

# Canonbury Primary School

## Policy for the Planning and Organisation of Off-site Activities

February 2011

### 1. Introduction

Canonbury Primary School is committed to providing school visits as a positive tool to enhance and develop learning, build a sense of community, develop individuals, stimulate pupils' imaginations, bring learning to life and provide an experience of the local and wider world to our pupils as they begin their learning journey.

Pupils derive a great deal of educational benefit from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a pupil's investigative skills and longer activities/visits in particular encourage greater independence.

Islington Council, as the employer of staff at Canonbury School and all other Community and Voluntary Controlled Schools, has the responsibility for the health and safety of pupils and staff and the actions of all employees while in the course of their employment. *Cambridge Education @ Islington* provides advice to the schools on behalf of Islington Council.

All school employees have a responsibility;

- to take reasonable care of their own and others' health and safety
- to co-operate with their employers
- to carry out activities in accordance with training and instructions
- to inform the employer of any serious risk.

This policy is designed to help staff to ensure that pupils stay safe and healthy on all off-site activities. It should be read in conjunction with the *Cambridge Education @ Islington* document "*Health and Safety for Off Site Activities*". This document has been produced to offer schools and governing bodies' advice and support in the planning and organising of these activities.

## 2. Definition

This policy refers to:

*"An educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the headteacher and/or the governing body."*

This includes occasions when pupils are involved in such activities as:

- Day visits to such establishments as museums, galleries, places of historical interest
- Sporting activities
- Swimming sessions
- Visits to the local library
- Visits to the local shops
- Musical activities
- Traffic counts outside the school.
- Residential visits that require an overnight stay
- Adventurous activities
- Visits abroad

## 3. Aims and expectations

All off-site activities have clear curricular or developmental relevance. The trip leader outlines the aims and expectations for the trip in the Guidance for School trips form (appendix 2) which is handed out to parents and carers on the day of the trip.

Each class should have at least one educational visit a term. Class teachers may arrange additional visits if the costs for the school year are not excessive.

## 4. Equal opportunities

All activities are available to all children irrespective of needs, ethnicity, gender or religion.

## 5. Responsibility for organisation of off-site activities.

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to be involved in the planning and management of these activities. The school's EVC is Matt Britt.

## 6. Approval of off-site activities

All off-site activities must be approved by the headteacher using the appropriate form.

Approval for activities involving non-routine activities of less than a day should be submitted to the Educational Visits Co-ordinator (EVC) initially and then, subsequently, to the Headteacher.

Approval for visits involving residence, adventure activities, or visits abroad must be submitted to the Headteacher, the Governing Body and *Cambridge Education @ Islington* at least six weeks prior to the date of departure using the Safety Online web site – [www.safety-online.co.uk](http://www.safety-online.co.uk) .

The Headteacher will request approval from the governing body for all visits abroad, those involving residency or those involving adventurous activities. Other off site activities will be reported to the governing body in the Headteacher's report.

## 7. Risk Assessment

The school will develop a risk assessment file to include assessment of activities connected with off site activities. These generic risk assessments will be carried out using the *Cambridge Education @ Islington* Generic Risk Assessment forms and the specific assessments will be completed by the group leader before each activity.

## 8. Communications with parents/carers

- Parents/carers must be informed by letter in advance of every occasion that their child is taken off the school premises during the school day or on a school authorised activity out of school hours. However, consent is not necessary for routine activities in Y4 and above.
- **All year groups:** consent is necessary for non-routine activities such as class visits to places of interest, sports competitions and musical performances. Consent must be gained by letter. The letter, where possible, must be sent home at least two weeks before the proposed non-routine activity. It must provide information regarding itinerary, schedules and expectations of the pupils on the activity. Signed consent must be received, where possible, at the school at least two days before the activity. The letter must be approved by the EVC before circulation.
- **For years 3 and below:** a letter of consent for all routine and non-routine off site activities must be sought, no matter how short the activity.

