacher) and all other staff/volunteers attending the visit must be aware of the risk assessment. The risk assessment is completed on https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil Evolve is an online tool that provides an overview of a trip. A specific risk assessment needs to be tailored for each trip. To assist with this, there are proformas to help (saved in T:\Educational visits\Generic RA to upload onto Evolve). These are then uploaded to Evolve as an attachment. These are then sent to the EVC for initial approval before then being sent onto the Head Teacher and checked on behalf of BFBC by the director Evolve.

Visit leaders and staff attending visits are reminded to

Remember:

1. We are only insured for trips that have been approved by the Headteacher.
2. The safety of the children is more important than finishing the trip. There can always be a rearranging of the trip if this is necessary.
3. Always contact the school if the trip deviates from the agreed plan. The school can change insurance so that every child/person is still covered. The school can advise an alternative option and will be able to make arrangements in the case of accident.
4. Ensure that there are always at least two adults with any group of children, that there is a leader and also a deputy leader on the trip and that there is at least one teacher on each coach.

There are further guidelines for trips to farms and higher risk venues on the https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil and staff should familiarise themselves with these before embarking on any such trip.

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 of them and why rules must be followed. The lack of control and discipline can be a major contributory factor of 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. A sample code of conduct is attached (Appendix 4)

Participation

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Exclusion from a trip should not be used for behaviour management but if during a trip a pupil's behaviour is such that the group leader is concerned for their, or others' safety, or the good name of the school, then they should be withdrawn from the activity. On residential visits the group leader may consider whether such pupils will return home early.

Monitoring and review

Trips and visits are monitored and reviewed against the aims of the school and the aims of this policy via the evaluative form (appendix 5) and by the report to the Governor

Getting on and off transport

One adult should always be positioned between any traffic and the children. An adult should enter the transport first, taking up a position to the rear of the vehicle in order to supervise the seating of the children. A second adult should wait outside by the door to supervise children getting on and waiting to get on. If there is a third adult, they should supervise the children waiting. Children should

1. remain seated while and strapped in on the transport
2. behave sensibly
3. have respect for the driver and fellow passengers

On leaving transport, the first person out should be an adult, who will supervise the children getting off and lining up safely. Other adults should leave the transport in a way that keeps a balance between supervision outside and inside. Any priority should be given to supervision outside. The last off should be an adult, who checks for property left behind.

Emergencies (Appendix 7 gives a step-by-step breakdown of what to do in the case of an emergency).

There may be an incident when a child leaves your party:

Examples of this would be:

1. a child being taken to hospital after an accident
2. a child left on a train/tube
3. a child running off
4. a child unable to behave in a sensible way

First step – looking after the child

- | | |
|------------|------------------------------------------------------------------------------------------------------------------|
| In case 1: | an adult would accompany the child to the hospital |
| In case 2: | the station superintendent would phone down the track and an adult would follow down by the next train |
| In case 3: | an adult would try to keep track of the child |
| In case 4: | child to be left on a coach with responsible adult or taken back to school by an adult if using public transport |

Second step – keeping in touch

You should report the incident to the school at once by telephone.

- i.) Ask to speak to the Headteacher / SLT
- ii.) Give clear details of the incident, with your name and the child's full name
- iii.) Give a contact phone number
- iv.) Give a further phone report as soon as possible

Any near misses or accidents are to be reported on the INCIDENT REPORT FORM

Appendix 1

PROCEDURES FOR ORGANISING DAY TRIPS AND VISITORS

Work closely with the Head Teacher/Deputy Head Teacher who will help you organise and book your trips and visitors, as well as complete each step on the Off-site Activities Form.

AT THE START OF THE ACADEMIC YEAR

Trips should be planned for the whole academic year. Outline plans should be submitted to the Head Teacher at the beginning of September.

When planning trips the following points must be taken into account:

1. Trips should be planned to support the curriculum.
2. Each class should have at least one trip or visitor per term.
3. Trips must be reviewed regularly to ensure that all pupils have access to all areas of the visit. If this is not possible, then the venue must be changed.
4. It can be more cost effective for two classes to make a trip together. There may be other opportunities to plan with another year group.

