



Educational Trips and offsite visits Policy

Signed by:

A handwritten signature in black ink, appearing to read "Mrs. Frances".

Headteacher

Chair of governors

Date:

18/11/25

Date:

18/11/25

Next review date: November 2028

Introduction

Off-site visits are activities arranged by, or on behalf of, the school and take place outside of the school grounds. At White Hall Academy we believe that carefully planned off-site activities can supplement and enrich the school curriculum by providing experiences which would otherwise be impossible. All off-site activities must have clear aims and objectives: serving an educational purpose, enhancing and enriching our children's learning experiences. We therefore have a carefully planned and structured cycle of visits which enriches the school's curriculum.

In this policy we seek: to establish a clear and coherent structure for the planning and evaluation of our off-site visits; to ensure that any risks are managed and kept to a minimum; and ensure the safety of all pupils and staff at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible, to make them accessible to those with disabilities. We accept a higher level of duty of care.

Aims and objectives

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils
- provide a wider range of experiences for our pupils than could be provided on the school site alone
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments

These visits begin with short excursions into the local area in the Early Years, progress to visits further afield (KS1 and KS2) and culminate in a residential experience at the end of Year 6.

All procedures fall in line with EES for Schools' guidance, who in turn take guidance from the Outdoor Education Advisers Panel (OEAP). On a day to day basis we work with the Evolve visits system, which all teaching staff and Visit Leaders have access to via the Evolve Juniper system.

Curriculum links

For each subject in the curriculum, there is a corresponding programme of activities:

- English – theatre visits
- Science – visits to museums, environmental studies
- Mathematics – use of shape and number trails in the local environment
- History – castle visits, historical re-enactment, local museums
- Geography – use of the locality for fieldwork, village trails
- Art and Design – art gallery visits, use of the locality
- PE – a wide range of sporting fixtures, extra-curricular activities, visits by specialist coaches, swimming, outdoor and adventurous activity
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents and carers to hear
- Design and Technology – visits to local factories or design centres
- ICT – its use in local shops/libraries/secondary schools etc.
- RE – visits to local centres of worship, visits by local clergy

- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers

How visits may be authorised

The Head teacher / Educational Visits Coordinator will agree a 'competent' Visit Leader to be responsible for running the activity. This will normally be a teacher employed at the school (where LSAs run clubs and teams – or in exceptional circumstances, their capabilities will be assessed and training given).

The school's Educational Visits Coordinator is nominated to act for the Head teacher and will be involved in the monitoring and approval of off-site visits.

S/he will:

- Support the Head teacher and governing body in their decisions on approval
- Monitor Risk Assessments and in consultation with the Visit Leader make a declaration that:
 - All parents have been informed
 - All staff (and helpers) are suitably experienced, competent and qualified
 - Check and approve visit organisation (in line with EVOLVE)
 - All Emergency / Critical Incident Plans are in place
- Verify that all accompanying adults have had satisfactory police checks (DBS), and that our coach company assures us that their drivers, too, have had police checks (this company will be taken from the Essex list on Evolve - see below)
- Make sure that all necessary permissions and medical forms are obtained and set out on a Trip Register
- Ensure that the trips Programme / organisation is effective and that the needs of all the children are catered for
- Hand the school office the Risk Assessments and Register
- Monitor that staff involved in off-site activities are familiar with the Off-Site Visit Policy and the trip arrangements (and that they are available to staff in case of incident)

When staff arrange a whole year group off-site activity, they must seek and obtain the signed approval of the Head Teacher before any commitment is made on behalf of the school. A visit plan (see attached form) with costing should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Head Teacher will seek the approval of the Governing Body before permitting the activity to take place (2 months' notice).

For PE fixtures or local visits which occur on a regular basis it is agreed that a shorter Local Area Activity form (via Evolve) with a detailed register is held and adapted on a fixture by fixture basis: signed by the EVC and then held in the office.

In line with the Disability Act 2000, it is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the Risk Assessment as a personalised plan.

Risk Assessment

A comprehensive Risk Assessment (or Risk Assessments) is/are carried out by the Visit Leader (and or Deputy Leader) before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The Risk Assessment(s) should use the agreed Essex pro-forma (Evolve/Resources/Purple Tab/ESN RAs) and be headed with details of the trip (Leader, Venue, Date etc.). Whilst trying to be concise and proportionate, organisation and Risk Assessments should be based on the following considerations (see appendix):

- Do all adults know their roles and responsibilities?
- Do children know expectations?
- What are the hazards/ benefits?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- What happens during 'Down Time'?
- Can the group leader put the safety measures in place?
- Do you have an on-going 'dynamic' assessment /plan B?
- What steps will be taken in an emergency?
- What are the needs of the group (including adults)?
- Who will Lead the trip in the event of an emergency (Deputy leader)?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the activity providers own approach to security, health and safety and Risk Assessments (refer to Essex list of approved providers). Most providers should have the Learning Outside the Classroom accreditation (listed on Evolve) which means that they have

approved status and a venue Risk Assessment is not necessary. On visits to Secondary Schools (sports/Induction Days) – staff should make their own assessment of activities offered.

