



# Wigginton Primary School

## School Trips and Educational Visits Policy

### Statement of intent

Wigginton Primary School takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.

### Key Principles:

Experiences gained by pupils through off-site educational opportunities should not be seen as isolated opportunities but as a vital part of the progression of a pupil's education. They are seen as an integral part of the School's ability to provide a broad and balanced curriculum, offering opportunities to increase independence and social skills, working together, living together (particularly in residential situations, environmental awareness and as a base for creative and interesting subject curriculum work.)

In our school, we aim to offer our pupils:

- Residential activities during school time;
- Residential activities out of school time;
- Day or part-day visits using transport;
- Day or part-day visits on foot;
- After school sporting activities involving leaving the premises;
- Swimming pool visits.

### Key roles and responsibilities

The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Wigginton Primary.

The headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.

Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.

Pupils are responsible for following instructions from teachers while on educational visits and school trips and for behaving in a manner which matches the ethos of Wigginton Primary School, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

### Planning and Risk assessment

We recognise that all visits must be planned, supervised, evaluated to ensure the safety of pupils at all times.

We will:

- Follow the LA-outlined chain of responsibility - Local Authority, Governing Body, Education Visits Coordinator/Headteacher, Activity Leader, teachers, other adults, pupils (see appendix);
- Follow the LA-outlined procedures for planning an education visit - Risk assessments (including Evolve), pre-visits, supervision (see appendix).
- Follow the LA-outlined chain of responsibility - Local Authority, Governing Body, Education Visits Coordinator/Headteacher, Activity Leader, teachers, other adults, pupils (see appendix);
- Follow the LA-outlined procedures for planning an education visit - Risk assessments (including Evolve), pre-visits, supervision (see appendix).

### **The use of EVOLVE**

Evolve is an on-line format for risk assessments. It is there to provide support for planning and risk assessment. It is used for all trips that involve transport.

For trips in the immediate locality, EVOLVE will be used for

- any that involve crossing roads , unless it is 1 quiet road
- anywhere there are specific hazards/risks (eg: play park)

**This policy has been agreed by the Governors and is reviewed annually/every three years.**

<b>Reviewed:</b>	June 2025
<b>Reviewed by:</b>	<i>Paul Laycock (Headteacher)</i>
<b>Approved by:</b>	<i>Richard Underwood (Chair of Finance &amp; Resources)</i>
<b>Date of Review:</b>	24.06.25

## Appendix

### Health and Safety Legal Framework

The following pieces of Legislation shall be taken into account when planning Off-Site Educational activities:

- **Health & Safety at Work, etc, Act 1974:** The Governors recognise the duty of care required of them and themselves require that such visits are carefully planned with regard to a duty of care to pupils as well as staff.
- **The Management of Health & Safety at Work Regulations 1992:** The Governors recognise the supportive nature of this legislation to the 1974 Act and require that a suitable Risk Assessment of the varied activities shall be undertaken before any visit. They also recognise the need for the staff members to display reasonable care over their own and others' health and safety, and shall promote co-operation between the staff and themselves wherever possible.

Teachers shall have a common law duty to act "in loco parentis" (as a reasonable parent) when involved in Off-Site activities.

The School shall adhere to the required City of York Guidelines for Educational Visits.

### Procedures

**Planning** Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. (*Complete the Planning Checklist for Off-Site Activities available under forms on Evolve.*)

**Risk Assessment** There shall be a risk assessment of potential hazards to pupils and adults prior to the visit and at the planning stage. Where it is reasonably practicable these hazards should be eliminated or reduced by effective control.

**Pre-Visits** A Pre-visit shall be considered essential in order to ensure clear planning and to undertake a full and comprehensive assessment of risk, e.g. The staff member taking children on a long walk shall be required to have undertaken the walk, noting risks and assessing ways to reduce those risks, in advance of the visit and the route shall not be altered thereafter. Where visits are made regularly e.g. Swimming Pool, risks shall be reassessed at least annually or upon request from any person.

