



Mansbridge Primary School

SCHOOL TRIP POLICY

Date of Policy: October 2017
Date to be Reviewed: October 2020

AIM

To develop the children academically, socially, culturally, mentally and physically.

APPROACH

All school trips should have clearly defined educational aims that support the curriculum and contribute to the overall aims of the school. The experience provided can be determined within a number of specific categories;

Personal and Social Education

Residential Experiences

Environmental Awareness Aesthetic

and Creative Development.

They must be self financing.

CONTENT

School trips cover

- 1) School sporting activities
- 2) Swimming pool visits
- 3) Day or part-day visits using transport or on foot
- 4) Residential activities
- 5) Concerts / Plays

SAFETY IS OF THE PARAMOUNT IMPORTANCE

The underlying basis of health and safety is to control risks through risk assessment by; identification of hazards; who might be affected; how can risks be reduced to an acceptable level; can these measures be implemented; what contingency plans can be put into place if all else fails. All risk assessment must be completed with residential trips requiring on-line assessment through the LA.

ORGANISATION

- All off-site visits, outdoor adventure and residential activities must be authorised and logged by the Educational Visits Coordinator (the Headteacher) using EVOLVE website and risk assessments completed. The group leader (qualified teacher) has full responsibility for the safe running of the activity including prior agreement for the activity to take place, presenting a plan and timetable for the visit, following guidance laid down and ensuring that all participants are aware of their roles.
- Decide on the trip and what impact it will have on children's learning.
- Obtain costs for activities and travel, in liaison with the school Business Manager
- Agree costs with office staff before confirming trip or informing parents.

- Trip letter is created by admin staff who will ensure all necessary information is included, e.g. lunches, collection if outside of normal school hours
- EVOLVE Risk Assessment must be completed by teacher – NOT office staff
- Letter must go to parents at least 4 weeks in advance of the trip.
- A return date for voluntary contributions must be stated in order to test financial viability of the trip
- At all times the children must be accompanied by the following ratios of adults to children.

Under 5's	1 adult to 3
Reception Class	1 adult to 5
Years 1 – 3	1 adult to 6 pupils
Years 4 – 6	1 adult to 10-15 pupils
- For residential trips there must be a meeting for parents to discuss issues, with notice given 2 weeks before hand. Medication and emergency contact forms must be completed.
- On the day take the First Aid Kit, sick bowls and paper towels plus any medical information required. The member of staff, in charge, should take their chequebook and card in case of an emergency. All receipts should be kept so that staff can be reimbursed. A mobile phone must be taken along with relevant phone numbers.
- The children should wear school sweatshirts if appropriate.
- **Adults should sit near the emergency exit on coaches.**
- Seatbelts must be worn at all times.
- The children are expected to behave and be well mannered at all times.
- Parents and staff who accompany the children must be well briefed and have an itinerary for the day, including who they are responsible for, given to them. The school will always make the final decision as to which volunteers accompany a visit. Volunteers must understand that they have responsibility to follow the instructions of the group leader. All volunteers on trips must be DBS checked, unless agreed with the Headteacher in advance.
- On certain occasions parents transport children to activities in their cars. The County or school has no insurance cover for personal accidents; therefore, the responsibility lies with the driver of the car. Teaching staff are in this position too and must ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. Volunteer drivers must be asked to sign a declaration indicating that they have a valid driving licence, vehicle road fund licence, MOT certificate and vehicle insurance for carrying passengers on a school off- site visit, also that their vehicle is road worthy. Car documentation will be checked annually (September) and as required. All staff and parents will be requested and required to produce their documents annually. For school staff who have to pay a premium for business use, on receipt of proof the school will cover the cost up to £50.
- Parents or teachers must not be reimbursed for the use of their vehicles, as this will invalidate insurance cover.
- Permission must be gained in writing before children travel in cars. Children must wear seat belts and should sit on the back seats of the car. The lap belt should not be used.
- The school mini buses are used as appropriate by designated trained drivers. Parents will be informed of this and permission sought.

Booster Seats

- lap seat belts are not encouraged as a suitable restraint
- pupils bring their own booster seat
- legislation requires all children under 135cm to use booster seats at all times
- booster seats are not required on coach transport
- When children start school at Mansbridge, parents are requested to give written permission for their child to participate in visits that are on foot within the local community during the school day. They will be informed when and where these visits are taking place. (Appendix 2). School Council children will accompany staff more regular for visits in the community, and parents will be informed of this at the start of the academic year when the school council are appointed.

- ☐ Pupils must not take mobile phones on any occasion.
- ☐ Staff will not be responsible for any valuables the children take.

SCHOOL SPORTING ACTIVITIES

1. Arrange match
2. Carry out EVOLVE Risk Assessment
3. Letter to parents with permission slips

SWIMMING

1. Parents must complete consent form prior to lessons starting.

VOLUNTARY CONTRIBUTIONS

The basic principle of the Charging for School Activities (reference to DCSF January 2009) is that education provided by any maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.

