



TRIPS AND DAYTIME OFF SITE VISITS POLICY

Date reviewed: July 2024

Date of next review: July 2025

Planning

Safety must be a priority and should be taken into account at all stages. In their planning, teachers should be aware of potential hazards and, having made themselves aware, take the necessary safeguards. If the visit is to a new location or will involve hazardous activities, a preliminary visit by the organiser is highly desirable.

Purpose

All visits should have a clear rationale and educational purpose. Visits should align with curriculum and have clear links to the learning outcomes. If the visit is curriculum-based in school time, all students in a class or group should have the opportunity to go free of charge. Voluntary contributions can be requested. The expectations of the work to be carried out must be made clear to both pupils and parents/guardians.

Approval

The Trip Approval Form (SV1- See Appendix 1) must be completed 4 weeks by LG prior to the trip for any day trips and 6 weeks prior for residential trips. The risk assessment must be then discussed with the SDHT- Ms Kumar and approved. Once approved, printed copies of SV2 to 5, group list and care plans should be handed in to the Headteacher (see Appendix 2- Trip Checklist). For trips or activities lasting more than 24 hours or requiring an overnight stay, permission is required from the Executive Headteacher.

Finance

All trips must be properly budgeted for in advance. This should include all costs and contingencies. Insurance should be included if needed. The school will subsidise the trips to support students with financial difficulties, such as parents on income support or universal credit, after discussion with a senior leader.

Once the trip details on the Trip Approval Form have been completed and approved, Trip Leaders can then ask for a non-returnable deposit.

It is essential to cost the trip carefully at the outset:

- Price required by the company
- Emergency money
- Miscellaneous costs, e.g. bank charges

Payment Process

Payment Platform:

All payments for school trips must be made through ParentPay. No cash or checks will be accepted.

Payment Schedule:

Payment deadlines will be clearly communicated to parents at the time of trip announcement.

Parents are encouraged to make full payments by the specified deadline to secure their child's place on the trip. For residential trips, a payment plan will be available for parents.

Making a Payment:

Parents must log into their ParentPay account to view and pay for the trip. Payment options include credit/debit card and bank transfer.

Cancellation and Refunds

Cancellation by the School:

If the school cancels the trip, all payments made will be refunded via ParentPay.

Cancellation by Parents:

If a parent cancels their child's participation, refunds will be provided according to the trip's terms and conditions and may vary depending on non-refundable costs already incurred.

Consent for Trips

All consent will be collected through ParentPay. Parents are unable to continue with payment until they have provided electronic consent.

For any child, for whom payment is not required, a letter of consent will be issued, and a record kept.

Conduct and Expectations

Behaviour Standards:

Students are expected to follow the school's behaviour policy during trips. Misbehaviour may result in disciplinary action and exclusion from future trips.

If a serious breach of discipline occurs, a student can be sent home after contacting parents/guardians and the school Senior Management Team. Students have no automatic entitlement to participate in a visit, if their previous or potential conduct indicates that their participation could be a risk.

Parental Responsibility:

Parents should ensure their children are prepared for the trip with necessary items and understand behavioural expectations.

Communication with Staff

It is vital that all staff in the school know well in advance about school journeys. Once the trip has been approved, all interested parties should be informed as soon as possible and the date should be put on the school calendar. The week before the trip, the details should be put in the school bulletin. All staff must personally ensure meaningful cover is set for all their classes and provide clear details to their line manager. Form Tutors must liaise with Senior Leaders and colleagues to place students not attending a trip with another class in the same year group. Senior Leaders and Ms Taylor must be made aware of this placement. A trip during school time may have to be cancelled if the trip is under-subscribed.

Ensure that the office has the complete and final list of attendees on the trip. For trips out of school time, emergency contact numbers of 2 senior staff should be taken by the trip organiser.

Communication

Trip Details:

Detailed information about the trip, including objectives, itinerary, cost, and required permissions, will be communicated to parents via email, school website, and newsletters.

Parent Meetings:

For major trips (overnight or international), the school will hold an informational meeting for parents and guardians to discuss details and address questions.

Inclusion

Accessibility:

The school is committed to making trips accessible to all students, including those with special educational needs and disabilities.

Reasonable adjustments will be made to accommodate all students.

Equal Opportunities

Trips are designed to provide equal opportunities for all students to participate, regardless of background or financial situation.