ORGANISING A TRIP

Completion of the form on https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil

Completing each Step of the form attaching the Evolve risk assessment proformas (these can be found on the Evolve website but are also saved in T:\Educational visits) will ensure that all arrangements are in place and all health and safety requirements have been covered.

Points to consider:

- a) Make a visit to the venue yourself (most places allow teachers to make a preparatory visit for free) or making enquiries by telephone to ensure that the venue is suitable for all pupils in your class:
 - Does the venue have suitable access to all parts of the visit for all pupils?
- b) Book early to ensure that you can get the dates you want. Most places get booked up quite early. Make sure that there is nothing else in the school diary for that date and that no other classes are going on a trip that day. Once you have confirmed the date with the venue ensure that the date is entered in the school diary
- c) Book transport as soon as the date has been confirmed. This may include booking transport for disabled pupils which may also mean organising a driver
- d) Check the adult/pupil ratio and request voluntary help if required. Whilst you can ask your LSA to go with you, it is preferred that you do not take LSAs from other classes
- e) If you have a child that needs help with toileting, make early arrangements for someone to go who can do this. If a Medically trained Learning Assistant needs to come on your trip, cover may need to be arranged
- f) For health and safety and child protection reasons, all volunteers must be grouped with a member of staff in order that they remain together throughout the trip.

Risk Assessment

When completing the steps on https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil, the visit leader will be taken through steps to complete a detailed risk assessment. It is also worth considering the following the steps below to ensure that you have covered all risks:

- 1) Request a Risk Assessment from the venue at time of booking. This can be attached to https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil
- 2) Read through the risk assessments generated in https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil

If you require help with https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil sheet, please consult the Head Teacher or EVC.

Informing Parents & Parental Permission (See appendix 9 for letter proforma)

Although National guidance states, 'Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc.' (Education Act 2002 section 29), as a school, we would like to keep our families informed of educational visits and still seek their permission.

For each individual trip parental permission must be obtained in writing for any pupil to attend. A letter is sent home to inform parents of the trip which includes a reply slip at the end of the letter for parents/guardians to sign giving permission for their child to attend or not. This letter is produced by the Admin Officer using the standard trip letter format. It should include any specific information that parents need to know about the trip.

- No pupil will be allowed to go on the trip without a consent slip.
- Parents should not (unless approved by EVC) work with their own children
- If parents do not wish their child to go on the trip they must speak with the class teacher or Head Teacher.

Charges and Payments

- Charges from Venue/Transport:

Prices and payment terms must be confirmed at time of booking and the Finance Officer informed of when payment is due. Any relevant paperwork must also be passed to the Finance Officer as soon as possible.

VAT invoices or receipts must be requested if applicable.

- Contributions from parents:

At the beginning of each academic year, families informed of the type of trip that may take place in the year with estimated costs

On the Day of Visit

- Follow the Off-site Activities General Procedures, ensuring that every point has been covered BEFORE leaving the school and that the office has a record of which children and adults are attending the trip and phone numbers are up to date.

ORGANISING A VISITOR TO SCHOOL

1. Once the date has been confirmed ensure that the date is in the school diary.
2. Book the hall well in advance and consider any implications for lunchtimes.
3. Send a letter out to parents. The Admin Officer will produce this.
4. Before the visit make sure that the pupils are prepared for what they are to experience.
5. On the day of the visit, make sure that the visitor is welcomed and refreshments are arranged if necessary. They should be shown appropriate Fire Procedures and any Health & Safety/SEN issues should be discussed.
6. After the visit a note of thanks from yourself or the pupils is always appreciated.

