



COLD HARBOUR
C of E Primary School

Growing, Learning, Achieving Together

Visits & Journey Policy 2018 -2019

	Date	Signature
Discussed at Staff meeting	19.06.18	
Discussed at Curriculum		
FGB:	28.06.18	

Responsibility of Curriculum Committee

Next Review Date: June 2021

Policy Ethos Statement

Ensuring that our children have every opportunity to develop the confidence and capacity to become successful, lifelong learners is a key task for us.

Cold Harbour CE Primary School is a school committed to 'Growing, Learning, Achieving Together' with strong Christian values underpinning this.

- ✓ **Growing** in confidence, faith, personal awareness and ability.
- ✓ **Learning** in creative, fun, technologically assisted and investigative ways.
- ✓ **Achieving** as individuals, teams and as a whole school community across a diverse range of opportunities.
- ✓ **Together** through our shared Christian values of tolerance, faith, guidance, respect and nurture.

This policy will clearly define how the procedures and opportunities in school will enable all children to achieve our key aims.

'Do all the good you can,
By all the means you can,
In all the ways you can,
In all the places you can,
At all the times you can,
To all the people you can,
As long as ever you can.'

(John Wesley)



Educational Visits Policy

Cold Harbour CE Primary School

At Cold Harbour School we feel that school visits play a vital role in creating an exciting and stimulating themed curriculum. As a result, the aim of this guidance is to help staff who are planning a visit to ensure continuity in the organisation of the visits and therefore to minimise potential risks. It also aims to set out key rules and procedures from the Milton Keynes 'Guidance for Off-Site Visits and Related Activities with National Guidance' and EVOLVE 2018 and how they fit with our school setting. The MK Guidance must be referred to for all visits. The qualified Educational Visits Coordinator (EVC) is Angela Woods, supported by the Headteacher and the Governing Body.

1. The Purpose of School Visits

- To enhance the themed curriculum
- To provide hands on experience
- To enable children to visit and experience a different place
- To motivate and stimulate new learning
- To provide knowledge from experts
- To broaden experiences

2. The Nature of School Visits

2.1 Local visits- those within walking distance of the school are encouraged throughout the school year. Local Visits Form needs to be filled in with simple information and signed by the EVC or Head teacher before you go. Consent forms are not needed. (Swimming is classed as a local visit but does require consent from parents). These will be submitted on EVOLVE.

2.2 Day visits- those needing a coach or transport. Ideally children will go on 2 per year plus have 1 visit from 'a provider' to the school. Risk assessment for the location and transport is needed ahead of time and signed by both EVC and Head teacher. This also needs to be on EVOLVE.

2.3 Residential Visits/ Adventurous Activities- One per academic year in the Year 4 and 6. Level 2 visit for residential, level 3 if it includes adventurous activity or is near water. Risk Assessment must be done and EVOLVE must be completed at least 6 weeks in advance as these must be approved by the Local Authority, Milton Keynes.

3. Procedure for Local visits-

This should be quick and easy to allow impromptu visits, however risks to the children and adults must be assessed and approval sought. Ideally, this will be thought about **at least 1 day in advance**.

- Identify aims and objectives
- Seek approval from head teacher
- A hard copy of the Local Visits Form detailing: destination is completed, children and adults going, leaving time and ETA back at school. The form also asks for a signature from the Visit Leader to say that they know it is their responsibility to assess the risks for their class for this visit, and that they have got a small first aid kit, mobile and medications with them. EVC or head teacher to sign. Upload this onto EVOLVE
- Think about any children who have planned hot dinners (if this falls over lunchtime), peripatetic lessons or planned appointments.
- Notify parents of intended visit

4. Procedure for Day Visit and Residential Visit

Visit Leader- Please use Appendix 1 'Preliminary Educational Visits Booking Form' to research the venue/requirements to begin the booking process. When date/venue/time are completed, the booking form is passed to Julie Prosser to arrange final bookings/transport. The visit leader has overall responsibility for the visit arrangements and the children and adults participating in the visit.

