



Educational Visits Policy

Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Training of staff
5. Planning school trips
6. Risk assessment process
7. Equal opportunities
8. Safe use of minibuses and seatbelts
9. Parental consent
10. Staffing ratios
11. Insurance and licensing
12. Accidents and incidents
13. Missing person procedure
14. Pupils with SEND
15. Finance
16. COVID 19
17. Monitoring and review

Appendices

Appendix 1 – General Visit Flow Chart

Appendix 2 – Local Area Walk/visit Flow Chart

Appendix 3 – Educational Visit Planning and Risk Assessment Form

Appendix 4 – Residential Planning Checklist

Appendix 5 – Template Letter to Parents

Appendix 6 – Emergency Action Card

Statement of intent

St Stephen's Primary School understands that visits and trips can be effective ways of encouraging interest and motivation in pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

1. Legal framework

- 1.1. This policy has been created with regard to the following legislation, including, but not limited to:
 - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
 - DfE (2018) 'Charging for school activities'
 - DfE (2014) 'Health and safety: advice on legal duties and powers'
 - HSE (2011) 'School trips and outdoor learning activities'
 - DfE (2013) 'Driving school minibuses'
- 1.3. This policy should be used in conjunction with the following school policies:
 - Complaints Policy
 - Behaviours Policy
 - Emergency Plan
 - Health and Safety Policy
 - Charging and Remissions Policy
 - Minibus Policy
 - Equality Policy
 - DBS Policy
 - Staff Handbook

2. Definitions

- 2.1. '**In loco parentis**' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.
- 2.2. '**School trip**' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site, using any form of transportation e.g. minibus, coach, public transport.
- 2.3. '**Local visit**' is any educational activity taking place within walking distance of the school.
- 2.4. '**Residential**' means any school trip which includes an overnight stay.
- 2.5. Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Caving
- Hill walking
- Water sports
- Climbing

3. Key roles and responsibilities

3.1. The **Governing Body** is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

3.2. The **Headteacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the Governing Board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits' coordinator is competent to oversee the coordination of off-site education.
- Completing relevant paper work, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits' coordinator, where required, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.

- Ensuring there are contingency plans in the event of a member of staff being absent on the day of the trip or activity.

3.3. The **educational visits' coordinator** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties during planning and organisation of the extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Ensuring risk assessments are completed by the Designated Leader prior to school trips and educational visits to ensure pupil and staff safety.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that any problems discussed between the EVC and Headteacher that cannot be simply resolved, are raised in a meeting with the Governing Board.

3.4. The **designated leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher.
- Completing all essential documentation for the trip including a risk assessment for approval by EVC.
- Creating an itinerary prior to an educational visit or school trip, distributing it to parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity at least four weeks in advance of the trip, or in the case of a local visit, at least one week.
- Distributing permission slips to parents **four weeks** prior to the trip and chasing up any permission slips that have not been returned two weeks prior to the trip.

- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
 - Delegating responsibilities to other staff members on the school trip.
 - Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- 3.5. All staff present during the visit are responsible for:
- Adhering to this policy and to applying its principles when participating in extra-curricular trips and activities.
 - Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
 - Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
 - Ensuring that any visit to an outdoor space, e.g. parks and playing fields, are kept clean and free from our litter during the trip.
 - Following expectations as set out in the Staff Handbook.
- 3.6. Pupils are responsible for:
- Following instructions from staff while on school trips.
 - Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
 - Ensuring that during visits to outdoor spaces, they keep the area tidy and free from litter.
 - Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviours Policy with regards to this policy.

4. Training of staff

- 4.1. Staff will receive training on this policy as part of their induction.
- 4.2. Staff will receive regular and ongoing training as part of their CPD.

5. Planning school trips

- 5.1. Prior to planning a school trip, organisers will have regard to the following guidance:
 - DfE (2014) 'Health and safety: advice on legal duties and powers'

- HSE (2011) 'School trips and outdoor learning activities'
- 5.2. The Flow Charts in the Appendices must be followed by staff when planning an Educational Visit.
 - 5.3. A thorough risk assessment will be conducted by the designated leader and checked by the **educational visits' coordinator at least two weeks before the** trip takes place, to ensure pupil and staff safety. This will be through the use of the EVOLVE online system.
 - 5.4. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, such as organising two trips with a smaller group size, or finding a venue which can cater for all pupils.
 - 5.5. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. Our planning and risk assessment template sets out all aspects of planning for a trip, including risk assessment.
- 6.2. The process is as follows:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record findings and implement them
 - Review assessment and update if necessary
- 6.3. A generalised risk assessment form is available in Appendix 5 – In line with local authority guidance, risk assessments for all residential visits and all visits of an 'adventurous nature' must also be approved by the local authority, using the Evolve system.
- 6.4. St Stephen's School uses the EVOLVE system as an online planning and risk assessment tool, which enables a clear visit approval process. EVOLVE is to be used for ALL trips and visits off the school premises.