Appendix 2 OFF-SITE ACTIVITIES GENERAL RISK ASSESSMENT PROCEDURES

PRIOR TO LEAVING SCHOOL PREMISES

The Trip Leader (normally the class teacher) should provide all Group Leaders (staff and voluntary helpers) with the following:

- Copy of these procedures at least one day prior to trip to ensure that they have time to read them and know what is expected of them.
- List of pupils assigned to their group.
- Name of other Group Leader that they have been assigned to, in order that the groups stay together throughout the trip.
- Timetable of events for the trip, including a list of activities to be undertaken during the trip.
- Information of any relevant medical needs of pupils in their group.
- Any medication for pupils in their group, appropriately packaged for carrying and with clear instructions on use.
- Contact telephone number for Trip Leader. (This may be the school telephone number who will contact the Trip Leader on their behalf).

The Trip Leader should:

- Ensure that the trip has been approved via https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil and all permission slips have been received.
- Ensure that they take the following items on the trip:
 - The First Aid Travel Kit. (*)
 - A sick bucket, plastic bags, tissues and water for travelling. (*)
 - A list of all Group Leaders and the pupils assigned to them, which Staff Group Leader and Parent Group Leader are assigned to each other, and telephone contact numbers for every group.
 - A list of all medical issues and medication taking on trip.
 - Ensure all volunteers have been List 99/CRB checked.*(*) If groups are not travelling altogether these items must be taken on each vehicle.*
- Brief all Group Leaders on the following:
 - The standard of behaviour that is expected of all pupils and adults attending the trip, and their responsibility as a Group Leader.
 - Any safety or hygiene precautions to take (such as contact with animals).
 - The timetable of events, including the activities pupils are expected to be given the chance to participate in, when and how to organise the visit to the souvenir shop, when and how lunch is to be organised, and the meeting point before boarding the coach for the return journey.
- Check that all pupils have the appropriate wear.
- If relevant, check that all pupils have a packed lunch.
- Ensure that all toileting needs have been carried out.
- Inform all drivers travelling separately of where the meeting point is at the venue.

JOURNEY TIME

Journey by Foot:

- Pupils should remain in their groups at all times and Group Leaders will be responsible for keeping control of their groups throughout the journey. This should include regular head counts and ensuring pupils behave in a sensible and safe manner at all times.
- Whilst walking along the footpaths, pupils should walk in pairs, keeping as far away from the kerbside as possible. The Group Leaders should walk nearest to the kerbside alongside their group.
- An appropriate place should be chosen when crossing roads, such as zebra crossings, traffic lights, road islands, etc. The Trip Leader should ensure that all groups are ready to cross before stopping the traffic at an appropriate moment. With the help of each Group Leader, who should stop the traffic from the opposite direction as their group crosses, the Trip Leader should instruct each group across.

- Fluorescent jackets should be worn by children and adults

Journey by Coach:

- When instructed by the Trip Leader who should lead the way, pupils should walk to the coach in their groups with their Group Leader.
- A visual check of the coach's road worthiness should be made and an assessment of the driver's fitness to drive. If you are in any way concerned, do not board and contact the Head Teacher for further advice.
- The Trip Leader should do a head count when boarding and exiting the coach.
- Seating arrangements as follows:
 - No pupils should ever sit on the front seats or the seat by the emergency exit.
 - The middle seat on the back seat of the coach should not be used if other seats are available.
 - Pupils should remain in their groups and their Group Leader should sit with them.
- Seatbelts must be worn at all times.
- On arrival at destination and before exiting the coach, the Trip Leader should instruct Group Leaders and pupils where to wait when off the coach. This should be as far away from the roadside as possible.

Journey by Taxi:

- Pupils should walk to cars in their groups with their Trip Leader.
- If possible, pupils should always sit in the back seats of the car.
- Seatbelts must be worn at all times.
- On arrival at destination, the Trip Leader must take their groups to the designated meeting point.

Journey by private vehicle:

For sporting events and some local experiences, parents are asked to organise transport, this may involve some parents providing lifts for children other than their own. If this is the case, the letter of participation makes it clear that Jennett's Park CE Primary School is not involved in making these arrangements and will not have any responsibility for the transportation.