Providers offering instructor-led Outdoor and Adventurous Activities will have their own Risk Assessments for particular sessions. These will have been approved by Essex Outdoors or LOfC. These assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve (High, Ropes, Mountain Biking, Boating, Sailing, Skiing).

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Risk Assessment must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them – including staff roles and responsibilities. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide effective supervision. Staff to children ratios should be determined through the process of risk assessment. However, the following figures offer a guide:

- 1 adult to between 10 and 15 pupils in Years 4 to 6
- 1 adult to 6 pupils in Years 1 to 3
- 1 adult to 6 pupils in Early Years

Any trip will require a minimum of two adults (depending on the needs of individuals). The Visit Leader will double-check that all adults (parents/volunteers) helping to supervise the trip have been subject to police checks (school office).

A copy of the completed risk assessment will be given/sent to the EVC and school office at least a week before the trip takes place. Up to 48 hrs before the trip any trip that does not meet these criteria will require signed Head Teacher approval. Trips will be placed in the school diary/ diaries and notes checked.

Swimming

Swimming currently takes place at White Hall Academy and the Academy's Risk Assessment for Swimming refer to The Pools Normal Operating Procedure (NOP) and The Health and Safety Executive: Health and Safety in Swimming Pool (available in OEAP Guidance – Evolve Resources).

Transport

A Risk Assessment must also cover transport to and from the venue. The coach company we use (WHA or one which is on the EES for Schools approved list) has provided a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts
- proper vetting of the driver by the police (DBS)
- proper insurance for the driver
- details of first aid and emergency equipment
- breakdown procedures

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks and they have a valid MOT for their vehicle. There must be at least 2 adults present and have Parent / Head Teacher approval.

Our minibus meets ECC guidelines, and each seat has a belt. Booster seats are available. We instruct all children to attach their seat belts. The minibus driver must have passed the required test. Please refer to *Minibus Safety: A Code of Practice RoSPA* (Evolve Resources: OEAP).

Cost

The costing of off-site activities should include any of the following that apply: transport; entrance fees, provision of any special resources or equipment, costs related to adult helpers, any refreshments that the school has opted to pay for. This requires a signed response by Head / Deputy / EVC / Phase Leader (see attached Visits Form).

Communication with Parents and Carers

The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit via Arbor. Parents or carers must give their permission via the online form before a child can be involved in any off-site activities (this is not a National Guidance requirement). Parents should indicate any medical requirements if different from care plans.

Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits). This must be made clear to parents and carers in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents and carers will be informed of this principle through the school prospectus and communication with parents via Arbor about intended visits.

The timetable for the payment of contributions should allow for the Head Teacher to make a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should have access to emergency telephone numbers. This information is held on The Evolve Visit Form and Critical Incidents Plan Card. Calls made regarding the trip should only be made with the consent of, or to the group leader (as practical). It is important that this guidance is followed. Emergency services and the Head Teacher (Deputy/School) should be contacted as soon as is practical. The school will then follow its Critical Incident Plan.

Before a party leaves school, the school office should be provided with an Information Pack:

- A program of activities/ timetables / information pack
- A Register of everyone (children and adults) travelling with the party including any medical
- information (staff as well) and contact numbers if the trip is outside school office hours
- A Critical Incident Plans Card
- An Evolve Visit Form
- Risk Assessments
- A First Aid Kit / Transport Kit / Medication (to be taken on trip)

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure their safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times. Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Head Teacher the possibility of excluding that child from the activity. More detailed guidance on procedures and requirements can be obtained from the LA's Off-Site & Hazardous Activities File held in the school office.

Medication/First Aid

In line with Administration of Medication Policy, medication should be kept in a clearly labelled bag and a record made of its administration. Wherever possible, trips should have a qualified First Aider. The Medical Room (Mrs Devaux) should be given at least 3 days' notice to prepare medication.

Child Protection

Any issues should be dealt with via the Group Leader in line with the school's Child Protection Policy, and then passed on to the school Child Protection Team.

Group Leaders' Planning

Group leaders must thoroughly read the Policy for off-site activities and use the EVOLVE Visit planning system – [evolve edufocus](#)

They must consult the Evolve documentation (OEAP, EES for Schools, LOtC) detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms, where appropriate) the arrangements that have been made.