**PRE-VISIT PROCEDURES** When undertaking a risk assessment during a pre-visit or visit up date the following variables shall be taken into account: The number of pupils involved, the age of the pupils, their sex, ability and general behaviour, previous experience of the group in undertaking off-site visits, the time of day and the time of year, the travel arrangements, hazards of the environment being visited, the numbers, experience and quality of accompanying staff and volunteers, the nature of the activity, First Aid requirements

When using the Basic Risk Assessments produced by the LA the leader should ensure that they take ownership and amend the risk assessment if necessary. All participants should be made aware of the hazards and control measures used to control the risks.

**Supervision** It is important to have a high enough ratio of adult supervisors to pupils for any visit.

There shall be a **minimum** requirement of 2 Adult supervisors for any Off-Site activities. In general ratios are as follows : 1:4 for Reception children, 1:6 for children in Y1-3 and 1:10 for those in Year 4 and above. On **Residential Visits this shall be 1 adult to 10** pupils or less. All possible consideration and effort shall be made to ensure both female and male adults accompany residential visits.

## **Voluntary Help**

The school shall always make the final decision as to which volunteers accompany a visit. It should be clear to the volunteers that to offer help voluntarily does not negate legal responsibilities and that they have a duty of care to ensure the health and safety of the pupils in their charge. Every volunteer accompanying the visit should know precisely what their role is and understand that they have a responsibility to ensure they carry out that role. They must also understand that they have a responsibility to follow the instructions of the group leader. Where the teacher has been able to identify volunteers well in advance these shall be made known to the children and opportunities found for the volunteers to meet the children in their care. If a volunteer is required to stay with a particular group of children a list of names of those children shall be made available to the volunteer, as shall the school's telephone number and the visits itinerary.

## **Information to Parents**

Parents shall be always be made aware when their children are leaving the school premises in the form of a letter or text. At Wigginton Parents give general consent for local trips within the vicinity of the school. For trips further afield, parental letters will include: date of the visit and time duration, incl. leaving and estimated return times; information relating to any special requirements, clothing, packed lunch etc; details of voluntary contributions to the cost (if the visit takes part within school hours); details of cost if the visit takes part mainly out of school hours, e.g. Residential; any required meetings with parents (usually residential); consent forms and a request for details of any child's needs (medical). The Governors recognise the right of parents to refuse to allow their child to take part in a visit. Under such circumstances the Headteacher must make alternative arrangements for the child within school that day and the teacher must ensure that the National Curriculum work that is being developed during the visit is made available in another form to the pupil concerned. Any children not taking part shall be required in school the day of the visit. Absence due to a refusal on the part of the parent to let the child take part shall be regarded as an unauthorised absence.

## **First Aid**

First Aid should form part of the risk assessment. In all cases a first aid box must be readily available during the course of a visit. If possible a trained first-aider shall accompany each visit and adequate cover must be provided for children remaining at school. For day or part-day visits a trained first-aider shall be available if possible. For Residential Visits a trained first-aider shall be available. Risk assessment of the visit and activities will determine if a first-aider is essential.

## **Insurance**

Any organised trip, which is authorised by the school then the LA insurance arrangements, shall prevail.

The Activity Leader shall always ensure that appropriate cover is provided and parents informed.

## **Emergency Procedures**

The school will appoint a member of the management team as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. All incidents and accidents occurring on a visit will be reported back through the school systems. For Residential Visits a copy of the names, addresses & telephone numbers of pupils and staff shall be kept at school together with a complete copy of the itinerary and contact numbers for places being visited and the Residential Base. This information must be available to the LA if required at any time.

## **Discipline**

All visits shall be conducted according to the School's Behaviour and Discipline Policy. The need to ensure appropriate behaviour is vital. Clear standards shall be identified and adhered to. However where a

teacher feels they will not be able to 'control' a particular child adequately, where there is a real concern regarding the Health & Safety of the child him/herself and other children involved in the activity, then the Headteacher shall make a final decision on whether that child is allowed to take part in the visit. In this case the school must make alternative arrangements to ensure that National Curriculum work developed during the visit is made available in another form to the pupil concerned.