Where parents are being asked to organise their own transport, we will consider the need for:

- ☐ Information from parents about what arrangements have been made.
- ☐ Communication with parents, in case of delays or 'no shows'.
- ☐ Clear handover of supervision from and to parents at the venue, depending upon the age of the children and other relevant factors.
- ☐ The provision of transport for any children whose parents are unable to make such arrangements.

On the occasions where ***Jennett's Park is involved*** in organising transport by private vehicle, we have a legal duty of care so we will ensure that:

- If the driver is not an employee, they are engaged as a volunteer (or paid contractor) through the normal procedures
- The driver properly understands their duty of care and any agreed responsibilities for supervision.
- Parents are informed with enough notice about the transport arrangements.

Evidence is obtained that:

- The vehicle is safe. This means that it holds a valid MOT certificate, where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer.
- The driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements.

- That the cars travel together using a known route.
- That a second adult is in the car wherever possible.
- There is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover.
- Take contact details of those travelling.

Tax and MOT status can be checked at www.vehicleenquiry.service.gov.uk.

Driver licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check code (from www.gov.uk/view-driving-licence).

DURING TIME AT VENUE

- Staff and Voluntary Group Leaders assigned to each other should stay together at all times. At no time should the groups split, even for a short period of time, unless planned.
- Escorting pupils to the toilet should be carried out by the Staff Group Leader whilst the Voluntary Group Leader remains with both groups.
- In the case of an accident that requires treatment, the Trip Leader must be contacted and will be responsible for any decision making required.
- Under no circumstances must Group Leaders buy their group sweets, gifts, pay for any excursions or participate in any other activities than those planned by the Trip Leader.

ON RETURN TO SCHOOL PREMISES

- All pupils, including those whose parents attended the trip as a Voluntary Group Leader, must return to the classroom. Pupils will then be seen out to parents in the playground as normal once all the remaining procedures have been carried out.
- All medication must be returned to pupils or parents as relevant, or returned to its normal storage place in school.
- The First Aid Travel Kit must be returned.
- All paperwork and equipment given to Group Leaders must be returned to the Trip Leader. Any paperwork containing personal information on must be appropriately disposed of if no longer required.
- The Emergency Action Card must be returned.

Appendix 3 *EVC APPENDIX 1 CHECKLIST FOR GROUP LEADERS*

Before the visit

	Done
Obtain costs for entrance fees and coaches and any other anticipated expenses. Check diary for clash on potential dates.	
Complete the https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil form and risk assessment	
Gain authorisation from the Headteacher before any commitment	
Visit the proposed venue.	
Check venue for toilets, eating environment, shops, and fire precautions. Speak to any relevant staff.	
Ensure the booking of coaches or other transport with office.	
Write a letter to parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing and money for children to bring. Send to head for approval	
Re-read Educational Visits Policy, especially safety and emergency section	
Talk through Risk Assessment & day plan with EVC	
Provide Office with a final list of groups and adults going on the trip(include mobile numbers). Remember to have "back up" plans for supervising adults in case someone doesn't turn up.	
Go through plan with adults helping you	
Make sure adults understand safety and Emergency sections of policy	
Go through plan with children, discussing do's and don'ts. If on a residential sign Agreement	
Make sure children understand safety section of policy	
Make accurate register, to be used whenever group re-assembles	
Get first aid kit ready Check that the first aider on the trip has a First Aid kit prepared (including wipes, sick bags and water.)	
Make provision for travel sickness	
Acquire large rubbish sacks	
Get together basket of games equipment (if suitable)	
Pin on badge of school name and phone number	
Make sure you have a charged mobile phone and the number is given to the office	
Prepare name labels for each child to assist the accompanying adults	
All money is now paid electronically. It is the responsibility of the Group Leader to ensure that the invoice is paid three weeks in advance of the trip via the School Finance Manager.	
Ask office to cancel school meals at least two weeks before and/ or order packed lunches as necessary	
Have office confirm arrangements with the coach company two days before the trip to make sure they know where they are going and have a map ready if necessary. Check that the company has a form (if we are using a familiar company, these checks will already have been done – check with the office.)	
Have prepared a pack with the Emergency Procedure leaflet	