Visit Plan

The Visit Plan for intended educational visits must include and ensure the following:

- An Evolve Visit Form is completed and submitted (at least a week in advance)
- Risk assessments and Programme are shared and understood by all leaders (helpers)
- A full programme is attached to the EVOLVE Visit Form and relates to the Risk Assessments added
- The Programme / programmes attached cover both the provider and the Establishment elements of the visit
- Copies of Emergency Contacts / Participant details are held by the Visit Leader and the School office
- A Critical Incident Card / Emergency Action Plan are held by the Visit Leader
- A declaration of the above on behalf of all staff by the Visit Leader

Residential activities

Children in Year 6 have the opportunity to take part in a residential visit to Birch Hall Adventures in Kirby-le-Soken, Essex. This residential activity is linked to the National Curriculum, so we do not make any charge for the 'outdoor and adventurous learning' part of this trip. We do, however, make a charge for travel, board and lodging and insurance. There is a reduced cost for children on the Pupil Premium register. Parents / Carers of Year 6 are encouraged to raise money towards the trip throughout the year.

The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. We provide qualified instructors for all specialist activities that we undertake and provide structured 'downtime' for the pupils.

Extended Learning Locality (Local Area Visit)

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the **normal school day** follow the operating procedure set out below and must be recorded on EVOLVE via the 'Local Area Visit' module.

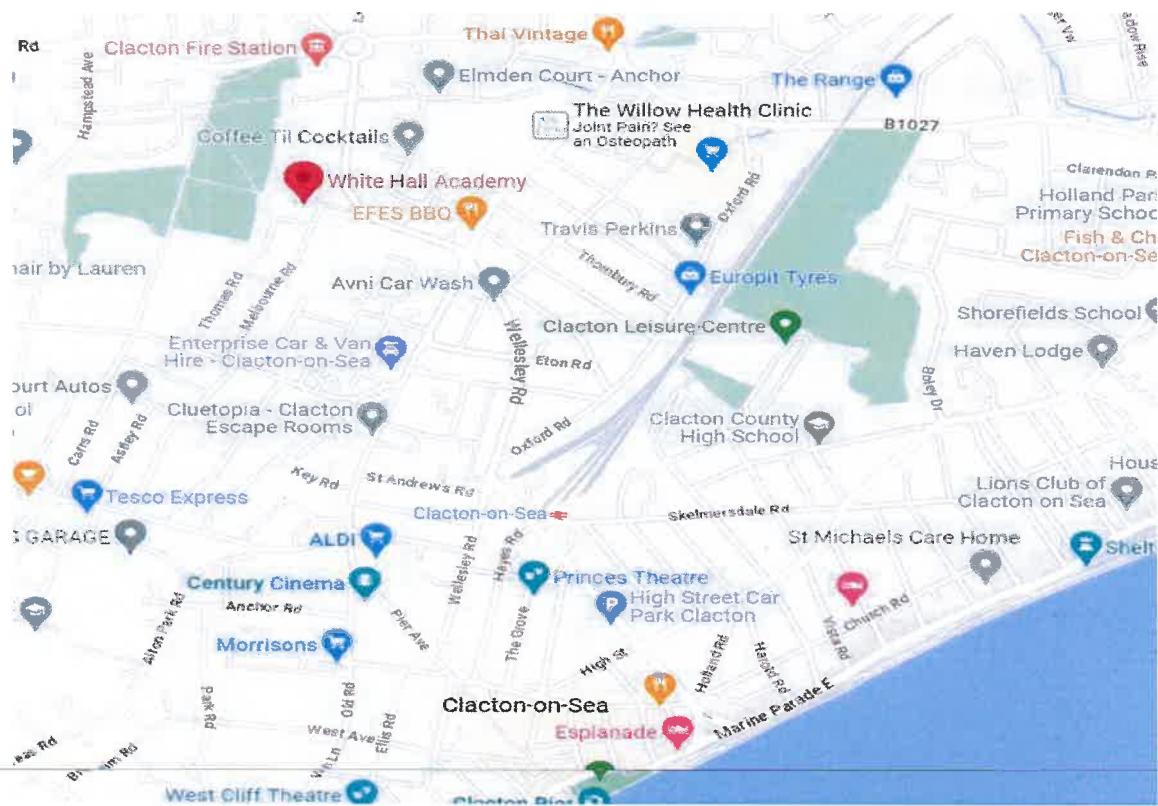
PLEASE NOTE that 'Area Visits' must not be used for visits that take place outside of school hours or involve adventurous activities.