- Parents and carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off site activity.
- Consent for routine activities such as swimming, split site movement, sports lessons, is gained at the beginning of each term/year.
- A meeting is held for parents and carers for all off-site activities involving residency. This meeting is held well in advance of the departure date and includes all relevant details pertaining to the activity.
- Emergency telephone contacts must be obtained for all pupils participating in residential activities along with the parental consent form.
- Communications will be made in languages other than English for those who require this facility.

## 9. Finance

- The group leader must be aware of the school's Charging Policy for School Activities
  - The financial implications of the activity need to be discussed with the Bursar and charges/voluntary contributions agreed.
  - The collection of finances will be in line with the guidance from the LBI Finance Handbook using the School Journey Account.
  - The EVC and group leader discuss security arrangements for money, credit cards during the activity and agree procedures for their safekeeping.
  - The Bursar has responsibility for balancing the budget.

## 10. Insurance

- No activity can commence unless there is adequate insurance cover in place.
- The Group Leader must ensure that parents/carers are informed of all insurance arrangements.
- The Group Leader must inform the Risk and Insurance Team of the intention to leave the premises for an activity. This can be done through the Safety Online web site – [www.safety-online.co.uk](http://www.safety-online.co.uk)
- For visits involving residence, adventure activities, or visits abroad, Parents/carers must be informed of their ability to increase the level of cover should they so wish.

## 11. Code of conduct

- The school's code of conduct remains in place during school visits and staff and pupils are expected to abide by it.

- For visits involving residence, adventure activities, or visits abroad, a code of conduct targeted for the trip must be drawn up for pupils and adults, with discussion and involvement of the pupils. Subjects for inclusion will vary per activity but could include behaviour, dress, boundaries, sanctions, etc.

## 12. Managing the activity – adults

- Supervising adults must be aware of the “duty of care” which is placed upon them. The overall responsibility rests with the headteacher as overall manager of the school. The school’s Supervision Policy and Child Protection Policy will be implemented during all off site activities.
- The EVC will assess the competence of the adults accompanying the activity. He/she will maintain a record of adults’ training, experience and qualifications.
- The appointed Group Leader manages the whole activity. The role of the Group Leader will be as follows:
  - complete preparations for the activity using the Guidance and checklist for teachers (appendix 1) and *Cambridge Education @ Islington* guidance
  - complete the relevant sections of the Safety Online web site – [www.safety-online.co.uk](http://www.safety-online.co.uk)
  - demonstrate a knowledge of the venue for the visit/activity by making a preliminary visit
  - complete the Guidance for Additional adults form (appendix 2)
  - clarify the roles of all adults involved in the activity, providing them with a list of pupils in their care along with their personal details in case of emergency.
  - ensure all adults accompanying the activity understand their ‘duty of care’.
  - ensure that all risk assessments have been completed
  - ensure that on going risk assessments are carried out for the duration of the activity and amend organisation if necessary.
  - ensure that regular head counts take place during the activity
  - ensure that all pupils are aware of the purpose of the activity
  - ensure that all pupils involved in the activity understand the expectations of their behaviour during the activity.
  - provide the EVC or appointed school contact with a list of pupils being off site.
  - be aware of the school’s emergency procedures – ‘School Contingency Plan’.

### 13. Procedures for Lost Children

Prior to an educational visit, children will be briefed about the importance of staying with their partner and group leaders. They will be reminded to encourage each other to be aware of what is going on and stay with the group.

Children will be instructed on what to do if they are separated from the group, e.g. they must STAND STILL so that the Trip Leader can re-trace their steps to locate the child, or if a child has been left on the tube/train, they are to get off at the next station and STAND STILL.

Children will be advised that many adults are there to help them, therefore if they are approached by a person in uniform e.g. a station attendant, zoo keeper, the police, etc, or a parent with children, they can talk to the person and let them know what is happening. Under no circumstances must they go with the person - they should remain where they are and ask that their message is taken so that it can be conveyed by loud speaker or the school telephoned.

In the unlikely event of a child being separated from the group, the Trip Leader will call the register to ascertain that the child is missing. The Trip Leader and one other member of staff will search the immediate vicinity, going to places where the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.