On the day

Get adults to read guidance for trip helpers and to read risk assessment	
Check accuracy of register: All children and adults are present	
Everyone has the equipment they need including medication e.g. Asthma and First Aid	
CHECK YOU HAVE EMERGENCY PLAN DETAILS	
Give copy of final register and plan including names and numbers of party, contact telephone numbers, programme of day and timings to Office. Leaving details of the children not going with you.	
Take OH2 forms (not needed if a local trip as defined above)	
Take small change	

Take a mobile phone with you	
Make sure all the adults know their duties	
Complete adjustment form and hand to EVC if any last minute changes.	
Make sure office and headteacher know of changes	
Call the school if your arrival time has changed.	
After:	
Complete Post-trip	
Thank all the children, parents and helpers	
Write a thank you to the venue (if applicable)	
Produce display photos and work in class, a powerpoint for front entrance and for school / newsletter Website	

Signed Trip organiser

Signed Educational Visits leader

Copy kept by Trip leader in electronic folder for reference

EVC APPENDIX 4 EXAMPLE ADVENTURE HOLIDAY CODE

My Adventure Code _____

My aim is to go on an adventure.

For me the adventure will;

- Let me do lots of exciting things, like climbing, abseiling, high ropes and camping.
- Make new friends.

But to do this I must follow the rules :

- Say thank you to helpers
- Be someones's partner
- Listen and stay with the leader at all times.
- be willing to take part
- be willing to take responsibility for myself and for my own actions,
- be willing to give up things I want to do for the benefit of others,
- respect the privacy and feelings of others
- respect the authority of all staff to take decisions

Accept that there is a bottom line

NO to;

- individual or group behaviour that is destructive to the aims of the adventure,
- individual or group behaviour that could hurt others on the adventure
- individual or group behaviour that insults our hosts at the Centre and all the other people staying there

If I misbehave:

I will agree to talk through the issues with the Group Leaders.

- I will agree to behave
- Or I will be sent home

I am willing to work to this code.

Name _____ Signed. _____

Party Leader Signed

Parent Signed

EVC APPENDIX 5 SCHOOL TRIP POST VISIT EVALUATION FORM

Trip organisers will be asked to complete the post visit evaluation on Evolve.

This will be analysed on a yearly basis and presented to Governors by EVC

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=bracknellforestcouncil

evolve.edufocus.co.uk/evco10/myaccount.asp?sec=past&addnote=0&ev2id=653

Times Tables Rock S... science 5 Why do p...



David Page

Logout

Home

Resources

Add

Track

Evaluate

Reports

NG



Visit Search ...

EVC Account : David Page



Active

LAV Requests

Draft

Submitted





Approved

Evaluate (2)

Past

Unsubmitted

My Visits

ID	Date	Creator	Name	Status
856	03/05/2022	Sharon Bruce	Music Festival- Rehearsal	20 days to go  
892	05/05/2022	Claire Dhillon	Antibullying Ambassador Training	22 days to go  

© eduFOCUS Limited 2007-2022 v2

[GDPR Policy](#)

[Privacy Policy](#)

EVC **APPENDIX 6 SUGGESTED STAFF/STUDENT RATIOS**

Children with EHCP's do not necessarily need a 1:1. But this decision needs to be made in consultation with SENDCO and then EVC. Ultimately HT will decide.

			Suggested Minimum
Local Visits			Supervision
	EYFS- FS1	3-4 years	1:3
	EYFS	4-5 Years	1 : 5
	Key Stage 1	5 -7 Years	1 :10
	Key Stage 2	7-11 Years	1:15
			Suggested Minimum
Visit to off site			Supervision
Swimming Pool	EYFS- FS1	3-4 years	1:3
	EYFS	4-5 Years	1 : 5
	Key Stage 1	5 - 7 Years	Greater than 1:10
	Key Stage 2	8 -11 Years	1 :20
			Suggested Minimum Supervision
Low risk day outing			
within the UK	EYFS- FS1	3-4 years	1:3
	EYFS	4-5 Years	1 : 5
	Key Stage 1	5 -7 Years	1 :10
	Key Stage 2	7-11 Years	1:15
			Suggested Minimum Supervision
Visits within Uk	EYFS & KS1		Not to be run
Involving overnight stay			
	Key Stage 2 only		For outings involving an overnight stay there must be a minimum of three teachers and a pupil ratio of 1: 10 for numbers over 10
Trips abroad, and day visits to sites with potentially hazardous activities	EYFS & KS1		Not to be run
	Key Stage 2 only		1:10