All staff organising a local walking trip must have full knowledge and understanding of the Walking Risk Assessment, which is incorporated as Appendix 'A' in this Policy and the Local Area Visiting Operating Procedure (Appendix 'B'). If you are organising a trip to one of the local schools within the Local Area Boundary and you require the use of the mini bus, please ensure you have full knowledge of the White Hall Academy Mini Bus Policy and that you follow the procedures therein.

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:-

St. John's Church
Clacton Library
Clacton Fire Station
London Road Allotment
Clacton County High School/Clacton Coastal Academy
Princes/Westcliff Theatre
Flicks Cinema
Into University, Rosemary Road, Clacton



Training

The Educational Visits coordinator will receive training from EES for Schools every three years. In turn they will arrange training opportunities for staff on an annual basis (including on-line courses).

Monitoring and review

Every trip is monitored for its success / benefits and any problems reported and acted upon (RIDOR / EVC). Evaluations of a visit (organisation, aims and objectives) should be entered onto Evolve after completion.

This policy is monitored by the governing body and will be reviewed every three years or sooner if necessary.

Next review date: November 2028 or sooner if necessary

Appendix A

essex  outdoors <i>Essex Outdoor Education Service</i>		FORM OV 4	
		RISK ASSESSMENT FORM (Focus on the things over which you have control)	
Establishment: WHITE HALL ACADEMY			
ACTIVITY:	Group Leader:		
Visit Details:	Date of Visit:		
Assessment by:	Target Date for review:		
Approved by:	Position: Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)		
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified		
Accident or breakdown of vehicle on the way to or from the theatre (train)	Children and staff to sit appropriately at all times. In event of an accident, adults to remain calm and, if possible escort children out of the train and stand away from the railway tracks – follow instructions by the British Rail Staff		
Slips and falls as we walk to and from the car	Children and staff to be briefed on walking safely Walk close to the wall and not the kerb Children walk in pairs Adults positioned at start and back of line. The route is planned in advance to avoid fast or dangerous junctions/sections		
Loss/Abduction of children	All children to be supervised throughout activity (no entry / exit). Regular headcounts made by visit leader and register checked. In event of incident, contact to emergency contacts immediately (refer to EVOLVE document		
All children at event	M		

Stranger Danger	All children at event	All children to be supervised at all times. Toilet breaks to be supervised at all times. In event of incident, contact to emergency contacts immediately (refer to EVOLVE document)	Children to ensure they are with an adult at all time	M
Movement inside the Theatre (trips, falls, loss of child)	All children at event	Groups to have an adult with them at all times Adult to escort children to the toilet Head count throughout the event	Visit leader and extra staff to ensure school first aid kit has been acquired before leave and is obtainable at any given opportunity	L-H (depends on injury severity.)
Collision with vehicular traffic	Children and adults	Children and staff to be briefed on walking safely before leaving for the Theatre and walking home Walk close to the wall and not the kerb. Children walk in pairs Use zebra and pedestrian crossings wherever possible. Adults positioned at start and back of line The route is planned in advance to avoid fast or dangerous junctions/sections Children only cross a road when adult is supervising and tells them that it safe to do this	All children briefed at the start of the journey.	L-H (depends on injury severity.)
REVIEWS:				COMMENTS:
DATE OF REVIEW:	REVIEWED BY:			COMMENTS:
DATE OF REVIEW:	REVIEWED BY:			COMMENTS:
DATE OF REVIEW:	REVIEWED BY:			COMMENTS:

Appendix B

Local Learning Area Protocol

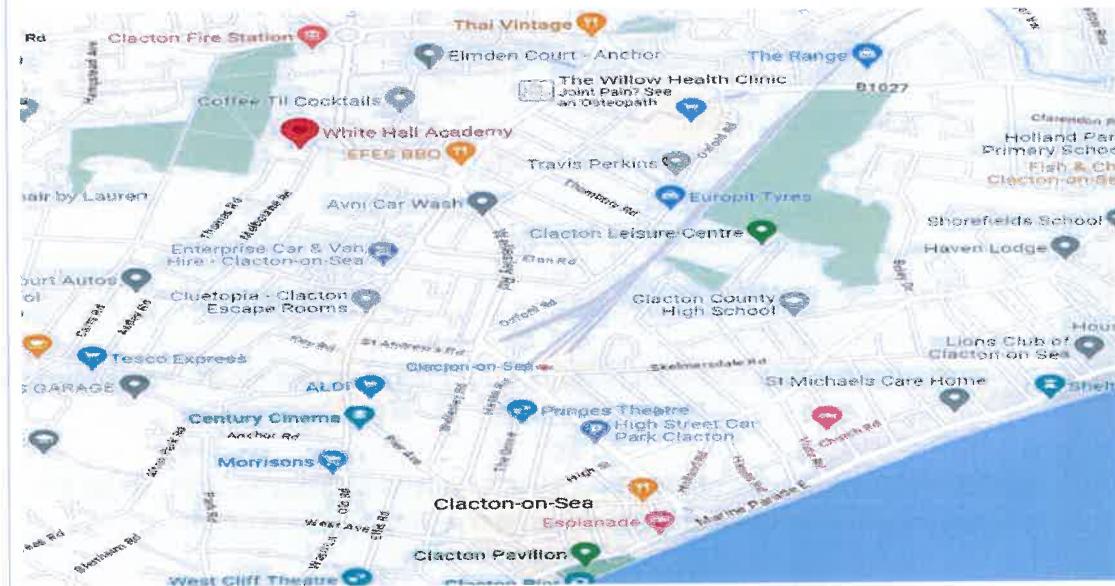
General	<p>These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.</p> <p>Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below. However, staff must ensure they are familiar with the school's Educational Visits Policy and follow the School Trips Protocol.</p> <p>These visits/activities:</p> <ul style="list-style-type: none">• must be recorded on EVOLVE via the 'Local Area Visit' module• a pre-visit must be conducted prior to the visit to identify any additional hazards/risks• do not require parental consent. However, parents must be informed as to any proposed local learning area walk at least one week prior to the walk taking place• do not normally need additional risk assessments/notes (other than following the Operating Procedure below)
Boundaries	<p>The boundaries of the Local Learning Area are shown on the attached map (<i>optional</i>). This area includes, but is not limited to, the following frequently used venues: <i>e.g.</i></p> <ul style="list-style-type: none">• St John's Church• Clacton Library• Clacton Fire Station• Clacton Coastal Academy/Clacton County High School• Princes/Westcliff Theatre• Flicks Cinema
Operating Procedure for Local Learning Area	<p>The following are potentially significant issues/hazards within our Local Learning Area:</p> <ul style="list-style-type: none">• Road traffic• Other people• social distancing• members of the public• animals• losing a pupil• uneven surfaces• slips, trips, and falls• weather conditions.• Feralwork (St. John's Allotment) nettles, brambles, bee stings, insect bites, nut trees etc). <p>IMPORTANT if you have a pupil in your class who has an allergy to bites, stings etc, you must ensure you have the specific Care Plan and appropriate medication.</p>
	<p>These are managed by a combination of the following:</p> <ul style="list-style-type: none">• The Head or the EVC must give verbal approval before a group leaves• Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office

- The concept and Operating Procedure of the ‘Local Learning Area’ is explained to all new parents when their child joins the school
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults
- Staff are familiar with the area, including any ‘no-go’ areas, and have practiced appropriate group management techniques
- Pupils have been trained and have practiced standard techniques for road crossings in a group
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group
- All remotely supervised work in the Local Learning Area is suspended if it is deemed necessary due to unsafe local events
- Pupils’ clothing and footwear is checked for appropriateness prior to leaving school and pupils MUST be wearing a school jumper
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available and taken on the school trip
- Staff will record the activity on EVOLVE (Local Area Visit module)
- A mobile is taken with each group and the office have a note of the number
- Appropriate personal protective equipment is taken when needed (e.g, gloves, facemasks bag for waste, tissues etc.)

Notes

Boundaries

The boundaries of the locality are shown on the map under the section Extended Learning Locality (Local Area Visit) in the Educational Trips and Off-site Visits Policy. However, for the sake of completeness, a further copy of the map is shown below:



Appendix C

SCHOOL TRIPS PROTOCOL

BEFORE YOUR TRIP

When you are thinking about organizing a school trip, you must ensure you have paid due regard to the **Educational Trips and Off-Site Visits Policy** and followed the protocol below:-

Action Taken	Date Completed:
A pre-trip visit to the venue should take place by at least one member of staff prior to the visit to assess and carry out an on-site Risk Assessment (please see page 2 of this document for details as to what the pre-visit Risk Assessment should include).	
Received written confirmation from the venue as to the cost and proposed date of the trip	
Liaised with Amanda Smith in the school office to arrange a suitable quote and availability for coach transport.	
Have received confirmation from the transport provider as to correct vetting of the driver, including DBS check, proper insurance, details of first aid and emergency equipment and breakdown procedures	
Completed the Visits Costing form and returned this to the Finance Office to get approval for your visit	
Notified parents as to the proposed trip, your notification to include:- Date of the trip; Leave and return times; Cost and when this needs to be paid by (if the trip is over £20.00 you may offer the parent the option of payment by installment); The offer of a school packed lunch for eligible children (free school meal children), giving a choice of sandwich filling (usually cheese or ham, however, please check with kitchen staff) and listing all other items contained within the school packed lunch. Parents are required to choose the sandwich filling due to allergy regulations. The letter should also request parents to inform if their child has an allergy in respect of any of the other packed lunch items/ingredients. Please note the school packed lunch does not include drinks so you must make parents aware of the requirement to provide an adequate supply of water for their child; Confirmation that school uniform should be worn; Any items children are required to bring for the trip; A request to confirm and provide any additional medication that would not normally be given during school hours for example, travel sickness, piriton and, if an overnight stay is included, sleeping medication. In these circumstances, parents will be required to complete the necessary paperwork for the medication to be administered.	
Trip details to be placed in the Central Diary, located in the front office, details to include name of Lead, classes attending and leave/return times	