The Deputy Trip Leader will assume overall responsibility for the group during the absence of the Trip Leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the Trip Leader will contact the school by telephone to notify them and ascertain whether they have any information. The school will notify the parents.

The Trip Leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The Trip Leader will remain with the police to comfort the child when found and maintain regular contact with the school.

The Deputy Trip Leader and remaining staff will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain why the incident occurred and revise the risk assessment procedures where appropriate.

#### 14. Managing the activity

Group leaders must assess the risks and consider an appropriate safe supervision level for their particular group.

- The following are examples of adult : pupil ratios.

visits involving children in Nursery classes	1 : 2 minimum
visits involving children in Reception classes	1 : 4 minimum
visits involving children in Years 1 – 3	1 : 6 minimum

For Years 4 – 6	1 : 12 minimum
public transport is used	1 : 12 minimum
pupils are involved in adventurous activities	1 : 10 minimum
visits are residential	1 : 12 minimum
visits abroad	1 : 10 minimum

- Each off-site activity should be risk assessed to ascertain the level of adult supervision required. It is desirable that an adult of each gender should accompany mixed groups of pupils if possible.
- Residential activities for mixed groups require that adults of each gender accompany the group.
- If the activity requires remote supervision, parents/carers must be informed in advance of the trip.
- Newly Qualified teachers must be accompanied by an experienced member of the teaching staff on their first visits.
- Supervising adults must always include someone who has a knowledge of basic First Aid. At least one adult who had a current paediatric first aid certificate must accompany children from the EYF stage on an off site activity.
- Supervising adults must know of any special medical details relevant to a pupil.
- An adult who has not been CRB checked should never be left alone with less than four children during an activity.
- Adults must never travel alone with children in their own vehicle.
- Supervision is “full time”. There is no reduction in levels of supervision on routine or non-routine activities. Responsibility for pupils lies with the group leader and staff at all times.
- All “free time” must be planned for and supervised.

#### 15. Safety and Emergency procedures

Parents and children need to have clear expectations about the role of helpers on an outing. The group leader will brief the class and all helpers just before the class departs. During this briefing, they must make it clear that:

- i. Children assigned to groups must stay with the adult in charge of that group.
  - ii. Children must obey the instructions of any adult helper.
  - iii. All the adults have a collective responsibility towards all of the children.
- The group leader must refer to the emergency procedures as outlined in the *Cambridge Education @ Islington* guidance document – see Emergency Plan
  - Children must wear high visibility jackets while travelling to and from school.
  - When walking along a pavement, children must be in a line in pairs, though in a busy place a single line may be necessary. The visit leader should be at the rear of a “crocodile”; another adult who knows the route should be at the front. Other helpers should walk alongside the crocodile, ensuring children keep up and do not go too close to the road.
  - Always have a Plan ‘B’ in case of bad weather, accidents, etc.
  - A list of all participants – children and adults – is held at the school and by each adult taking part in the activity.
  - If the activity involves residency, travel abroad or adventurous activities, emergency contact detail – must be submitted to the EVA through the Safety Online web site [www.safety-online.co.uk](http://www.safety-online.co.uk)
  - Regular head counts must be taken.
  - “Lost child” procedures must be established and understood by all adults involved in the activity.
  - Always assume that the mobile phone will not connect!
  - Safety briefings must be held regularly
  - The EVC will maintain a record of staff competencies in relation to experience, training and qualification for off site activities. It must be ensured that the information held on record is current.

13. Evaluation

- All non-routine activities will be evaluated by the group leader and a copy submitted to the EVC within 3 days of return

Reference:

Health and Safety of Pupils on Educational Visits – DfE 1998  
<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits/>

Supplement to Health and Safety of Pupils on Educational Visits –  
DfE 2002  
<http://www.teachernet.gov.uk/wholeschool/healthandsafety/visits/>

*Health and Safety: Powers and Responsibilities*  
*Standards for LEAs in Overseeing Educational Visits*  
*Standards for Adventure*  
*A Handbook for Group Leaders*  
*Group Safety at Water Margins*

Role of support Staff beyond the Classroom – DfE September 2005  
<http://www.teachernet.gov.uk/docbank/index.cfm?id=9212>

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## Education Visits policy - Appendix 1

### Guidance for Staff leading a School Trip

This information is provided to help staff with the planning and preparation for a school trip. If you have any queries and concerns please raise them with the Educational Visits Coordinator, Matt Britt.

