

ELEANOR PALMER PRIMARY SCHOOL

GUIDANCE AND PROCEDURES FOR OFF-SITE VISITS

The importance of trips and off-site education

Visits to museums, galleries, zoos, markets, shops and other places of interest are a core part of the curriculum at Eleanor Palmer and form the basis of work of quality and depth. Every class aims to undertake 3 visits a term, related to their topic work; in addition Year 2 go camping for 2 days, Year 5 visit Sayers Croft Field Centre in Surrey for 5 days, Year 6 visit Wick Court for 7 nights. These are ambitious, and require careful and consistent planning and preparation by classteachers.

Responsibilities of the Group Leader

The following are what we expect of the 'group leader' - the teacher organising the trip:

- Before making any booking, check with Kate and Sarah about suitability of dates and the availability of staff to accompany you. All trips must be authorized by the Headteacher
- Undertake a reconnaissance of the visit centre and the journey there and back, undertaking a 'risk assessment': see Appendix 1
- Make appropriate enquiries of the museum/centre and complete any pre-information they ask for
- Organise a planned programme
- Check toilet arrangements en route and at the visit site
- Have a plan for where to eat, and, if relevant, a wet weather option
- Give notice to Sarah in good time so she can organise and communicate changes to lunch-time arrangements and arrange insurance cover and any coaches that need to be booked
- Secure free tube travel, tickets must be booked on line at least 2 weeks in advance. Details of the web-site are in the staff-room
- Ensure that a specific reminder in the weekly yellow class newsletter goes home to parents at least one week in advance of the trip
- Use this newsletter to recruit parent helpers well before this
- Collect voluntary contributions from parents
- Make appropriate arrangements for those children requiring medication
- Brief parent volunteers at 8.45am or before leaving on the day of the trip
- Ensure all parents who are helping have a copy of Appendix 3 (stored in the office and staffroom).

- Ensure that children are asked to wear appropriate clothing
- Ensure there is adequate water for both journeys
- Take a class list
- There is specific and detailed induction for newly qualified teacher (NQT) in planning and undertaking their first trip and also any teacher new to the school
- To telephone school upon arrival at destination and when about to depart.

Adult/child ratios

For under-8s, we follow Camden's guidance of a ratio of 1:6 i.e. 5 adults accompanying the trip, at least 2 of whom should be members of school staff.

For over-8's, the ratio is 1: 15, but we operate 1:10 i.e. 3 adults accompanying the trip. There should be at least 2 members of school staff.

Teachers are responsible for negotiating support from other adults in school and any 'swapping' of support time necessary.

There is a strong tradition of parent volunteers that we value. It is an ideal opportunity to reach out to parents and build relationships. Teachers must publicly ask for parent helpers and ensure that there is a fair balance of parents who help. Parents who have not been on previous school trips will have preference. We ask that pre-school siblings do not come however, so that the parent can focus on the class.

Transport on trips

We use a variety of transport methods and make a risk assessment and decision for each trip, balancing cost, ease of journey, cumulative cost of previous trips and time of travel. We are well situated to use the tube and bus network for which we can apply for free tickets.

Parental permission is sought for all trips and the journey is part of the trip; the only circumstances where a child may travel separately is if there are compelling special needs that make group travel on public transport difficult. In the event of a parent not giving permission for the trip we will always respect this and make arrangements for the child to be in another class.

We discuss with all parent helpers what to do in the event of a security alert whilst traveling (see Appendix 3) but we would not proceed with a trip if we were alerted of any heightened security risk prior to leaving.

Crossing roads and walking in public

Pupils should walk 2 abreast, with staff members at the front and rear. Road crossings should be used where possible and the group leader should be aware of all potential hazards en route. The children should be reminded of road safety principles, and should be reminded to show courtesy to other users of pathways. At all times they must be expected to behave in a manner consistent with their own and others' safety, and to behave in a way that gives a good impression of their school.

Camden distinguish between 2 types of trips as follows:

Category A trips - 'high risk'

Following Camden's guidance, this category includes our Sayers Croft week, day visits abroad and any day trips that involve work near rivers, the sea, and other waterways.

Governors must be notified of these trips and be made aware of the risk assessments.

Category B trips

This includes all other trips. For each of these trips, teachers are asked to complete a simple A4 proforma, detailing travel arrangements, adult support, and any particular risks they have assessed. These are kept in the School Office. See Appendix 1. .

Expectations of parent volunteers

Parent helpers are asked to attend a briefing meeting on the day of the trip. Simple health and safety and emergency procedures will be explained. See Appendix 2 and 3.

Remember that parent helpers are volunteers - treat them well, buy them a coffee, thank them etc! We do not expect parent volunteers to have been police checked as they do not have unsupervised control of the children. It is for each teacher to outline the expectations of their helpers but a few core guidelines are:

- Parents cannot be expected to undertake the same duties as a teacher
- Refer all concerns, including discipline, to the teacher in charge
- Any child protection concerns should be shared with the headteacher, in confidence
- No personal use of mobiles on the trip
- No buying food or souvenirs for their child or any other
- No smoking in front of class - but cigarette breaks allowed!

It is not reasonable to give a parent helper any child who may present behaviour problems.

Pupils with disabilities

This is an inclusive school and we actively seek to overcome barriers to learning for all pupils. We will make every effort to include all pupils in our educational trips. If a child with disabilities is part of the trip extra information must be sought about the specific needs from the parents and other professionals. Special needs must also be discussed with the place of visit and specific risks/problems assessed. There must be a specific adult in attendance for this child.