Voluntary contributions can be requested for any visit taking place during school hours. We suggest to parents an appropriate amount for a voluntary contribution but we cannot insist that amount is paid, nor can a pupil be prevented from taking part in the visit if a contribution is not forthcoming or has been insufficient to cover the individual cost for that pupil. In the circumstances where insufficient money has been contributed collectively to cover the cost of the visit, the school may cancel the visit and return all the contributions made. Where contributions are made in excess of the required sums for a particular visit surplus money will be put into the school trips fund to support other off-site visits. (any monies above £1/pupil)

When the activity is more than 50% outside school time and a charge is being made, that charge cannot exceed the actual costs to be incurred. Costs can be calculated against:

- transport
- board and lodging
- admission costs
- costs of appropriate non-teaching staff
- incidental costs of staff
- materials and equipment required for the visit
- insurance costs for the visit.

All accounts must be kept accurately and where money is collected at cost for an activity (for example a residential visit or holiday), the accounts must be made available for inspection by the parents who have contributed.

The 2009 DCSF guidance states that education should be free of charge if it takes place wholly or mainly during school hours

Reference should be made to

- Safety in off-site Activities 2012 (Hampshire County Council)
- Website <http://www.education.gov.uk/schools>

EMERGENCY PROCEDURES

1. While it is impossible to plan for all contingencies prior to the start of a visit, documented emergency procedures should have been established which are understood by all concerned.
2. Depending on the type of visit, consideration should be given to the following factors:
3. Before the commencement of each activity, pre-arranged meeting points should be established in the event of group members becoming separated.
4. Prior to the visit, designated home base contacts should be arranged, one of whom will be available to receive telephone calls from the party at any time during the visit.
5. If through an accident or other circumstances it is necessary to discontinue the trip or visit, there should be arrangements for the return of the party.
6. The home base arrangements must be understood by all adults accompanying the party and by pupils and young people where appropriate. Those providing the home base must have the telephone numbers of the appropriate LA officers in case they need to be contacted outside normal office hours.

7. There should be a pre-arranged system for the home base to contact parents or guardians of all party members and to keep them as well informed as possible at all stages.
8. The home base should have the telephone numbers of the appropriate LA officers who can arrange additional support and assistance in an emergency.

PROCEDURES FOLLOWING AN EMERGENCY

On Site

If an accident happens, the priorities are to:

- Attend to the victim
- Safeguard the remainder of the group
- Inform everyone who needs to know quickly and in the appropriate manner, eg emergency services, County Officer, home base and the British Embassy (if abroad)

The following information will usually be required:

- Name
- Nature, date and time of incident
- Location of incident
- Details of injuries or fatalities
- Name and telephone numbers of those involved
- Action taken so far
- Telephone numbers for future communication

Where appropriate the leader should remain at the site of the incident to liaise with emergency services. As soon as possible relevant details of the incident should be recorded including names and addresses of witnesses. The question of legal liability concerning the incident should not be discussed or admitted.

Do not speak to the media without first seeking advice and approval from the home base and the LA contact.

School

- School should be contacted as soon as possible to inform them of the incident.
- Other members of the party, including parents, should not make individual contact with home until prearranged procedures have been carried out.
- Home base should contact parents and the LA officer if further assistance is required.
- If the incident involves the emergency services the LA officer must be informed.

The LA

Depending on the circumstances, the LA officer will co-ordinate the provision of appropriate support which may include:

- Notification of local police
- Notification of Social Services
- Notification of other LA Personnel
- Arranging to transport parents to the incident, arranging for replacement party leaders and/or the transfer of additional funds to the party leader
- The LA officer will also contact the County Council Media Department who will provide support

While the party leader and the home base will probably find it impossible to insulate themselves from contact with the media altogether, they should issue any statements through the County Council's Media Officer.

Media Liaison	-	To inform LA	-	Headteacher
	-	To brief press on facts & how school is responding	-	Governors

Telephone Numbers

Refer to telephone numbers for: School / Headteacher / School Business Manager. Following this you will be given directions linked to Critical Incident Booklet.

Planning Proposal Form

Planning proposal for: Date of Trip:

Leader of Activity:

Travel Arrangements:

Educational Value:

Outline of proposed trip including costings:

Levels of supervision:

EVOLVE Risk Assessment carried out:

Contingency and emergency plans:

Date

Notes for Teaching Staff

- Decide on trip
- Obtain costing for the location including travel costs in conjunction with Business manager
- Work out cost of trip **with office staff**
- Provide details to admin staff to produce trip letter
- Hard copy to go to parents at least 4 weeks in advance of the trip and return date at least 2 weeks before trip takes place
 - Teachers to complete Risk Assessment on-line evolve.hants.gov.uk
 - Must be done 4 weeks before trip takes place
- Money and forms to be collected **by the office**
- Copies of letters to be sent to parents must be attached
- All parents must give written consent.