Staffing

The staffing ratio for ordinary trips in England and Wales is:

- EYFS to Year 3 – 1 adult: 6 pupils
- Year 4 to Year 6 – 1 adult: 15 pupils

The ratio of 1:15 can be amended depending on the SEND/ behaviour concerns

The adults should include a minimum of 2 teachers.

All staff should meet with students before the trip and know for whom they will be responsible. All staff must have a list of party members and similarly all staff must be thoroughly briefed about the trip, whether there are any students with special requirements of any kind. All staff and students must know what to do in an emergency.

Travel Details

All details such as arrival and departure times should be confirmed well in advance. Insurance must be arranged for all members of the party and may need to be checked with the school insurers. Wherever possible the company should specialise in school trips. Always make sure that all arrangements are confirmed in writing. Children under 14 must not sit adjacent to emergency exits on buses and coaches. It is strongly recommended that a responsible person sits on such seats.

a. Coach

The driver must meet national legal requirements (regarding rest breaks, etc.) and must meet your requirements for the agreed itinerary.

b. First Aid

A First Aid Kit must be signed out from the Welfare Room for all visits and carried on every trip. It is advisable for one of the accompanying adults to be experienced in first aid. Staff must ensure that children with prescribed medication (inhalers, Epi-pens etc.) are taken on visits.

Emergencies

In an emergency, the parents of the student(s) should be contacted immediately by the Headteacher. If a serious incident has occurred, the school should be contacted and the Headteacher informed. During out of school hours the following staff should be contacted in this order: Ms. Miller, Ms. Patel and Ms. Kumar. On every journey, a senior member of staff's mobile phone number should be taken.

There must be at least two contact persons in the case of emergency. All these people must have a detailed breakdown of the itinerary, coach company numbers, arrival and departure times, etc. These people must be notified in the event of any changes to the make-up of the trip. All details are to be recorded with SV1 – 5 and handed in prior to the trip.

Data Protection

All data that is processed and shared for running trips is in line with our Data Protection Policy. Please see our website for further details.

East Lane Primary School – Trips Request Form

Please complete **all trips paperwork** and submit to the Senior Leader in charge of school trips.
 Read the 'Trips procedures' form before completing the paperwork, and ensure you submit forms on **paper** rather than via email for verification of signatures. **If more than one trip is taking place, separate forms must be submitted for each one.** Please keep a **copy** of all forms for your records. You must wait for approval from the Senior Leader in charge of school trips before informing pupils or making any financial commitment.

THESE FORMS MUST BE COMPLETED FOR ALL EDUCATIONAL VISITS AND SHOULD BE COMPLETED A **MINIMUM OF 3 WEEKS** BEFORE THE START OF A VISIT AND **A TERM** FOR RESIDENTIAL, FOREIGN OR ADVENTUROUS VISITS.

Department:		Date of visit:		Time of Visit:			
Destination:							
Educational Purpose:							
Is it a compulsory element of the curriculum?							
Mode of transport:							
Proposed number of pupils:							
Male		Female		Total			
Year group(s) of pupils:							
Total cost per pupil:							
Name of Party Leader:							
Name of Deputy Leader:							
Names of other staff:							
Cover: Please list classes that need cover N/A	Name	P1	P2	P3	P4	P5	P6

1. **Approved by Line Manager** _____
(signed by L. Manager)
2. **Approved by Manager in charge of Cover:** _____
()
3. **Approved by Headteacher:** _____
()
4. **Approved by Executive Headteacher:** _____
(If the trip exceeds 24 hours or involves adventurous activities)

East Lane Primary School – Trips Information Sheet

Emergency contact details:

On the trip		At the school	
Contact 1		School hours (Term time, Mon to Friday, 8.30 to 3pm)	
Name:		Name:	
Telephone number:		Telephone number:	
Contact 2		Outside school hours	
Name:		Name:	
Telephone number:		Telephone number:	
		Address:	
Travel company (if used)			
Name and telephone number:			
Address:			

Does the visit contain any potentially hazardous activities? If so, give details: _____

Trip Itinerary (A finalised itinerary should be left behind at the school prior to departure if changes have been made).			
Departure from school:		Arrival at venue	
Departure from venue:		Arrival at school:	

For residential trips only

ACCOMMODATION DETAILS (continue on an additional page if more than one venue will be used)

East Lane Primary School – Trips Budget Form

Visit to:		Date(s):	
Trip Leader:		Deputy Leader:	

PLEASE COMPLETE A BUDGET BREAKDOWN ON THIS FORM

Transport costs: _____ Accommodation Costs: _____

Entrance fees: _____ Food: _____

Equipment hire: _____ Contingencies: _____

Insurance: _____ Other (please specify): _____

(A) TOTAL BUDGET:

(B) NUMBER OF STUDENTS: _____

Unit costs (A) ÷ (B):

Cost to students:

PLEASE RETURN THIS FORM TO THE SENIOR LEADER IN CHARGE OF TRIPS BEFORE ANY FINANCIAL COMMITMENT IS MADE. THE LEADER IN CHARGE OF TRIPS/FINANCE MANAGER CAN CHECK THE ACCOUNTS AT ANY TIME.

