



Holly Park School Educational Visits Policy

1. Aims

- 1.1 The school acknowledges the great value of educational visits in broadening and enhancing both the learning and the social experiences of pupils. The school plans that each year group from Year 1 to Year 6 should undertake at least two visits during an academic year, two curriculum days and a visit to a place of worship. In addition to this they may also make a visit in our local area. Nursery and reception make one trip each year. The school is also committed to providing an annual week long residential trip for pupils in Year 6. We also aim to build up to this residential by offering an evening pyjama party in Y4 and a 3 day residential trip that includes two nights away from home in Y5.

2. Procedures

- 2.1 Staff wishing to plan and undertake a visit (prospective trip leaders) should apply verbally to the Deputy Headteacher for provisional permission to plan the visit. Visits should be planned for the whole year in September, as part of the teachers' long term planning. Once permission is granted they should discuss the details with the relevant Educational Visits Co-ordinator (EVC) for the key stage and start working on the school's trips checklist and the risk assessment – Events Specific Risk Assessment (ESRA). It is important that each visit has a clear educational or social benefit, which will be shared explicitly with parents in the initial letter. Trips and visits letters and risk assessments are now all uploaded onto Evolve. The current EVCs are Andrew French for KS2 and Emma Fitzpatrick for EYFS & KS1.
- 2.2 The costs of any trip should be a deciding factor in its organisation. All costs should be checked with the office staff and with the Headteacher and EVC. Any request for payment must be in accordance with the Governing Body's Charging Policy.
2. Permission to go ahead with the trip will be granted when all the requirements of the school (date, cost and any other requirements) have been considered and approved. Once outline permission, and any necessary Local Authority approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval to the EVC. This should be a minimum of 2 weeks before the visit.
- 2.3 Once permission has been granted, an initial letter (using the HPS standard trip letter as a guideline), stating the purpose of the trip, a basic itinerary for the day and any special arrangements or requests should be shown to the EVC for approval. Once approval is given, the letter can be sent to the parents. We aim to give parents as much prior notice of the trip as possible. A copy plus spares should be given to the office, and the site manager should also be told so he is prepared for the arrival of a coach, or for questions when on the gate. A model letter is included with this policy.
- 2.4 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the London Borough of Barnet by the

Headteacher or EVC for approval that all the procedures have been satisfactorily completed. (Form EV2 will be used to seek this permission).

- 2.5 For residential trips, medical, dietary and emergency contact information must be given by parents/carers of all participating children. No child will be permitted to take part in the trip unless contact numbers for at least one parent AND a designated emergency contact have been provided, along with all known and relevant medical or dietary information.
- 2.6 It is required (following discussion with the Headteacher) that a trip leader should undertake a pre-visit to the location of the trip to assess any risks and note any specific issues or protocols. This is also relevant to trips which are made on an annual basis as issues may change over time, and previous information can therefore become inaccurate. This trip needs to be made before all forms have been submitted.
- 2.7 Before a trip, the class teacher must prepare the children by making very clear their expectations of behaviour and attitudes. If risks have been identified, they should be described and shown to the children so that they are included in the risk assessment process. It is good practice to involve the children in the risk assessment process beforehand.
- 2.8 Apart from residential trips, children must wear school uniform on visits and trips, in order to aid ease of identification. In most cases this will include additional protection against the weather and sensible shoes.
- 2.9 Transport arrangements are of key importance. For trips on mini buses or coaches seatbelts must be worn. If using parent or staff cars, seatbelts must also be worn and booster seats must be used if children are below 130cm. Staff running the trip must ensure that parents have the appropriate insurance. Wherever possible and age appropriate, we aim to use free public transport.
- 2.10 If there are concerns about transport – particularly the road-worthiness of coaches – it will be the responsibility of the Headteacher to grant final permission for them to be used. If concerns about the Health and Safety of pupils are upheld by an inspection by the Headteacher – or in her absence the Deputy Headteacher – then a trip may be cancelled unless alternative arrangements can be made.
- 2.11 Staff to pupil ratios are difficult to prescribe, as they will vary according to the activity, age, group, location and efficient use of resources. However, we aim to try to have :
- | | |
|-------------------|-------------------------|
| Nursery: | 1 adult to 2 pupils |
| Reception: | 1 adult to 5 pupils |
| Years 1, 2 and 3: | 1 adult to 6/7 pupils |
| Years 4, 5 and 6: | 1 adult to 10/15 pupils |

These are examples only. Trip leaders must assess the risks and consider an appropriate safe supervision level for their particular group, also making sure that there are not too many adults. There should be a minimum of one teacher in charge.