You will need to:

- Discuss proposed visit with Headteacher
- Identify aims and objectives of the visit
- Check the diary for suitable dates
- Ask office staff to ring to check availability, and get quotes, for the trip location and coach.
- Fill out Appendix 1
- Check costs
- Discuss and seek approval from head teacher and governors for residential visit
- Risk Assessment completed ideally at least 2 weeks before trip or 6 weeks before a residential.

- Obtain parental consent, emergency contact and voluntary contribution for the day/s -ask office staff to prepare these.
- Load Risk Assessment and additional information onto Evolve. Send to EVC, Angela Woods, for approval. Once EVC has approved it, it will be submitted to the head teacher for approval. If residential visit this must be submitted to MK council at least 6 weeks before the trip.

5. **At Home Contact** – There must always be a designated person remaining at school who is describe as the ‘At Home Contact’. This is most likely to be the head teacher or senior teacher in their absence. It is their responsibility to deal with phone calls from the group leader and to set emergency procedures into motion should the need arise.

(Note: office phone will switch to night mode after office hours, an alternative emergency number should be provided)

They should have with them for all visits:

- Risk assessment
- Printed Evolve form with contact numbers of establishment and coach company
- Copy of contact forms (including emergency/ next of kin contacts for additional adults)
- Access to emergency contact forms for staff
- Link with Business Manager in case of financial risk
- Copy of insurance form (in office) and essential contact details
- Critical Incident Log which can be found in appendices.
- MK Emergency 24hour contact number- 01908 311773

6. Choosing a Place to Visit

Teachers will use experience of places they have visited before or follow up recommendations made by other teachers. They should use the information on previous visits, kept in the school hard copy records and/or on Evolve, to help them plan.

The following should be taken into account when choosing a place to visit: aims and objectives, age and ability suitability, cost, cost of transport, distance, additional adults needed, possible agenda.

If possible, the Visit Leader should make arrangements to make a preliminary visit to familiarise themselves and check; risks (including mobile phone signal!), suitability for age and suitability for purpose, security of pupils and access to toilet facilities.

The Visit Leader must check with the head teacher/ finance officer that adequate insurance cover is available for the type of visit planned.

Consider what will happen if wet or extreme weather re. activities/agenda and lunch arrangements.

7. Choosing Transport

At least 2 quotes for transport must be sought by the office. Coaches must have seat belts.

8. Informing Parents about a Visit

8.1 Local visits

Parents should be informed of all visits outside the school grounds, even trips to the church. This can be done via ParentMail, Dojo, a note on the board by the main gates, or a note home.

8.2 Day visits

Day visits should be organised a minimum of half a term prior to the departure date. A letter should be sent home to parents at the beginning of the year outlining the proposed visits, deposit required and total costs for the academic year. A trip specific letter will be issued at least 4 weeks prior to the visit detailing final arrangements, times and balance required with payment deadlines (to be mindful of any deadline date proposed by the provider to ensure the school does not incur cancellation costs).

Voluntary contributions and consequent forms must be returned by specified date for the trip to go ahead unless exceptional circumstances have been agreed. Sufficient funding for the trip needs to be received for the visit to go ahead. Consent/medical/ emergency contact forms should be attached to the information letters.

The letter needs to include:

- Purpose of visit
- Date, time and location of visit
- Voluntary contribution clause
- Transport details
- Lunch arrangements
- Clothing/uniform considerations
- Whether pocket money is allowed
- Whether voluntary adult helpers are needed and how to volunteer
- How any photographs taken will be used

Class teachers have a responsibility to check the trip visit register and follow up with pupils and parents any outstanding forms and payments in advance of the deadline date.

8.3 Residential visits

All the above applies. Parents should be given at least 6 months notice and given the opportunity to pay in instalments. More in-depth information of aims and controls of risks should be given as well as the opportunity to come to a parents' information meeting held closer to the time to outline the agenda, clothing needed and so questions can be asked.

9. Organisation of Groups and Ratios

When identifying the staffing ratio for a specific visit you should take into account the age, maturity and experience of that group of children, as well as the destination and activities proposed. Reasonable adjustment and additional adults should be made to facilitate participation of pupils with special educational needs or behavioural concerns; 1:1 SEN provision should still stand for example.