7. Equal opportunities

- 7.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.

- 7.2. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 7.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equality Policy.
- 7.4. Due the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.
- 7.5. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.
- 7.6. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 7.7. For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

8. Safe use of minibuses and seatbelts

- 8.1. The School Business manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 8.2. The use of minibuses will be organised in accordance with the Minibus Policy.
- 8.3. The driver will have a current driving licence, be aged 21 years or over, and hold a full licence, in addition if driving the Ford Transit (EA11 ZBC) school minibus, they must also hold a category D PCV, in order to drive on a domestic school trip.
- 8.4. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.
- 8.5. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence. They must then successfully complete the training provided by the Local Authority.
- 8.6. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 8.7. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 8.8. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 8.9. Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

- 8.10. The following staff members hold the required licence and have completed specific training which allows them to drive both school minibuses: Helen Loughlin, James Procter and Jimmy Hinton; staff who may only drive the Citroen bus (SB24 XDF) are: Maddie Scarfe and Jamie Thorpe.

9. Parental consent

- 9.1. Parents are asked to complete a consent form for local educational visits when they join the school, which gives consent for their child to be involved in local visits.
- 9.2. Parents will still be informed of local visits by letter.
- 9.3. Separate consent will be sought for trips which require a financial contribution or transportation.
- 9.4. Separate written consent is also required for:
- Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.

10. Staffing ratios

- 10.1. There will be sufficient staff to cope in an emergency and generally. Our minimum adult to pupil ratios for all trips (except visits to St Stephen's Church) are as follows:

- Year 5/6 - 1:10
- Year 3/4 - 1:8
- KS1 & Rec - 1:6
- N2 (3 year old nursery) - 1:5

These adults will include staff and may include appropriate parents.

Visits to St Stephen's Church, or other local walks, may be conducted with a lower ratio, if approved by the EVC or head teacher.

11. Insurance and licensing

- 11.1. When planning activities of an adventurous nature in the UK, the designated leader will check that the provider of the activity holds a current licence.
- 11.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 11.3. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 11.4. Medical expenses will be recorded and stored in the school office.

12. Accidents and incidents

- 12.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 12.2. The Headteacher will keep written records of any incident.
- 12.3. Media enquiries will be referred to the Headteacher or, if they are not available, the deputy Headteacher or the chair of governors.
- 12.4. Staff will use guidance as set out in the school's Emergency Plan, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen.
- 12.5. Staff will be briefed on how to react and respond should an emergency situation occur. This is outlined in the 'Emergency Action Card' (Appendix 8), a copy of which will be kept in first aid kits, class asthma bags and the minibus.
- 12.6. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- 12.7. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- 12.8. To ensure pupils are easily identifiable, they must usually wear high-visibility vests and school uniform.

13. Missing person procedure

- 13.1. The school places pupil and staff safety as its top priority when participating in school trips.
- 13.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 13.3. The designated leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

- 13.4. When travelling with a pupil with SEND, the designated leader will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with section 14 of this policy.
- 13.5. All adults on the trip will be provided with a contact list for all members of staff, in the event they are unable to locate their group.
- 13.6. All staff members and will be required to carry mobile phones with them at all times.
- 13.7. Upon arriving at every venue, the trip leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group.
- 13.8. Pupils and staff will wear the school branded clothing, in accordance with point 12.8, in order to make them easily identifiable.
- 13.9. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times. These head count times must be identified in the risk assessment.
- 13.10. In the event someone goes missing whilst on a school trip:
 - The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
 - The trip leader will immediately identify at least one adult to start looking for the person. These people will look for the person until, if necessary, the police arrive.
 - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
 - If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, should be contacted.
 - If the police are called, the trip leader should contact the Headteacher, or other available person, back at the school and inform them of what has happened.
- 13.11. If a member of the party has gone missing and is subsequently found, the trip leader will:
 - Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
 - Review whether more head counts should be conducted throughout the day.
 - Assess which venues they attend to ensure they are suitable for the group.

- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.
- 13.12. If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 13.13. If the missing person cannot be found, the group will return to school; if this is not possible, the designated leader will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

14. Pupils with SEND

- 14.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 14.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.
- 14.3. Pupils with SEND will be accompanied with a responsible adult during the extra-curricular trip or visit.

15. Finance

- 15.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 15.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
- Part of the national curriculum.
 - Part of a syllabus for an examination that the pupil is being prepared for at the school.
 - Part of religious education.
- 15.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 15.4. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Board on the matter, taking into account the cost to the school, including alternative provision costs.
- 15.5. In the event that a pupil cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents.

The Headteacher will consult the Governing Board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.

- 15.6. Where a pupil has previously cancelled a space on a school trip, and received a full refund, the school has the right to refuse to admit the pupil to attend future trips and visits.
- 15.7. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 15.8. Any charge made in respect of pupils will not exceed the actual cost of providing the trip, divided equally by the number of pupils participating.
- 15.9. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.
- 15.10. Any excess of expenditure will be subsidised by the school fund.

16. COVID-19

- 16.1.1. All visits should be arranged in line with the school's current COVID-19 policies and procedures, including COVID-19 -related policies and policy annexes.
- 16.1.2. COVID-19 -related infection control measures, e.g. additional handwashing or sanitising, have been implemented.
- 16.1.3. Social distancing arrangements similar to those in school have been implemented.
- 16.1.4. Staff are made aware of the PPE they must wear when assisting or administering first aid to individuals with symptoms of COVID-19.
- 16.1.5. All staff members and voluntary helpers have been made aware of the procedures to follow if an individual develops symptoms of COVID-19.
- 16.1.6. The visit may need to be modified, postponed or cancelled if laws change.

17. Monitoring and review

- 17.1. The effectiveness of this policy will be monitored by the Headteacher.
- 17.2. The Governing Body will review this policy annually.

Appendix 1: General visit planning flow chart

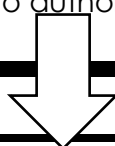


General Visit

(all visits involving transportation or financial contribution)

At least 12 weeks before visit:

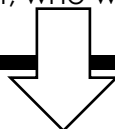
- Visit leader to complete Part 1 of Educational Visit Planning Form to propose visit and hand or email to EVC or Head Teacher/Deputy for authorisation.
- EVC or Head Teacher/Deputy to authorise visit to go ahead; may specify conditions.



At least 10 weeks before visit:

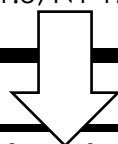
Visit leader to:

- contact venue to find out availability/costs etc. and pass this information onto the Office Manager who will raise an order and makes booking with venue.
- ask Office Manager to gather quotes for coaches, consult with Visit Leader then book coach.
- inform kitchen, if visit affects lunchtime.
- Calculate cost per pupil, and liaise with School Business Manager (SBM) to set up Parent Pay request for this amount, who will publish Parent Pay request on day letters go out.



At least 8 weeks before visit (if parental contributions required):

- Visit leader to write letter to parents using template on Resources tab on Evolve. Letter to be approved by EVC or Head Teacher or Deputy before being sent to parents.
- Visit leader to inform SBM or Office Manager when letters go out, and check with them at least weekly who is yet to pay, so they can be chased up by Visit Leader.
- Visit leader to arrange adults accompanying visit. (Minimum Ratios: Year 5/6 1:10; Year 3/4 1:8; KS1 & Rec 1:6; N2 1:5; N1 1:2)



At least 4 weeks before visit:

Visit Leader needs to:

- Complete Risk Assessment and submit via Evolve for approval by EVC or Head Teacher/Deputy.
- Finalise adults on the trip. Check children's payments with SBM or Office Manager and chase-up (in case cancellation required)
- Plan for 1:1 children or children with medical needs
- Finalise lunch arrangements with the kitchen
- Liaise with Office Manager for paying the venue.

Appendix 2: Local area walk/visit planning flow chart

Educational Visit and Risk Assessments Flow Chart



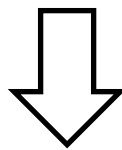
Local Area Walk/Visit

(not including financial contribution or transportation – if so, use General Visit Flow Chart)

At least 2 weeks before local walk/visit:

Visit Leader to:

- Complete Educational Visit Planning Form to propose walk/visit and hand to EVC or Head Teacher/Deputy for authorisation. This will include the walking route.
- Add to school diary
- Check all children have Local Visit Permission
- Send out a letter to parents (for information only)
- EVC or Head Teacher/Deputy to authorise walk/visit to go ahead; may specify conditions.