Some Possible Staff Supervision Combinations – Party of 30

These levels can be increased if required depending on risk assessments. Gender mix of group must also be taken into consideration.

Age Range of Pupils	Recommended minimum supervision	Suggested Supervision Range for party of 30
EYFS- FS1	3-4 YEARS	At least 1 Foundation stage teacher, 1 ancillary staff member and the other 4 may be made up of approved escorts. There must be a paediatric First Aid trained assistant.
EYFS	4-5 YEARS	
Key Stage 1 5 to 7	1 : 10	1 Group leader, 1 other staff member and 1 approved escort. First Aid arrangements must have been planned
Key Stage 2 7 to 11	1 : 15	1 Group leader, 1 other staff member and 1 approved escort. First Aid arrangements must have been planned

EVC APPENDIX 7.... TO BE TAKEN ON EVERY TRIP

Emergency Procedure Notes:

- ☐ Assess the nature and extent of the emergency.
- ☐ Make sure all other group members are accounted for, are safe from danger, well looked after and that young peoples' mobile phones are not used until permission is given.
- ☐ Make sure that there can be no recurrence of the dangers that created the emergency.
- ☐ Render first aid and attend to the casualty(ies) if any.
- ☐ Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- ☐ Collect the remainder of the group and arrange for their return to base.
- ☐ Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- ☐ Contact the centre/venue where you are staying and inform them.
- ☐ Contact the Headteacher , Manager or designated contact person.

SCHOOL TELEPHONE NUMBER : 01344301269

- ☐ Give them the following information:
 - your name;
 - nature, date and time of the incident;
 - location of the incident;
 - details of injuries;
 - names and telephone numbers of all involved;
 - actions taken so far;
 - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- ☐ If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local police.
- ☐ The Headteacher , Manager or designated contact person should rapidly appraise the situation. Where the incident is clearly serious he/she should immediately contact the out of hours duty care line for the trust
- ☐ The Emergency Team will set up a press office. All media interest should be channelled through them.
- ☐ The Head/Service Manager of the school or centre will arrange to contact parents as soon as possible and establish all necessary links locally.
- ☐ At the incident site, record all relevant details in writing as soon as possible. Record names and addresses of witnesses and names of emergency service officers.
- ☐ Restrict telephone calls to the essential and keep emergency numbers as clear as possible. Under no circumstances should any children or casualty be discussed with the media.
- ☐ Legal liability should not be discussed.

EVC Appendix 8 Guidance for Volunteers on School Trips/Visits

These guidance notes have been written in conjunction with the school's policy on educational visits.

At Jennett's Park Primary School, trips and visits are an important part of our curriculum and, without the help of parent/carers volunteers, it would be difficult for them to happen – so thank you.

Taking a group of schoolchildren on a visit is not the same as being out with your own children. The leader of the visit will have assessed the risks involved in particular activities against strict guidelines and decided which things are safe and which are not. Whilst helping on a school trip/visit it is important that you act as directed by the class teacher.