- 2.12 Parents, Governors and friends of the school may be asked to accompany trips to support safe supervision levels. All such volunteers will have been cleared by the 'List 99' check. Some may also be cleared by the Disclosure and barring service. These checks are co-ordinated by the school office. Where parents accompany a class on a trip, they may accompany a group with their own child in the group. However parents going on the trip MUST sign a parent code of conduct on trips before they are allowed to go. This should be communicated to parents in the initial letter that goes home. Any parent who the teacher feels breaks this code of conduct will not be allowed to accompany their child on a trip again. It is important that parents who help on trips are briefed by the class teachers prior

to the start of the trip and read the school's guidance.

- 2.13 Children with medical needs will need to have any medication close at hand. Although it is the responsibility of the named First Aider to make sure that any medication is taken on the trip, the medication should be held by the adult directly supervising that child, and that adult must be trained in the administration of that medicine (e.g. epipens). If a child does not have appropriate medication for their condition, they will not be allowed on the trip.
- 2.14 Local area visits may receive block annual approval subject to parents being made aware of every visit. If such a visit is planned to extend beyond the school day, this must be made explicitly clear to parents in the initial letter and arrangements for collection must be specified.
- 2.15 Following each visit the trip leader will undertake a brief review with the EVC. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the EVC.
- 2.16 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.
- 2.17 The school office should be informed by telephone of safe arrival at the planned destination and also just before departure. Daily phonecalls to the school should be made on residential trips.
- 2.18 The school do not visit gift shops as this can offer little educational advantage to the children. No additional money is therefore needed to be taken on the trips. This should be communicated in the trip letter to parents.

3 Local Responsibilities

- 3.1 The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated. Only the Headteacher, or in her absence the Deputy Headteacher, may grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- 3.2 The Educational Visit Co-ordinators are staff members who have received relevant training and induction and who are delegated with the following indicated tasks: -
 - To receive the trips checklist and check all visit details are completed and to ensure the annual record of visits is maintained, and to approve the letter to parents
 - To check that all requirements for approving a visit, as identified in the school trips checklist, have been undertaken.
 - To liaise with Headteacher and grant permission for a visit to go ahead when all organisation and planning are complete, and signify this by signing the trips checklist, the ESRA and Form EVI
 - To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
 - To liaise with the Local Authority on any visit involving residential or foreign travel and additional or high risk activities. This will include ensuring that the trip is appropriately insured.

The school's current EVCs are Maria Michael (Deputy Head) Emma Fitzpatrick (Key

Leader for the Infants) and Andrew French (Key Leader for the Juniors).

Any tasks not indicated in the above list remain the duty of the Headteacher.

- 3.3 The designated trip leader is in overall charge of the group and remains responsible throughout the visit.
- 3.4 The governing body will require the Headteacher and Educational Visits Co-ordinator to ensure that the adopted policy is fully and properly implemented each and every time a group of pupils leave the premises. The LA still retain the ultimate legal responsibility for the health and safety and welfare of staff and pupils.
- 3.5 The Headteacher and Educational Visits Co-ordinator must ensure that the group leader is competent to undertake and understands the nature of the responsibilities related to the educational visit.
- 3.6 Teachers, non-teaching staff, volunteers, pupils and parents all have responsibilities during the course of any off site visit in which they are participating and these must be made clear by the team leader/educational visits organiser in a briefing at the start of the school day via a quick informal chat.

4 Emergency Procedures

- 4.1 The risk assessment for each visit will identify the relevant procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the Local Authority in the event of an emergency. Details of this are kept on Emergency Procedures card.
- 4.2 In the event of any incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible (following contact with emergency services) to inform the Headteacher or designated Deputy so that they can decide a course of further action. It may also be appropriate to inform next of kin or parents of those affected of what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far.
- 4.3 However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality and/or could attract media attention) then the Headteacher, Deputy or the home contact will inform the Local Authority who will instigate its emergency procedures.
- 4.4 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.
- 4.5 Planning for any trip should always include a Plan B, in case of inclement weather, accident, emergency or other issue. This will be included on the ESRA.

5 Payment for Trips and Curriculum Days

By law we have to ask for the cost of a trip or curriculum day as a voluntary contribution although we expect parents to pay the full cost of the trip.

The school does not have a reserve of money or money made available in the school budget to fund school trips.

We ask parents to pay for the trip or curriculum day online using School Money.

We also ask parents to sign to give permission for this activity online also using School Money

If parents have a problem making payment for a trip then they can come and speak to someone in the office and we can arrange for the trip to be paid in instalments.

We do make provision for Pupil Premium children to pay 50% of day trips or curriculum days if they need it.