<p>Informed kitchen staff as to how many packed lunches are required at least one week prior to the trip</p>	
<p>Liaised with Kirstine Devaux (Medical Room) as to necessary medication to be taken on the trip at least 72 hours prior to the trip taking place</p>	
<p>Visit lead has completed a comprehensive Risk Assessment before the proposed visit. This should assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The Risk Assessment should use the agreed Evolve pro-forma and be headed with details of the trip (Leader, Venue, Date etc.). Whilst trying to be concise and proportionate, organisation and Risk Assessments should be based on the following considerations (see appendix):</p>	
<p>Do all adults know their roles and responsibilities?</p> <p>Do children know expectations?</p> <p>What are the hazards/ benefits?</p> <p>Who might be affected by them?</p> <p>What safety measures are needed to reduce risks to an acceptable level?</p> <p>What happens during 'Down Time'?</p> <p>Can the group leader put the safety measures in place?</p> <p>Do you have an on-going 'dynamic' assessment /plan B?</p> <p>What steps will be taken in an emergency?</p> <p>What are the needs of the group (including adults)?</p> <p>Who will Lead the trip in the event of an emergency (Deputy leader)?</p>	
<p>Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site Risk Assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the activity providers own approach to security, health and safety and Risk Assessments (refer to Essex list of approved providers). Most providers should have the Learning Outside the Classroom accreditation (listed on Evolve) which means that they have approved status and a venue Risk Assessment is not necessary.</p> <p>On visits to Secondary Schools (sports/Induction Days) – staff should make their own assessment of activities offered.</p>	
<p>Providers offering instructor-led Outdoor and Adventurous Activities will have their own Risk Assessments for particular sessions. These will have been</p>	

approved by Essex Outdoors or LOtC. These assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve (High, Ropes, Mountain Biking, Boating, Sailing, Skiing).

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Risk Assessment must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them – including staff roles and responsibilities. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide effective supervision. However, the following figures offer a guide:

1 adult to between 10 and 15 pupils in Years 4 to 6

1 adult to 6 pupils in Years 1 to 3

1 adult to 6 pupils in Early Years

A copy of the completed risk assessment must be given/sent to the EVC and school office at least a week before the trip takes place. Up to 48 hrs before the trip any trip that does not meet these criteria will require signed Head teacher approval. Trips will be placed in the school diary/diaries and notes checked.

Trips will require a minimum of two adults (depending on the needs of individuals). Visit Leaders will double-check that all adults (parents/volunteers) helping to supervise the trip have completed the necessary parent helper form, self-declaration and childcare disqualification declaration forms (please see the school office who will provide you with the relevant forms). Once completed by the school helper, these must be signed by the class teacher and head teacher and given to the school office with the Risk Assessment and a register of pupils attending the trip.

48 HOURS BEFORE THE TRIP

Trip Lead/Class Teacher to ensure they have:-

ACTION	Date carried out
Permission slips for all pupils taking part in the trip, together with all relevant medical information and medication.	
Compiled register of all staff, parent helpers and children on the trip. Parent helpers to have completed a Trip Risk Assessment, together with self-disclosure form, which should be filed with the school office.	
All relevant paperwork prior to leaving site, including Risk Assessment, Emergency Card/contact details for Head Teacher, Deputy Head, School Office and any parental contacts for children with additional medical/behavioural needs.	
Conducted a pre-visit staff meeting to convey all messages, procedures and plan for the day. All staff should be clear as their roles and responsibilities prior to the trip taking place and fully conversant with Emergency Action Plan. This is identified during the pre-trip visit and noted on the Risk Assessment.	