East Lane Primary School – Trips Checklist

THIS FORM MUST BE LEFT AT SCHOOL WITH THE HEADTEACHER AT THE SCHOOL OFFICE, PRIOR TO DEPARTURE.

A. Accommodation (if applicable).

- | | |
|--|------------|
| 1. Is a booking agency being used? | Yes/No |
| 2. If yes, is the company ABTA registered? | Yes/No |
| 3. Does the accommodation have a current UK Fire Certificate or, if abroad, the equivalent? | Yes/No N/A |
| 4. Has a preliminary inspection of the premises recently been made by a member of staff or have the premises been used previously? | Yes/No |

B. Supervision

- | | |
|--|------------|
| 1. Will pupil/adult ratios be in accordance with policy? | Yes/No |
| 2. Has a risk assessment been completed? | Yes/No |
| 3. Are the qualifications of the accompanying teacher/s appropriate for the kind of activities being undertaken? | Yes/No |
| 4. Do other accompanying adults have suitable skills and qualities for the nature of the visit? | Yes/No |
| 5. Has the responsibility for First Aid been delegated? | Yes/No |
| 6. Have arrangements been made for times of indirect supervision? | Yes/No N/A |

C. Participants

- | | |
|--|------------|
| Letters with details of the visit are attached | Yes/No |
| 1. Will the requirements of pupils with special needs be appropriately met? | Yes/No N/A |
| 2. Has consideration been given to the physical fitness of the participants for the proposed activities?
Yes/No | |
| 3. Have parents/guardians been fully acquainted with dress code and behaviour regulations and have they been given a full itinerary? | Yes/No |
| 4. Have suitable arrangements been made for students not going on the trip? | Yes/No N/A |

D. Equipment

- | | |
|--|------------|
| 1. Will the equipment be suitable for the activities proposed? | Yes/No N/A |
| 2. Will the equipment be checked by a competent person? | Yes/No N/A |
| 3. Will a First Aid kit be taken? | Yes/No |
| 4. Will a mobile 'phone be taken? | Yes/No |

E. Mini-Bus

- | | |
|--|--------|
| 1. Is the mini-bus equipped in accordance with Mini-Bus Regulations with:

First Aid Kit | Yes/No |
|--|--------|

- | | |
|-------------------------------|--------|
| Serviceable Fire Extinguisher | Yes/No |
| Seat Belts | Yes/No |

F. Finance

- | | |
|--|--------|
| 2. Has the mini-bus got a valid MOT certificate? | Yes/No |
| 3. Will the total number of passengers comply with the regulations? | Yes/No |
| 4. Will the total weight of passengers and luggage be in accordance with the accepted loading regulations? | Yes/No |

F. Finance

- | | |
|--|--------|
| 1. Will careful accounts be kept of all monies involved? | Yes/No |
| 2. Will arrangements be made to have accounts checked? | Yes/No |
| 3. Have the financial arrangements been made known to parents/guardians? | Yes/No |

G. General

- | | |
|--|------------|
| 1. To the best of your knowledge, is the coach company recommended, reputable and reliable with good safety record? | Yes/No N/A |
| 2. Will arrangements be made for briefing on action to be taken in the event of any emergency? | Yes/No |
| 3. Will specific arrangements be made for:

Action to be taken in case of emergency and for parent/guardians to be informed in these circumstances | Yes/No |
| The appropriate travel documents (if applicable) to be obtained? | Yes/No |
| The proposed itinerary to be left at school? | Yes/No |

- | | |
|---|------------|
| Collection of the school's mobile telephone? | Yes/No N/A |
| 4. For field Study courses, will specific arrangements be made for:

The names of the party to be left at base? | Yes/No N/A |

- | | |
|-------------------------------|------------|
| The route to be left at base? | Yes/No N/A |
|-------------------------------|------------|

- | | |
|--|------------|
| Checking in at specific points? | Yes/No N/A |
| The approximate time away from base to be indicated and left at base? | Yes/No N/A |
| 5. Have full details of the visit and Forms SV1 to 5 been left with the Senior Leader in charge of Trips and at Reception ? | Yes/No |
| 6. A list of names of students is in the bulletin. | Yes/No |
| 7. A photocopy of SV1 has been passed to Bhavini Tailor Balkeesoon for the insurance list | Yes/No |

I certify that the above checks have/will be carried out.
Signed: _____ Date: (Party Leader) conclude that, to the best of my knowledge, the above statements are correct.