For residential trips we ask for a non-refundable deposit to be paid by a certain date. Non payment by this deadline date means that a child will not be able to go on the trip. We cannot extend the deadline. Parents are given lots of reminders to make the deadline. As the residential are quite costly, we make provision for parents to pay instalments usually over a period of at least 6 months. Full payment must be made before a child is allowed to go on the residential. Failure to pay the full amount before the trip means that the child will not be able to attend.

For Pupil Premium children wanting to go on residential we apply to a local trust for half of the cost. The trust has always paid for Pupil premium children although we cannot guarantee this will always be the case.

The wording on our trip letter says:

‘We are asking you for £xxx for your child in order to cover this cost, and we do rely on these contributions. We are required by law to ask for this as a voluntary contribution; however we expect that most of our parents will pay the full cost stated. Anyone who feels that it is not possible for them to pay the full amount, must make an appointment to discuss the matter in confidence at the school office. There is an expectation that parents have to pay for trips as we cannot meet the cost of trips from our school budget. If there are insufficient funds then the trip will have to be cancelled. Unfortunately trip money cannot be refunded if your child is ill/absent on the day. There is an extra cost of 50p on this trip for administration of our online payment system. The total cost of this trip is therefore £xxx

Please pay for the trip online on School Money and also sign online on School Money to give permission for your child to attend this trip.’

6 Monitoring

- 6.1 The governing body will receive reports from the Headteacher detailing the school visits that have taken place. A governor will have responsibility to support the EVCs. The school’s current EV Governor is Clare Wischhusen.
- 6.2 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Learning and Teaching Committee and to the EV Governor.
- 6.3 This policy will be reviewed annually.

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	Autumn 2013	Govs T&L	Updated & Reviewed
1.1	Autumn 2014	Govs T&L	Updated & Reviewed
1.2	October 2015	Govs T&L	Updated & Reviewed
1.3	Oct 2016	Govs T&L	Updated & Reviewed

1.4	Autumn 2017	Govs T&L	Updated & Reviewed
1.5	Aut 2018	Govs T&L	Updated & Reviewed
1.6	Aut 2019	Govs T&L	Updated & Reviewed
1.7	Aut 2020	Govs T&L	Updated & Reviewed
1.8	Aut 2021	Govs T&L	Updated & Reviewed

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		
Chair of Governors	Tim Graveney		

Distribution

Shared with
<ul style="list-style-type: none"> • Staff via school server • Parents via Website • Governors via committee meetings

Date for next review
Autumn 2022

Destination:	
Date:	
Departure time:	
Return time:	
Purpose of visit:	
Year Group and class(es):	
Trip Leader:	
Accompanying teachers:	
Accompanying support staff:	
Accompanying family helpers:	
Adult responsible for First Aid:	
Has the date been checked with the HT/DHT before confirmation?	
Has a pre-visit been undertaken by <u>at least</u> the Trip Leader?	
Has an ESRA been completed for the trip?	
Have transport arrangements been booked and confirmed?	
Has a letter to parents	

informing them of the trip been read by EVC and sent out?	
Have signed reply slips for all children been returned?	
Have all necessary payments been received?	
Has the kitchen been informed that the class will not be in their dinner sitting?	
Has the Welfare Assistant been informed of the trip and of any medical needs?	
Have school packed lunches been ordered for FSM children?	
Have alternative arrangements been made for children not going on the trip?	
Have the office been given contact details for teaching and support staff (i.e. mobile phone numbers)	
Are the HT and DHT aware if the children are due to return significantly later than the end of the school day?	

Signed: _____ (Headteacher)

Signed: _____ (EVC)

EVENT SPECIFIC RISK ASSESSMENT – ESRA			
Visit Details:		Date:	Carried out by:
ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport etc.	HOW TO MANAGE IT What procedures (control measures) will we have?	WHO TO BE INFORMED	
		PARENTS	STAFF
			PUPILS

You must also ensure that appropriate persons are aware of any generic procedures, but these do not need to be repeated here
The activity must only take place if the residual risk following the implementation of control measures is deemed to be acceptable.



Bellevue Road, Friern Barnet, London N11 3HG
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Date

Dear Families,

Year / Class Trip to xxxxxxxxxxxxxx on xxxxxxxxxxxxxx

As part of our topic on xxxxxxxxxxxxxx, we have planned a visit for the children to xxxxxxxxxxxxxx. We will be travelling by coach / public transport.