At least 1 week before walk

Visit Leader needs to:

- Finalise adults on the walk (**Minimum** Ratios: Year 5/6 1:10; Year 3/4 1:8; KS1 & Rec 1:6; N2 1:5; N1 1:2; unless walking to St Stephen's Church – in this case lower ratios may be used, if approved by the head teacher or EVC)
- Complete Risk Assessment and hand-in or email to EVC or Head Teacher/Deputy
- Plan for 1:1 children or children with medical needs

Appendix 3: Educational Visit Planning and Risk Assessment Form



This form must be completed before any visit off the school premises.

(See flowcharts for timescales for different types of visits)

Part 1: Visit summary	
Location:	Date of Visit:
Telephone: Contact name:	
Year Group and Class/es:	Number of pupils going:
Visit Leader/s: Mobile number/s:	Description/Educational Rationale:
Adult:child ratio:	
(Minimum Ratios: Year 5/6 1:10; Year 3/4 1:8; KS1 & Rec 1:6; N2 1:5; N1 1:2)	Approved in principle by EVC or head teacher:

Part 2: Visit planning and risk assessment

Staff going on the visit (including at least one of each gender)		Children with SEND or medical needs, including asthma	
Name	Mobile phone number	Name	Need
First Aider:			

Other adults involved (may include parents)

Name	How are they involved?	How will you minimise risk to children?

Finances (the total cost of the trip must be covered by parental contributions)	
Transport cost	
Entry cost	
Other costs (please state)	
Total cost	
Cost per child (parental contribution)	

**Schedule for the day:
(including headcount points)**

Event	Time
Children arrive at school (headcount):	
Leave school:	
Arrive at venue:	
(Please add other activities, including at least one other headcount point)	
Leave venue (headcount):	
Return to school (headcount):	

Checklist – please tick

Parents' letter checked by EVC or HT (please attach)		Kitchen informed, including number of packed lunches needed		Date and times in school diary	
Risk assessment completed and checked by EVC or HT (please attach)		Have all staff going been informed?		Office informed of trip and that money will be coming in	
Consent gained by all parents (generic consent for local visits)		Have implications of these staff being absent from school been considered? e.g. lunchtimes, break duties etc		Who will be at school if pupils expected back after end of normal school day? Name:	
Have you visited the venue? If not, please explain how you have checked suitability.					

Conditions specified by Head teacher/Educational Visits Co-ordinator

I give permission for this trip to go ahead once my above conditions (if any) are met

Head Teacher or EVC signature:
(Approval is usually given via EVOLVE)

Date:

Visit Leader Signature:

RISK ASSESSMENT



Transportation

(if walking, please also attach route of walk)

HAZARD What could go wrong and to whom?	RISK RATING <u>Before</u> controls being put in place (H, M, L)	CONTROL What will be done about it?	SYSTEM WHO will make sure that the control is implemented? <i>Named people</i>	RISK RATING <u>After</u> to controls being put in place (H, M, L)

Risk rating				
		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High	High	Medium
	Severe Causes physical injury or illness requiring first aid.	High	Medium	Low
	Minor Causes physical or emotional discomfort.	Medium	Low	Low

RISK ASSESSMENT

Walking route (if appropriate)

RISK ASSESSMENT



Venue

(may also attach venue's own risk assessment, but copy any significant hazards and controls below)

HAZARD What could go wrong and to whom?	RISK RATING <u>Before</u> controls being put in place (H, M, L)	CONTROL What will be done about it?	SYSTEM WHO will make sure that the control is implemented? <i>Named</i> people	RISK RATING <u>After</u> to controls being put in place (H, M, L)

Risk rating				
		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High	High	Medium
	Severe Causes physical injury or illness requiring first aid.	High	Medium	Low
	Minor Causes physical or emotional discomfort.	Medium	Low	Low