Important Information for parent/carers volunteer helpers on trips/visits:

- You will be given a group of children for whom you are responsible. Parents will often not have their own child in their group. The class teacher has a duty of care to all the children in his/her care. As a volunteer, you must assume this duty of care towards the children within your group. It is important to understand that, in the unlikely event of any emergency, your responsibility is to the children in your group and not your own child.
- All children are told that they must stay with their group and the group adult at all times.
- If the trip involves a coach journey, please help the children in your group to put on and fit their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher has sick bucket/bags, if needed.
- The class teacher/ Trip leader/ LSA is responsible for ALL first aid and medication.
- The class teacher leads the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions.
- High standards of behaviour, including good manners, are expected of our pupils. If a child in your group is not upholding these standards, please inform the class teacher.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school in emergency situations.
- Do not leave your group unattended for any reason.
- If appropriate, children will be permitted to bring their own money on the trip. This should not be supplemented in any way nor gifts bought for individual children or groups.
- Parent volunteers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher, on return from the trip.
- Do not accompany children to the toilets. If a child in your group needs to use the toilet, please inform the class teacher.
- Please refrain from using your mobile phone during the trip/visit.
- Under no circumstances must you photograph children using personal camera/video equipment, including mobile phones.

Thank you !

In case we forget to say, please be assured that we really do appreciate your help (we may sometimes forget because we are so busy, but we do). If you have any worries or query, or any good ideas on how we can improve something, please let us know – we are always willing to listen.

EVC Appendix 9 – Letter to Parents template

Dear _____ Parents _____ and _____ carers,

SALES PITCH FOR THIS TRIP - Trip Leader: Date: Times: Learning Objectives: (subject & PSHE)

Equipment needed: (inc lunch, specialist clothing, etc)

Costs: (delete as applicable)

Coach £

Entrance fees £

Insurance £

Subsidy provided by: -£

Total donation: Payable £

We ask parents and carers for voluntary contributions to cover this cost. As no funds exist to pay for trips, if too few voluntary contributions are received then we will, regretfully, have to cancel the trip. Payment will be through sQuid online system.

Destination:

IN SPORTING IF ASKING PARENTS TO ARRANGE OWN TRANSPORT

To attend this sporting event at _____ we politely ask that parents arrange their own private transport and inform us how you plan for your child to travel to and from the event. When your child arrives at the venue, they will be greeted by a school member of staff (.....) and they will then be responsible for your child. During drop off and collection, the venue maybe very busy, you will be able to find the JP member of staff at _____ .

IF USING SPORTS PREMIUM

To attend this sporting event at _____ we have arranged for XXXXX to transport children. We have subsidised costs for the event using Sports Premium. We would ask for this donation to help support our costs. Payment will be through sQuid online system.

It is your responsibility when giving your consent for your son/daughter to participate in a school trip/event to ensure that you have obtained the consent of any other person who has parental responsibility for him/her.

There will be some financial assistance for students who: Have been eligible for free school meals during the last 6 years OR Have a parent or guardian who worked in the services during the last 6 years. Mrs Robinson will advise you of the assistance available following your indication of eligibility. If you do not qualify for the above but wish to enquire about financial assistance for other reasons, please indicate this on the reply slip. Mrs Savage will liaise with you regarding your enquiry.

We of course expect excellent behaviour from students participating in a trip/event, both before and during the trip, and we reserve the right to withdraw any student who does not behave appropriately.

Please do not hesitate to contact me if you need any further information. We wish all students and family members on the trip a very enjoyable experience at XXXXX.

Yours sincerely,

Signed

Your names

Your roles

DRAFT Reply Slip: *(Name of trip & date slip to be returned by)*

I/We give permission for _____ to attend the above trip

DELETE WHAT IS NOT NEEDED DEPENDING ON TRIP TYPE

Please tick below or draw a line through that which is not applicable

☐ I/We will organise transport to the venue

☐ I have organised for _____ to collect and drop my child. Their contact details are

☐ I/We give permission for our child to travel by taxi/ coach / minibus

☐ My child is in receipt Free School Meals and requires a packed lunch provided by the school

☐ I/We agree to make the voluntary donation of £_____

☐ I have updated the school with **Medical or dietary info that is needed**

Emergency contact numbers:

Parent _____

Signed _____ (parent/carer)

EVC Appendix 10 -Programme Variations To be completed and handed to EVC and then to office

Day	Am		Pm		Evening	
	Led by_____		Led by_____		Led by_____	
Signed		School Staff		School Staff		School Staff