The acceptable ratio of adults to children on a school visit for **KS2 is 1:15, 1: 8 in KS1 and 1:6 in Early Years**. This should be reduced if near **water to 1:12 for KS2, 1:6 for KS1 and 1:4 for Early Years**.

Preferred Adult : Pupil ratios

- Early Years: 1:6 (near water 1:4)
- KS1 1:8 (near water 1:6)
- KS2 1:10

When allocating groups of children with adults, the Visit Leader should not be assigned to a specific group where possible to enable the visit leader to be available to support pupils where necessary.

Children will be put into groups with adult supervisors. This list will be given to adults along with a copy of the risk assessment and time to look through it, before the trip. If numbers allow, the Visit Leader should not be given a group, or should have a deputy group leader (not deputy Visit Leader) who can take control of their group if an occasion arises.

Updated list of those attending the visit, copies of the consent forms, copy of the signed risk assessment and copy of the itinerary should be left in the office/ given to the 'At Home Contact'.

10. Participation

All children will be given the opportunity to go on school visits, regardless of ability to pay the voluntary contribution. For residential trips, those pupils whose parents receive Income Support, Family Credit, Income Based Job Seekers Allowance or Disability Working Allowance have the opportunity to pay just the charge for Board and Lodging and this will be detailed in the trip information letter. Requests for remission of the remaining charge for the trip should be made in writing to the head teacher.

Behaviour of the highest quality is expected of the children at Cold Harbour School. Expectations should be outlined to children before they depart and they should be given regular reminders throughout the trip. The behaviour policy should be enforced on the trip; children should be given a verbal warning, yellow card with a consequence, red warning with a consequence such as a time out (time spent next to the adult if time out is not suitable), if the day is ended on a red or yellow warning then 10 minutes of enrichment time will be lost.

Those children with specific behaviour concerns should be noted on the risk assessment under the 'to be watched' list. They should be placed in suitable groups and additional adults arranged if necessary. Children whose behaviour could be a risk to themselves or others on a trip and sufficient controls cannot be put in place, then the child will not be allowed to go on the trip.

11. Funding

The FOCH fundraises throughout the year and may be able to provide funding for educational visits.

12. Adult Volunteers

It is essential that any adult helpers know what the main purpose of the visit is and what their role is. They should be briefed about the agenda, behaviour and expectations of children, their role, safeguarding of the children and themselves and be given the opportunity to ask questions. Ideally, adult volunteers would be DBS checked but if a large group, i.e. the whole school, are going on the visit then DBS checking is not essential.

Non DBS checked adults WILL NOT be left alone with children or asked to take children to the toilet alone.

If possible do not place the children of volunteers in the same group as their parent, unless their child has a specific medical need.

13. First Aid

A full and complete first aid kit should be carried on every trip by the 'Named First Aider'. A bucket with water, tissues and extra sick bags should be taken on every coach trip- this can be left on the coach if convenient and sick bags and tissues are in the first aid kit. The 'first-aid at work' member of staff is to make sure first aid kits are complete before trips.

Group leaders should also carry with them small first aid kits which consist of plasters and tissues for small injuries that can be quickly dealt with.

The Visit Leader will carry essential medical details on the risk assessment, detailing essential medical details relating to any of the children and adults going on the trip including; medical conditions, inhalers, medicines, epipens etc.

All staff in the school have been told that it is their responsibility to tell the Visit Leader, of a trip that they are going on, of any medical conditions/allergies etc that the Visit Leader may need to know about in an emergency.

Group leaders (or children themselves) will carry the medication which will be clearly labelled with the child's name and dosage requirements. Details on any dosages given or incidents should be recorded on the 'Record of First Aid Treatment' or 'Child/Young Person's Medication Form', which can be found in the appendices, and parents informed upon return (or during residential visit). These records will be kept for up to 6 years.