Visits to popular venues, must be booked well in advance. Coaches and transport also must be booked well in advance. The visit is a stimulus for a wide range of cross-curricular work. Therefore, ideally the date should not be on a Friday or just before a holiday. Information needs to be sent for in advance to allow for adequate planning time.

The school diary should be checked to make sure the date is free. You may ask Office staff to arrange the visit. Office staff can also do coach bookings. Be sure the date and venue is entered in the school diary. If a classroom assistant or support assistant goes on an outing, it is the class teacher's responsibility to ensure any other classes are not affected. The school cannot fund extra hours for trips.

Additional arrangements may need to be made for children with special needs.

Once the details of the visit have been confirmed and the visit has been approved by the EVC and the Head Teacher, then the teacher can ask the Office to prepare a letter to parents. The letter will need to be approved by the EVC before circulation. It should be sent out well in advance of the trip (at least 2 weeks) and it must include the following:

- Venue
- How the trip relates to the planned curriculum
- Date
- Departure and arrival times
- What to wear (trousers for girls in cold weather); protection against the rain
- What to take
- Packed lunches (to be carried in a disposable carrier bag with disposable drinks containers)
- The need for a small backpack if necessary to carry coats and equipment
- Cost, including a statement about voluntary contributions
- A clear reply slip giving permission must be included for parents to return (including details of travel sickness)
- A request for parent helpers

NB Parents and adult helpers are not to be charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the children's visit.

All payments must come to school in a sealed envelope. These are to be sent to the Office as they arrive. Office staff will supply class teachers with lists indicating any families who need to be reminded to pay. Children on free meals are not required to pay.

What to take:

- First aid kit (see Senior Administrative Officer or Premises Officer)
- Any medication specific children need, for example for asthma, epi pens, etc.
- Emergency contact list (Residential visits)
- Mobile phone
- Sick bucket, paper towels, plastic bags, disinfectant (Dettol)
- Any resources or equipment needed
- Cheque(s) to pay for costs
- Permission slips (these are to be kept on return in case of future reference)

### Costs

The amount the children pay needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers etc. When calculating the charge, round up to the nearest 50 pence. The school voluntary fund can cover the loss of one or two children not contributing. Every effort should be made to collect the voluntary contributions, but no child should be left at school because their family cannot pay. Any excess money will be put in the voluntary fund.

### Uniform and clothing

Parents should be reminded that It is easier to identify children if they are wearing their school uniform. The school provides high visibility jackets for children to wear whilst travelling to and from school. These are available from the school office.

If the visit is likely to involve a lot of outdoor activities, for example, to the countryside, then request that parents send their children in suitable outer clothing and footwear.

### Checklist

The attached checklist is designed to assist you in planning the trip but is not intended as an exhaustive list of all preparations, as these may vary for different types of trips.

**CANONBURY PRIMARY SCHOOL**

**A Checklist For Staff Leading A School Visit**

**Class** \_\_\_\_\_ **Date of trip** \_\_\_\_\_

<b><u>Essential information</u></b>	<b><u>Completed</u></b>
The Headteacher's permission has been obtained for the trip. The Bursar has been informed.	
There is a named group leader with overall responsibility for the group	
A risk assessment has been made and approved electronically	
School diary checked to ensure the date is free. Office staff asked to arrange the visit and to do coach bookings. Date and venue entered in school diary.	
Classroom assistants / Support assistants attending outing have had hours rearranged, with Headteacher's permission.	
A letter has been sent to parents by the school office, at least 2 weeks before the visit.	
The amount each child pays has been calculated to cover the entire cost of the visit. The price per pupil has been rounded up to the nearest 50p. The parents have been informed that no child will be prevented from attending because their family cannot pay.	
Children have been informed that they must wear school uniform, unless impractical. Parents have been notified if suitable clothing is needed for the visit.	
On residential and out of school hours visits, the group leader must carry with them at all times, the names of any adults and pupils travelling with the party and their contact details.	
2 spare changes of underwear/socks taken with all KS1 classes.	
Sick bucket, paper towels, plastic bags, Dettol taken if travel is by coach.	
Resources/Equipment needed taken.	
Cheques for payment taken on trip where necessary.	
First Aid kit taken with teacher on visit, including medication needed for specific children.	