Appendix 4 - Residential Planning Checklist

Pre-booking Stage	
(to be completed at least 3 months before Residential)	
Obtain approval from head teacher or EVC	
Provisionally book Residential with suggested numbers	
Add dates to school diary	
Arrange provisional staff	
Book transport	
Create budget: pupil cost, transport cost, food cost	
Send out a letter for a non-returnable deposit	
Planning Stage	
(to be completed at least 4 weeks before Residential)	
Finalise booking with numbers	
Discuss children with specific needs with Leadership	
Complete risk assessment to be approved by EVC and head teacher.	
Finalise staff going on Residential and cover arrangements	
Hold parents' meeting to include: <ul style="list-style-type: none"> • Itinerary – including evening activities • Kit List to parents • Contact/dietary/allergy forms (pupil & staff) • Medication permission forms (pupil & staff) • Transport and Activity Risk Assessments (can be based on the centre's own Risk Assessments) • Chase up any additional payments needed • Food arrangements (e.g. packed lunch from kitchen on first day and/or sandwich choices) • School contact info (mobile number for emergency) 	
Final Details	
(To be completed 2 weeks before Residential)	
Dormitory lists	
Staff meeting for all staff involved	
Group lists	
Create folders for staff members (and school copy) with all relevant information	
Finalise cover arrangements and planning	

Appendix 5 – template letter to parents

nurture • grow • flourish

Address: Gaythorne Road, Bradford, West Yorkshire, BD5 7HU Telephone: 01274 731698
Email: office@ststephens.bradford.sch.uk Web: ststephens.bradford.sch.uk



(date)

Dear Parents/Carers,

Children in Year/Class are going on trip to **(location)** on **(date)**.

We are asking for a contribution of **£(amount)** towards the cost of the trip. I must point out that if insufficient payments are made, the trip will have to be cancelled. If this were to happen, you will receive a refund.

This is part of their learning about **(topic)**. During the trip, your child will **(short description of activity)**.

A packed lunch will be ordered from the kitchen for all children, unless your child normally brings a packed lunch of their own.

Please make sure your child is wearing **(list clothing required, including school uniform)**.

(any extra info)

The children will be leaving at **(time)** and returning by **(time)**.

Please be aware that due to traffic or road works we cannot give a definite arrival time. Please be prepared to make alternative arrangements at short notice in the event of any delays.

We also require you to complete and return the attached consent form.

Yours sincerely,

(Trip leader)

(role e.g. Year 5 Teacher)

✂-----

I give permission for my child to go to **(location of trip)** on **(date)** and agree to arrange for an adult to collect my child at **(time)**.

I have paid my contribution of **£ (amount)** on *Parent Pay*.

Name of child _____ **Child's Class** _____

Signed (parent/carer) _____



Appendix 6 - St Stephen's Emergency Action Card

Visit Leaders

Emergency procedure for serious or fatal injuries:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate assistant leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities.
6. Inform emergency contact back at school.

Essential first aid:

1. Casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
2. Find and stop any serious external bleeding
3. Protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the St Stephen's Emergency Contact or, if unavailable, Bradford Local Authority's Emergency Contact (numbers below). They will need the following information:
 - Who you are, which establishment you are from and what your role is within the group
 - What number can you be called back on?
 - What is the nature of the emergency?
 - How many casualties there are and their status
 - The total number of people in your party
 - Your current location
 - Whether you are staying where you are or moving – if you are moving where to?
 - What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.

- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to Bradford Council's press office (01274 433526).

Emergency Contact Numbers

Person	Name	Telephone
St Stephen's Primary School	Below, in order of priority	01274 731698
School Contact 1 (Head Teacher)	Paul Urry	01274 731698 (or mobile)
School Contact 2 (Deputy Head and EVC)	Helen Loughlin	01274 731698 (or mobile)
School Contact 3 (Deputy Head)	Mary Fillan	01274 731698 (or mobile)
Bradford Local Authority Emergency Contact (office hours)	Occupational Safety Team	01274 431007
Bradford Local Authority Emergency Contact (out of office hours)	Emergency Management Team/ Occupational Safety Team	01274 431000

Lockdown or invacuation at visit venue or school

- If your visit venue is in lockdown, phone Emergency Contact at school to inform them whether or not there are any injuries.
- If your visit venue is in lockdown, follow the venue's protocols in the first instance.
- Any contact made from within the locked-down venue should be made in silence, (e.g. by text) as should any return contact from the school.
- If an emergency procedure is taking place at school, a member of staff will contact the visit leader and advise whether to bring the group back to school, or to St Stephen's Church (Designated Safe Place).

Definition of 'Emergency Incident'

An emergency incident is one which may result in fatalities, or life threatening injuries, or one involving multiple casualties with major injuries. Major injuries are defined as fractures, amputations, loss of consciousness, eye injuries or injuries requiring admittance to hospital for more than 24 hours.