(Add a paragraph describing what the children will do on the trip)

The children will need to bring the following:

- ✓ A light, waterproof jacket
- ✓ A packed lunch in a plastic bag which can be thrown away. Please remember that packed lunches should not include crisps, chocolate or fizzy drinks. Any drinks you do provide should be in a carton, not a can or glass bottle

As you will understand, there is a cost to this trip, which we have divided by the number of children in the year group / class. We are asking you for £xxx for your child in order to cover this cost, and we do rely on these contributions. We are required by law to ask for this as a voluntary contribution; however we expect that most of our parents will pay the cost stated. Nobody will be denied access to the trip because of financial hardship; however anyone who feels that it is not possible for them to pay the full amount, must make an appointment to discuss the matter in confidence. There is an expectation that parents have to pay for trips as we cannot meet the cost of trips from our school budget. If there are insufficient funds then the trip will have to be cancelled. Unfortunately trip money cannot be refunded if your child is ill/absent on the day.

Please complete the slip below, and return it to the class teacher, with your contribution, as quickly as possible.

Yours sincerely

Classteachers

Year / Class Trip to xxxxxxxxxxxxxx on xxxxxxxxxxxxxx

Child's Name: _____

I give permission for my child to attend the trip. Please find enclosed my contribution of £xxx towards the cost of the trip. I understand that if my child is ill/absent on this day the cost is non-refundable.

Signed: _____

Relationship to child: _____ Date: _____



Contract for Parent Volunteers for School Trips

Thank you for volunteering to be a parent helper on a trip.

While we greatly appreciate your help, and are glad for you to have the experience of accompanying your own child and their classmates on a trip, we have unfortunately had a small minority of parent helpers who have behaved in an unexpectedly irresponsible way on previous trips. This has caused upset among the children and added stress for the staff, and of course this is unacceptable.

The well being of *all* the children is the concern of every adult on these trips, and it is important that you fully understand this to ensure that all the children in your group have the same opportunities for enjoying and learning from the trip, and the staff are not burdened with any extra concerns as a result of parent helpers who neglect children in their group or encourage behaviour that breaks school rules.

Above all, as a school we are responsible for the safety of each and every child in our care, and we need to know that you are as committed to that as we are.

With that in mind, we are from now on asking all parent helpers to sign a contract prior to the trip to say that they have read and understood the guidelines, and agree to abide by them. **Any parent helper who subsequently does not abide by them will not be asked to accompany any further trips for the duration of their child's time at the school.**

Once again, we really do appreciate the help of the many parents who contribute so much to the life of the school, and we hope you will understand why we need to take these measures and will work with us in making all our school trips a great success.

Please read the points below:

- Once you have committed to going on the trip, please make every effort to attend as the teachers are counting on you. If however you are unable to make the trip at the last minute due to a personal emergency, please let the class teacher know as soon as possible.
- The teacher will give parent helpers a list of children for whom they are responsible.
- 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 put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bags, if needed.
- The class teacher is responsible for delegating ALL first aid and medication to an HPS member of staff. It is not the responsibility of parents to administer first aid or medication. Any problems please make the class teacher aware.

- The class teacher sets and leads the rules, routines and expectations for the day. We would ask you to remember that although the class is not in school for the day, the trip is still taking place in school time and children still need to abide by Holly Park rules.
- Please listen clearly to the teacher's instructions and ensure that your group sticks to the schedule for the day. Please make sure you keep to all time guidelines given. Trips are often very tightly scheduled. It slows things down if the group have to wait for one group who have got sidetracked and this could affect the deadline for lunch or for the return time to school.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- Please supervise your group closely. Health and safety is of utmost importance. The wellbeing of the children is your main priority. If you need to leave your group for any reason, please **do not** do so without informing another adult. Please make sure that your group is following the same routine as the rest of the groups and is following the schedule for the day. Do not take your group off on your own unless the teacher has asked you to.
- Parents must not accompany children to the toilet – the class teacher will do this.
- Please do not give or buy your child or group any treats, rewards or gifts that the other children would not have
- Please switch your phone off or to silent and do not use your mobile phone for personal calls or texts for the duration of the visit.
- Please do not give your child or other children the use of your phone or any other devices such as ipods or ipads. This is a safeguarding issue given that there might be content inappropriate for a child on any adult's device that hasn't been checked by the school. It is also an issue of equality as not all of the children can have a device.
- Please do not use your mobile phone to take photographs with. Please leave photography for school staff to do.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- We ask parent volunteers to operate a degree of confidentiality on visits e.g. not talking to other parents about behaviour of individuals or academic ability etc. It is up to the teachers to share information about individuals with parents.
- If you have any queries or problems concerning the trip or any individuals, please direct these in the first instance to the class teacher, or if you would rather, the Deputy Head or Headteacher on return from the trip.

Thank you!

In case we forget to say so please be assured that we really do appreciate your help (we may sometimes forget to say so because we are busy, but we do!!)

If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

-

Please sign below and return the bottom half to the class teacher. You may want to keep the top part for reference.

As a parent volunteer, I agree to the points above.

Name _____

Signed _____

Date _____