East Lane Primary School – Risk Assessment Action Plan

Visit to:	Date: 29.01.24
Activity/situation/hazard	Action required
Prior to the Trip	
Awareness of group rules and expectations when travelling in public spaces	
During the Trip:	
A child getting lost at any point during the trip.	
A child falls ill during the trip	
Parent needs to collect their child due to an emergency	
Parent helpers attending do not have DBS so cannot be left alone with any child (except their own).	
Travel by Foot:	
Awareness of group rules and expectations when travelling in public spaces	
Falling off kerb into road	
Awareness of hazards when crossing roads	
Travel by Train:	
Journey by train	
At RCJ:	
Getting lost	
Toilet breaks	
Contact	
Other, including risks relevant to specific students or staff	
Medical needs: Behaviour Concerns	Names of the pupil

Action Plan prepared by :

Date:



East Lane Primary School Trip Checklist

4 weeks prior to the visit, the Trip Leader (AHT) should go through the following with SDHT:		
For your information: Adult pupil ratio for Key stage 1 and Year 3 is 1:6 Adult pupil ratio for Years 4,5 and 6 is 1:15 Please note: 1:15 ratio can be amended depending on behavioural concerns		
Task	Check	Additional Notes
Residential Trip paper work to be discussed 6 weeks prior to the trip with SDHT. Complete Trip proposal Form (SV1) including Risk assessment. Risk assessment to include; <ul style="list-style-type: none"> List of the children with medical needs List of children with EHCs behaviour concerns Care Plan for the children with severe medical conditions (these should be attached to the risk assessment before submitting) 		
Please make sure that the itinerary of the trip is included in the SV1 form and is detailed with timings		
Lunch Arrangement Email Bhavini Tailor-Balkeesoon, 1 week before the trip, so that she can organise packed lunches for PP children		
Groupings for pupils with adult leader Please note all grouping lists must be confirmed at least 1 week in advance. These lists must be attached to the SV1 when ready.		
Welfare <ul style="list-style-type: none"> The Welfare Officer (smalik@elps.co.uk), must be informed of the trip, date and year group at least 3 days prior to the trip Welfare Officer to prepare medication Welfare to provide First Aid kits Welfare to provide emergency contact cards 		
3 weeks prior to visit:		
<ul style="list-style-type: none"> Trip Leader to submit SVI form to the Business Manager. Trip form to be signed by the Headteacher. Residential Trip to be signed by the Executive Headteacher and Headteacher (all residential trip risk assessments must be completed 1 month in advance) 		
Quick Checklist		
Have you..... <ol style="list-style-type: none"> confirmed transports? E.g. Coach, TFL tickets etc done your SV1 form? included medical conditions of individual pupils? attached care plans? included EHCs and behaviour information? included pupil groupings? informed Bhavini of lunch arrangements? checked that Welfare Officer has prepared the medical equipment? confirmed parents attending and confirmed arrival time of the day? got emergency contact cards for all children? 		

1 day prior to the visit:		
Form Tutors to share the trip presentation with pupils in period 6		
Trip leader		
To go through the risk assessment with staff. If required, amend the pupil grouping list. You must provide any updated list to the Office.		
Collect the staff medical kits from the welfare.		
Ms Malik, to go through the care plans for the pupils with medical conditions.		
Group Leader to go through one-page profile of pupils with EHCP, Behaviour and allergy with the staff.		
Collect coloured bands		
On the day of the trip, Trip Leader (AHT) will;		
Go through the risk assessment with the parents.		
Check with form tutors <ul style="list-style-type: none"> • all pupils have lunch • all staff have medical kits and a spare change of clothes for pupils. 		
Confirm with attendance officer number of pupils from each class accompanying on the trip.		
Call parents of the pupil who are not in school to confirm reason for absence		
Phone the school office to confirm arrival at the venue		
Upon departure from the venue, please contact the school office providing details regarding school arrival time or of any delay.		