Spending money

It is school policy that children do not take money on trips, with the exception of the residential weeks. However, class teachers can buy relevant souvenirs for the class.

Legal context and the duty of care

It is the governors' responsibility to establish policies and procedures and to monitor their implementation. It is the responsibility of the Headteacher to ensure the proper management of all school journeys and off-site activities in accordance with these policies and procedures.

The legal liability of an individual teacher or Headteacher for an injury which is sustained by a pupil on an outing, depends whether or not the injury is a direct result of some proven negligence or failure to fulfil **duty of care** on the part of the teacher or Headteacher.

The standard of care required of a teacher is that which can be reasonably expected from teachers generally applying skill and awareness of children's ages, needs and abilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of their own child would do, bearing in mind responsibility for a group of pupils.

The duty of care includes a duty to anticipate risks and to manage these risks having regard to their own safety and that of those in their care. To this end all teachers are expected to visit the site/museum beforehand and to undertake a simple risk assessment. This is recorded on a proforma - see Appendix 1.

APPENDIX 1

ELEANOR PALMER PRIMARY SCHOOL
SCHOOL VISIT RECORD SHEET/RISK ASSESSMENT
** TO BE COMPLETED BEFORE GOING ON THE TRIP **

Class

Visiting

Date of trip

Adults accompanying:

School staff

Parents

Other

Means of transport

Date of pre-visit

Are there any particular risks or considerations you have taken into account having done this? **Note that if your trip involves water we must have adequate notice as this is category A.**

Signed Date

APPENDIX 2

As previously, staff are expected to have done a pre-visit and simple risk assessment with regard to the journey in particular. Remember to complete the simple A4 proforma on the day - Sarah usually puts it on the register.

The following are additional measures in the light of the heightened security risk since the events of July 2005:

You need to arrange a 5-10 minute meeting with your parent helpers and any other staff - 8.50am on the day is fine - to go over the protocol overleaf.

You need to have all the mobile numbers of the adults with you and have your own mobile with you. All adults on the trip should have their own copy of these numbers.

Make sure you know by heart the school number/have it in your mobile.

Have clear groups, with children attached to an adult, for the journey. Make sure all adults have a copy of this list. If you have lots of adults, consider not having a group yourself. Always put a child with their own parent.

Always have a large bottle of water or two. Children will be asked to include a small bottle of water in their lunch as a matter of course.

In the event of an emergency such as an evacuation each adult is responsible for getting their group to safety.

If you are on a trip and there is a security alert, the guidance is to:

- Find a safe place - a public building is suggested;
- Find a land line and call school (worth checking you have some loose change);
- Stay put following local emergency services advice.

If you get a call through to school we will then take responsibility for contacting parents.

E-Mail and fax work whilst mobiles tend to go down although texting can get through after a delay. Worth knowing school's e mail (admin@eleanorpalmer.camden.sch.uk) and fax (7267-3694)!

APPENDIX 3

Thank you for coming to help on the trip!

These are a few notes so that we ensure there is consistent practice from all parents, and, as you are being presented to the group as a safe adult you need to be one!

We would ask that you:

- Enter into the spirit of the trip and enjoy it!
- Expect high standards of the behaviour on the trip/journey and keep the children calm
- Listen to the teacher when asked and model this to the children too
- Do not smoke in front of the children or eat/chew during work sessions
- Do not give your child, or any other child, money for a treat, or buy one for them
- Do not leave your group unattended

You will be given a group of no more than 6 children for the journey. Please ensure that they are with you at every stage of the journey.

In the unlikely event of a security alert, please lead your group to safety following emergency services advice. Do not be concerned if you become separated from the rest of the group.

If you are on a trip and there is a security alert, the guidance is to:

- Find a safe place - a public building is suggested
- Find a land-line and call school (worth checking you have some loose change)
- To stay put following local emergency services advice

You need to have all the mobile numbers of the adults with you and have your own mobile with you.

If after today you have any safeguarding concerns with regard to another child, please raise these concerns directly with Kate Froud, Headteacher and Child Protection Officer.

Make sure you know by heart the school number (020 7485 2155) and have it in your mobile. Apparently fax communication can succeed where land-line/mobile fails in emergency situations. Our fax number is 0207267-3694.

Before I Book a Trip:

Before Booking

Have I checked?

- All school events (concerts, visits etc) - Check with School Diary
- TA working hours (can they come for the whole trip etc?)
- Support teacher (Annie, Hannah etc)
- Swimming
- Coach Martin
- Boyana (school gardener)
- Kally (school artist)
- Philosophy
- PPA time
- Hall time/availability (if a visitor needing the hall)
- ICT timetable (if a visitor needing the laptops)
- Violins/Cellos/Music
- My duties and/or assembly - swop if necessary

After Booking:

HAVE I BOOKED TRAVEL TICKETS?

<http://www.tfl.gov.uk/schoolparty>

Username: Eleanor25NW5

Password: eleanor

HAVE I LET OFFICE AND KATE KNOW?

HAVE I CANCELLED DINNERS IF NECESSARY?

HAVE I PUT IN CLASS NEWSLETTER?

HAVE I DONE MY RISK ASSESSMENT (visited the place and done the journey both ways and written it up and handed into the office)? *This should be done and handed in by the day before at the very latest.*

DO I HAVE ENOUGH ADULTS?

HAVE I GOT COACH BOOKING DETAILS AND CONTACT NUMBERS FROM SARAH

On the Day

- Have I met with all adults?
- Have I done my risk assessment?
- Have I checked travel for that day? Have I got my tickets?
- Have I got all medicines?
- Have I got the camera?