Please consider the following when completing a Risk Assessment for a Day Trip:

Please identify the hazards	Factors which increase the hazard	What precautions will decrease the hazard?	What additional action is required to reduce the hazard
Children walking to an event	■ No pavements ■ Cars mounting the pavement ■ Behaviour of children ■ Crossing roads ■ Poor weather ■ Unsuitable footwear	■ High adult : child ratio ■ Letter to parents with instructions of suitable clothing ■	■ First aid kit
Vehicles being used for a journey (coach / parents' / staffs' cars)	■ Risk of accident ■ Unroadworthy vehicles ■ Children not wearing seatbelts ■ Children sitting in middle seats ■ Road conditions	■ Parents to travel in a convoy ■ Car documents checked ■ Use of a reputable coach hire company	■ Certain size children require booster seats ■ Staff accompanying are first aid trained
Children getting lost	■ Size of site /event ■ Volume of children at size / event ■ Member of the public abducting a child ■ Children wondering off	■ High adult : child ratio ■ Keep children in groups minimum of pairs ■ Children escorted at all times ■ Adults know which children they are accompanying ■ Continual checking of names/numbers ■ All adults accompanying to take mobile phones and share numbers	■ Adults accompanying to be CRB checked ■ Clear details of trip agenda given to children and adults so children are well supervised and know where they should be at all times. ■ Children explained a procedure of what to do / where to meet if they do become lost
Danger of drowning (walks by rivers / canals / swimming)	■ Behaviour of children	■ Obtain risk assessments from swimming pool / organisations ■ Staff accompanying are first aid trained	■ First aid kit ■ Take mobile phone
Children attending a sports tournament (being lost / injuries)	■ Children getting lost ■ Children being injured ■ Weather conditions	■ Staff accompanying are first aid trained ■ Suitable sports wear to be worn	■ First aid kit ■ Take mobile phone

MANSBRIDGE PRIMARY SCHOOL

Driver's declaration form

To be completed by all staff plus volunteers and helpers who drive School minibuses or private vehicles whilst at work on behalf of Mansbridge Primary School

Driver's personal details

Surname		Forename(s)	
Date of birth		Staff job title or state if volunteer/helper	
Department			
Have you had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer?		YES/NO	If yes, please provide details:

Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 – Driving licences before answering this section)

Do you have a DVLA notifiable condition?	YES/NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES/NO
Do you need to wear corrective lenses /glasses for driving?	YES/NO	If yes, have you had your eyesight examined within the past 2 years?	YES/NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES/NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES/NO

Declaration (Please delete as necessary)

- I confirm I hold the appropriate and a valid driving licence: Licence No: _____
Expiry Date: _____
Categories: _____
- If I own a car that might be used on School business I confirm that, whilst employed or asked by Mansbridge Primary School, it is my responsibility to ensure my vehicle is fit for its purpose, is road worthy and properly insured, licensed, taxed and has a current MOT certificate (where required). I confirm I have breakdown cover. I understand that any work-related motoring expenses will only be re-imbursed to me on condition that I fully comply with the terms of this policy at all times.
- I do not own a car.
- I certify I will never use my car on School business.
- I will notify the school of any changes.

Signed:	Date:
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Consent to Drive on School Business

Name of School:		
Dear Use of private cars for transporting pupils I am grateful for your offer of assistance with transporting children. As I am sure you will appreciate it is important from the point of safety, the school and yourself, that the position with regard to the use of private vehicles in this context is clear. School business means transporting pupils for any activity which is school related i.e. taking pupils to match fixtures etc. The following applies: While children or young persons are travelling in any private motor vehicle the Council's liability insurance does not apply. Therefore, in the event of any claim being made, any claim costs would have to be borne by the insurance policy covering the vehicle. It is essential, therefore, to check with your vehicle insurers that your policy is valid for these purposes, which may be construed as a form of business use, as many people only insure their vehicles for "social, domestic and pleasure use". Beware of the assumption that business use will cover you if you are a named driver on a policy, as often the business use aspect only applies to the policy holder. Again you must verify this with your insurance company. In addition to insurance, road tax, MOT certificate and full driving license must be valid when transporting pupils. Therefore please supply the original documents for verification when returning this form. When transporting pupils seat belts or other restraint must be fitted and worn at all times. The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars must travel in the correct child restraint for their weight / age. It is the driver's responsibility to comply with requirement. I would be grateful if you would sign and return this form indicating that you have read and understood the requirements detailed above. A copy of this form will be kept on file and reviewed on an annual basis. My thanks for your offer of assistance. Yours sincerely Head Teacher	Please supply copies of the following documentation:	
	Driving Licence:	
	MOT Certificate:	
	Insurance Certificate:	
	Tax Disc:	
	For office use only	
	Checked by	
	Name:	
	Position:	
	Date:	
I HAVE READ AND UNDERSTOOD THE INFORMATION AND INSTRUCTIONS CONTAINED IN THE ABOVE, AND HAVE VERIFIED WITH MY INSURERS THAT I AM INSURED TO TRANSPORT PUPILS IN MY VEHICLE ON SCHOOL ACTIVITIES. I UNDERTAKE TO INFORM THE SCHOOL OF ANY CHANGE IN CIRCUMSTANCES, WHICH MIGHT PROHIBIT MY TRANSPORTING OF PUPILS.		

Name (please print):	Signed:	Date:
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IMPORTANT