14. Lost Child

Risk assessments detail the following information regarding what to do if there is a lost pupil:

15. Emergencies

In emergencies, follow the information on the risk assessment.

The Visit Leader is to contact the 'Home Contact'.

The visit leader must call the MK Emergency 24 Hour Contact 01908 311773 If it is a significant incident or accident that involves serious injury or fatality and/or is likely to attract media attention.

The Home Contact is to talk to parents- the Visit Leader will not do this as the Home Contact will give the facts to parents calmly, and not have to worry about the rest of the group. Mobile phones should not be used by adults on the trip unless to contact the Home Contact or other adults on the trip.

No one on the trip should speak to the press or parents. Home contact should keep a log of events using the 'Critical Incident Log' found in appendices.

16. Evaluation

Upon completion of a trip the Visit Leader must complete the evaluation form on EVOLVE so that further visits can be informed and improved.

17. Policy Review

This policy will be reviewed every three years

Date Discussed by staff:	19.06.18
Discussed and adopted at Curriculum Committee	
Review Date:	June 2021

Visits and Journeys leader: Angela Woods

Any proposed visits MUST be discussed with the Head Teacher, to check dates and personnel availability.

Permission is not required for local visits on foot BUT it is courtesy to inform parents with a short note.

Risk assessment/Evolve and HT approval are required.

Visits **must be** authorised and parents informed one half term in advance.

Hazardous/ residential need to go to governors and MK Council with at least 6 weeks notice.

Visit leader: _____ **Deputy leader:** _____

Destination: _____

From: _____ **Date** **To:** _____ **Date**

Going: ETA departure : _____ **Time** **Return:** ETA departure _____ **Time**

ETA arrival _____ **Time** ETA arrival _____ **Time**

IDENTIFY THE EDUCATIONAL PURPOSE OF THE VISIT: AIMS AND OBJECTIVES:

Number of pupils: _____ **Number of adults:** _____

Adult : Pupil ratios

- o Early Years: 1:6 (near water 1:4)
- o KS1 1:8 (near water 1:6)
- o KS2 1:10 (preferred)

Total numbers (pupils + adults): _____ (seats on coach)

IDENTIFY COSTS:

Quotes: (Julie to book a suitable coach -quotes are needed from 2/3 operators)

Company _____ Coach quote _____

Company _____ Coach quote _____

Company _____ Coach quote _____

(Note: where journey times >1hour, toilets should be available on the coach)

Agreed Coach cost per child: _____

Admission Cost: (individual) _____

Additional cost of accompanying adults

Total entry cost (incl adults): _____

Additional Costs: _____

Total Final Cost: _____

Additional notes:

Other contributions

Lunch arrangements:

Music lesson cancellation:

..

Cost/head

Work out per pupil charge (not allowed to exclude pupils who won't pay if visit is 'substantially' in school time. Not allowed to divide total cost taking account of non-payers. Round up cost to include accompanying adults – divide between number of pupils.

Final cost of trip per child: _____

Date: _____

Approved by: _____

Date: _____

Costs need approval with HT /School Business Manager:

- Discussion and Approval from head teacher
- Make a preliminary visit if it is a new/unknown venue.
- Check lunchtime and toilet facilities
- Arrange additional wet weather alternative

CONDUCT RISK ASSESSMENT

- Risk assessment completed (Evolve <https://evolveedufocus.co.uk>)

OBTAIN APPROVAL & PARENTAL CONSENT

- Letter

Letter; include full details of times, suitable clothing, sun protection, lunch arrangements and pocket money information Separate costs: education/transport/food/board/lodging.

- Letter
- Consent/medical/funding
- Establish emergency contact procedures

- First aider

Keep record of first aid and tell parents on return

CHECKLIST:

- Consent forms – ensure accurate contact details for the date/time of visit
- Ensure the code of conduct is explained for helpers; - see notes for volunteer helpers.
- Groups must be arranged prior to the visit. The visit leader should not be allocated a group
- List of people involved in the trip
- First Aid Kit
- Whistle
- Emergency contact list -child and adult
- Contact numbers for mode of travel
- Mobile phone and battery charger
- Each supervisor has access to a group register
- Prepare any questionnaires or worksheets;
- Early Years and KS1 children to wear high visibility jackets.