TRIP DAY

ACTION	Please tick
Ensure you have all medication, including asthma pumps, and consent forms to administer medication.	
You have sufficient first aid bags for the trip, together with bio-hazard kit (located in medical room) if travelling by coach	
Have a programme of activities and timetables	
Children to be lined up in alphabetical order and a register call to be taken.	
Copy of the register to be left with the front office prior to exiting the building, including details of all adults travelling with the party, including any parent helpers. Parent helpers must be pre-briefed as to expected protocols prior to departure.	
Upon exiting the building, class teacher to ensure correct supervision of all children. Class teacher to lead the class from the front and an LSA to be placed at the end of the line, behind the last child. Should additional supervision be required, a staff member will be placed at the necessary position in the line.	
A further register call will be taken as children board the coach/other means of transport.	
Class teacher to check seatbelts have been correctly fastened and that school bags/equipment have been stored safely.	
Adults to be spaced evenly throughout coach/transport to ensure safety and correct supervision.	
Upon departure a further register call to be taken.	
Throughout the duration of the trip, register calls will take place as and when required and, in particular, after toilet breaks, lunchtime breaks, group splits and before alighting coach for the return journey.	

SCHOOL TRIPS PROTOCOL

BEFORE YOUR TRIP

When you are thinking about organizing a school trip, you must ensure you have paid due regard to the **Educational Trips and Off-Site Visits Policy** and followed the protocol below:-

ACTION TAKEN	DATE COMPLETED
A pre-trip visit to the venue should take place by at least one member of staff prior to the visit to assess and carry out an on-site Risk Assessment (please see page 2 of this document for details as to what the pre-visit Risk Assessment should include).	
Received written confirmation from the venue as to the cost and proposed date of the trip	
Liaised with Amanda Smith in the school office to arrange a suitable quote and availability for coach transport.	
Have received confirmation from the transport provider as to correct vetting of the driver, including DBS check, proper insurance, details of first aid and emergency equipment and breakdown procedures	
Completed the Visits Costing form and returned this to the Finance Office to get approval for your visit	
Notified parents as to the proposed trip, your notification to include:- Date of the trip; Leave and return times; Cost and when this needs to be paid by (if the trip is over £20.00 you may offer the parent the option of payment by installment); The offer of a school packed lunch for eligible children (free school meal children), giving a choice of sandwich filling (usually cheese or ham, however, please check with kitchen staff) and listing all other items contained within the school packed lunch. Parents are required to choose the sandwich filling due to allergy regulations. The letter should also request parents to inform if their child has an allergy in respect of any of the other packed lunch items/ingredients. Please note the school packed lunch does not include drinks so you must make parents aware of the requirement to provide an adequate supply of water for their child; Confirmation that school uniform should be worn; Any items children are required to bring for the trip; A request to confirm and provide any additional medication that would not normally be given during school hours for example, travel sickness, piriton and, if an overnight stay is included, sleeping medication. In these circumstances, parents will be required to complete the necessary paperwork for the medication to be administered.	

<p>Trip details to be placed in the Central Diary, located in the front office, details to include name of Lead, classes attending and leave/return times</p>	
<p>Informed kitchen staff as to how many packed lunches are required at least one week prior to the trip</p>	
<p>Liaised with Kirstine Devaux (Medical Room) as to necessary medication to be taken on the trip at least 72 hours prior to the trip taking place</p>	
<p>Visit lead has completed a comprehensive Risk Assessment before the proposed visit. This should assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The Risk Assessment should use the agreed Evolve pro-forma and be headed with details of the trip (Leader, Venue, Date etc.). Whilst trying to be concise and proportionate, organisation and Risk Assessments should be based on the following considerations (see appendix):</p>	
<p>Do all adults know their roles and responsibilities? Do children know expectations? What are the hazards/ benefits? Who might be affected by them? What safety measures are needed to reduce risks to an acceptable level? What happens during 'Down Time'? Can the group leader put the safety measures in place? Do you have an on-going 'dynamic' assessment /plan B? What steps will be taken in an emergency? What are the needs of the group (including adults)? Who will Lead the trip in the event of an emergency (Deputy leader)?</p>	
<p>Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site Risk Assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the activity providers own approach to security, health and safety and Risk Assessments (refer to Essex list of approved providers). Most providers should have the Learning Outside the Classroom accreditation (listed on Evolve) which means that they have approved status and a venue Risk Assessment is not necessary. On visits to Secondary Schools (sports/Induction Days) – staff should make their own assessment of activities offered.</p>	
<p>Providers offering instructor-led Outdoor and Adventurous Activities will have their own Risk Assessments for particular sessions. These will have been approved by Essex Outdoors or LOfC. These assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills</p>	

required to make informed judgements about the risks it may involve (High, Ropes, Mountain Biking, Boating, Sailing, Skiing).

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Risk Assessment must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them – including staff roles and responsibilities. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide effective supervision. However, the following figures offer a guide:

1 adult to between 10 and 15 pupils in Years 4 to 6

1 adult to 6 pupils in Years 1 to 3

1 adult to 6 pupils in Early Years

A copy of the completed risk assessment must be given/sent to the EVC and school office at least a week before the trip takes place. Up to 48 hrs before the trip any trip that does not meet these criteria will require signed Head teacher approval. Trips will be placed in the school diary/diaries and notes checked.