When dealing with residential visits where the majority of the time is out of normal school hours, no work need be made available and the Activity Leader shall make the final decision as part of their responsibility.

### **Pupils with Special Medical Needs**

If a pupil requiring specific medical needs is to take part in an off-site activity, the school shall ensure that the protocols governing the Administration Of Medicine extends to the differing circumstances of that activity. E.g. It may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the pupil concerned, the Headteacher or Activity Leader shall make the final decision as to whether the pupil should be included in the activity for his/her own good. Parents shall be consulted within the process, but the final decision must be with the person responsible for the visit.

During a residential visit, parents shall be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If the parent is unable to give this authorisation, the Headteacher shall consider whether the resultant risk to the child precludes them from taking part. If a pupil is included in the party where parents have not given authorisation, a clear, unequivocal protocol must be supplied by the parent including appropriate enforceable notification to any medical practitioner that may find themselves looking after the pupil's medical or surgical needs.

### **Licensed Activities**

Any 'Adventure Activities' that require a license under the Activity Centres (young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996, shall be assessed accordingly, by the Headteacher ensuring that the Provider is licensed. A pre-Visit will be regarded as a necessary requirement.

### **Voluntary Contributions**

Any Educational Visit taking part wholly or mainly during school hours shall be free of mandatory charge. However in order to overcome financial constraints the school may ask for voluntary contributions to cover transport and entry fees. No child shall be penalised if their parents cannot or will not pay. The school shall with prudence, subsidise visits where possible at the discretion of the Headteacher.

Where 50% of the time is out of normal school hours e.g. during residential visits the trip must be fully paid for, by participants, wherever possible.( Please refer to our Charging and Remissions Policy)

### **Accounts**

All accounts relating to visits must be kept accurately and made available for inspection by Auditors and parents. LA financial regulations must be adhered to at all times. The school shall make no financial profit from any visit, although monies may be kept to pay for administration costs. Where any monies have accrued after this they shall be refunded to the parents concerned in an appropriate manner.

### **Transport**

The school shall only use coach and bus companies that comply with relevant health and safety standards

The Legal requirements regarding seat belts shall be adhered to at all times. The school shall provide sufficient supervisory staff on hired coaches to ensure the health, safety and welfare of the pupils.

If public transport is to be used, close supervision of the pupils must be ensured. Pupils shall be prepared in advance concerning the expectations of their behaviour. Where a staff member considers it inappropriate to include a particular pupil because there is serious doubt about their ability to behave, the staff member shall inform the Headteacher who shall make a decision as to whether that pupil takes part. If the Headteacher decides it is inappropriate to take the pupil concerned, a suitable alternative occupation for that pupil shall be found on the occasion of the visit. If a hired Minibus is to be used a Minibus qualified staff member only shall drive this vehicle.

### **Private Use of Cars**

If the private cars of both staff and parents are to be used to transport pupils, then the Headteacher should be confident that the drivers and vehicles are legal. The following details need to be current: valid driving licence; vehicle road fund licence and MOT certificate; vehicle insurance valid for carrying passengers on school off-site visits; correct child restraints for all young persons.

Volunteer drivers will be asked to sign a declaration indicating that all these requirements are in place at the time of the visit. Teachers offering their services must ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. Spare blank copies of Declaration Forms shall be kept for emergencies where for example, a parent can no longer offer their services and a replacement is needed at short notice. There shall be no reimbursement of parents or teachers for the use of their vehicles, as this will invalidate insurance cover. Parents shall always be informed of the type of transport to be used.

### **Approval**

The visit organiser should ensure he/she has completed the 'Planning Check List for Visits' and given a copy to the headteacher together with any risk assessments for the visit prior to final approval.

### **Notification**

Any Residential, Adventurous Activity or Visits involving water require notification to the CYC Educational Visits Adviser at least 4 weeks prior to the visit taking place.

The visit form should be submitted using the CYC Evolve site.