<p>The group leader carries a fully charged mobile phone with them on the visit. They also have stored within the phone the school's telephone number and the Headteacher's mobile number. In the event of an emergency the School office must be informed as soon as possible.</p>	
<p>On the day of the outing, prior to departure, the children and adults attending have been briefed about rules and expectations on the visit.</p>	
<p>Where the children have been divided into groups for the purposes of the visit, the group leader has no responsibility for one group. Each adult assigned responsibility for a group has a written record of the names of the children in that group.</p>	
<p>For local journeys only:- Where parents or staff have been asked to transport children on a visit in their own vehicles, they have completed a parent transport form, available from the school office. Children travelling in these vehicles are only being carried in seats where a seatbelt is provided.</p>	
<p>All staff are aware that in the event of an emergency arising where a child needs hospital treatment, an adult must accompany the child. An accident report needs to be completed and returned to the Headteacher by the group leader.</p>	
<p>The lead teacher must carry a mobile telephone (with number left on contact sheet) during the day, leaving it on to receive calls. In the event of an emergency the group leader must inform the School Office as soon as possible.</p>	

See Appendix 2 below

## Education Visits Policy Appendix 2

### Guidance for Additional Adults on Educational Visits

Thank you for coming to help on this visit. School trips are a valuable way of making learning come alive and we value your support. These are a few notes so that we ensure there is consistent practice from all adults, and, as you are being presented to the group as a safe adult, you need to be one!

The aims of today's visit are the following:

\_\_\_\_\_ is when we will arrive back at school.

Your visit leader today is:

\_\_\_\_\_

We would ask that you:

- Enter into the spirit of the trip and enjoy it!
- Expect high standards of behaviour on the trip and keep the children calm
- Listen to the teacher or other adult when asked and model this to the children too
- Do not smoke or drink alcohol during the trip
- Do not buy the children any food or drink or give your child, or any other child, money for a treat, or buy one for them. If the children get thirsty or hungry, please discuss this with the trip leader in the first instance.
- Do not leave your group unattended

Please ensure you carry a mobile phone and that you have given the number to the trip leader. Your trip leader's number is:

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Please also store the school's number in your mobile: 020 7226 5020.

The trip leader will have completed a risk assessment and will brief you on any guidance necessary for the trip. They will also discuss the aims and learning objectives for the trip. Please feel free to ask any questions.

You will be allocated a group of children for the duration of the trip. It is very important that you stay with your children at all times – including lunchtime and whilst travelling. Please do regular head counts and please ensure the children are in pairs when walking anywhere. The children should wear their high-visibility jackets when travelling or in a public place.

Please always accompany children to the toilet with another adult. If this is not possible, please stand in the doorway with the door ajar, or directly outside the toilets. Do not enter the toilets without another adult unless it is an emergency.

You should not administer any medicine to the children, prescription or non-prescription. However, the trip leader will provide you with inhalers for any children in your group who may need them. Please ensure you carry these with you at all times for the children to administer themselves if required.

If after today you have any safeguarding concerns with regard to a child, please raise these concerns directly with our child protection officer, Diane Thompson.

### Emergencies

These are very unlikely to occur. If an emergency situation occurs or if a child needs medical assistance, please contact the trip leader, or if that fails, the school, as soon as possible after attending to the child.

In the unlikely event of a security alert, please lead your group to safety following the emergency services' advice. Do not be concerned if you become separated from the rest of the group, but do ensure that your children are all accounted for and contact the school immediately.

In the unlikely event of a child being separated from the group, please advise the trip leader immediately who will follow planned procedures.

Thank you for giving up your time and we hope you have an enjoyable day.