Visits within Cold Harbour's Local Area

- Parents must be notified when children leave the school premises for any school visit, walks etc.
- Visits to St Mary's Church, walks around local area etc all require adequate adult support according to age group with reference to the leaders checklist for visits and journeys.

Residential Trips

Residential trips should be organised **at least six months in advance** to allow parents to pay in instalments. There should also be a reserve staff list in case of illness or unforeseen circumstances.

- Trips are agreed by the governing body and the Headteacher.
- The application is sent to Evolve for approval. <https://evolveedufocus.co.uk>
- The visit may incur supply costs for the school that cannot be included in the cost of the trip.
- The FOCH may support the trip financially enabling all eligible children to participate, or to reduce the cost per child.

Arrange an information meeting for parents. Specific Medical Need (including adults):

Name	Medical Need	Medication

Checklist

Risk assessment detailed for specific trip and signed by EVC/Head teacher

First Aid kit, bucket, water

Whistle – Ensure children know emergency procedures

Medication & completed consent/administration details

Staff mobiles and office to have numbers

Emergency contact lists (including medical details of additional (non-staff) volunteers – additional copy for school office.

Copy of EVOLVE risk assessment to all adults and one left in the office

Residential file containing all group details/contact details/itinerary/Evolve etc as outlined above ... to be provided to Head Teacher

Spare set of clothes

High visibility jackets for FS/KS1 and adults

Explanation to pupils about identifiable hazards, agenda, expected standards of behaviour, what to do if lost.

Signed by

Date

Visit Leader: _____

EVC: _____

Head Teacher: _____

In an emergency:

**If it is a significant incident or accident that involves serious injury or fatality and/or is likely to attract media attention. The visit leader must call the MK Emergency 24 Hour Contact 01908 311773
Otherwise Call the Home Contact- i.e. Christine Ryan (Head Teacher) or Vicki Thurstance (Senior teacher) or Angela Woods (EVC)**

Evacuation of coach in the event of a breakdown or accident

- Coach leader to assess immediate risks – location, time of day/year, weather conditions
- If evacuation of coach thought necessary (very busy traffic, or risk of coach setting on fire for example), group leaders to lead groups to safe area as determined by coach leader, conduct head count and raise hand to show all present if in a large group.
- Call head teacher
- If breakdown/accident occurs on motorway/dual carriageway, it is regarded as advisable for everyone to leave coach and move to a safe distance (behind barrier if one exists)
- If incident occurs on other A/B roads then coach leader to make decision governed by immediate area and circumstances
- If any member of party injured then first aider(s) to assess situation before evacuating
- If remaining on coach, move away from back seats and dial 999 for blue light protection
- Coach leader to continually assess immediate risks as determined by circumstances, but always to act upon the advice of any emergency services involved
- If appropriate, return to coach when situation deemed safe by coach leader
- Coach leader to conduct full head count

<p>Child / Young Person:</p> <p>Parent /Carer's signature:</p> <p>Parent /Carer's name:</p>	<p>Prescribed medication:</p> <p>For treatment of:</p> <p>Dosage and times to be administered:</p>
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DATE	TIME	DOSAGE	ADMINISTERED BY	WITNESSED

Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts that may be able to assist.

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible;

It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Milton Keynes Council 01908 311773 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- You should also contact the Head of Establishment (if this is not you);
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Office/ Home (if applicable)	Contact
Head of Establishment	Mrs C. Ryan	01908 270 377
Deputy Head of Establishment	Miss V. Thurstance	01908 270 377
Milton Keynes Council	01908 311773	

Chair of Governing Body (optional)	Mrs S. Power	01908 270 377
Other/EVC		

A member of staff must keep a detailed log of actions and conversations that have taken place. Do this **as developments occur**.

INCIDENT		
DATE	TIME	ACTION / CONVERSATION
		<i>Include the nature of instruction given, names, addresses, telephone numbers, and each person with whom contact is established</i>