Trips will require a minimum of two adults (depending on the needs of individuals). Visit Leaders will double-check that all adults (parents/volunteers) helping to supervise the trip have completed the necessary parent helper form, self-declaration and childcare disqualification declaration forms (please see the school office who will provide you with the relevant forms). Once completed by the school helper, these must be signed by the class teacher and head teacher and given to the school office with the Risk Assessment and a register of pupils attending the trip.

48 HOURS BEFORE THE TRIP

Trip Lead/Class Teacher to ensure they have:-

ACTION	Date carried out
Permission slips for all pupils taking part in the trip, together with all relevant medical information and medication.	
Compiled register of all staff, parent helpers and children on the trip. Parent helpers to have completed a Trip Risk Assessment, together with self-disclosure form, which should be filed with the school office.	
All relevant paperwork prior to leaving site, including Risk Assessment, Emergency Card/contact details for Head Teacher, Deputy Head, School Office and any parental contacts for children with additional medical/behavioural needs.	
Conducted a pre-visit staff meeting to convey all messages, procedures and plan for the day. All staff should be clear as their	

roles and responsibilities prior to the trip taking place and fully conversant with Emergency Action Plan. This is identified during the pre-trip visit and noted on the Risk Assessment	
--	--

TRIP DAY

ACTION	Please tick
Ensure you have all medication, including asthma pumps, and consent forms to administer medication.	
You have sufficient first aid bags for the trip, together with bio-hazard kit (located in medical room) if travelling by coach	
Have a programme of activities and timetables	
Children to be lined up in alphabetical order and a register call to be taken.	
Copy of the register to be left with the front office prior to exiting the building, including details of all adults travelling with the party, including any parent helpers. Parent helpers must be pre-briefed as to expected protocols prior to departure.	
Upon exiting the building, class teacher to ensure correct supervision of all children. Class teacher to lead the class from the front and an LSA to be placed at the end of the line, behind the last child. Should additional supervision be required, a staff member will be placed at the necessary position in the line.	
A further register call will be taken as children board the coach/other means of transport.	
Class teacher to check seatbelts have been correctly fastened and that school bags/equipment have been stored safely.	
Adults to be spaced evenly throughout coach/transport to ensure safety and correct supervision.	
Upon departure a further register call to be taken.	
Throughout the duration of the trip, register calls will take place as and when required and, in particular, after toilet breaks, lunchtime breaks, group splits and before alighting coach for the return journey.	

RETURN TO THE SCHOOL

Upon return to school, the class teacher will:-

Conduct a final register call.	
Evaluate visit and report any issues to the EVC/Evolve	
Complete Accident Book – if applicable	

WHITE HALL ACADEMY – VISITS COSTING FORM

School: 01255 422825	Insurance: RPA
Contact 1: Ellie Eames Mob: 07496470205	Contact 2: Mob:
EVC: Lindsey Stanhope	Mob: 07538324693

Destination	
Date and duration	
Year Group/Class	
Lead/Deputy	
Pre Visit completed	

Step 1: Cost	Number	Cost	Total £
Entry fee per child	@	=	
Entry fee per adult	@	=	
Or cost of activity/visit			
Coach/minibus hire			
Other resources/staff costs			
Total Cost of Activity			
Divided by:			
Number of children			
Less provision for resources/wristbands			
Approx. 5% of above			
Total children			
Cost divided by children			
Cost of activity per child (rounded up if necessary)			£

Shortfall	
-----------	--

Signature (Head/Deputy/EVC/Phase Leader)

Signed Date

Return to Office Manager

RETURN TO THE SCHOOL

Upon return to school, the class teacher will:-

Conduct a final register call	
Evaluate visit and report any issues to the EVC/Evolve	
Complete Accident Book – if applicable	

Appendix D

WHITE HALL ACADEMY – VISITS COSTING FORM

School: 01255 422825	Insurance: RPA
Contact 1: Ellie Eames Mob: 07496470205 EVC: Lindsey Stanhope	Contact 2: Mob: Mob: 07538324693

Destination	
Date and duration	
Year Group/Class	
Lead/Deputy	
Pre Visit completed	

Step 1: Cost	Number	Cost	Total £
Entry fee per child	@	=	
Entry fee per adult	@	=	
Or cost of activity/visit			
Coach/minibus hire			
Other resources/staff costs			
Total Cost of Activity			
Divided by:			
Number of children			
Less provision for resources/wristbands			
Approx. 5% of above			
Total children			
Cost divided by children			
Cost of activity per child (rounded up if necessary)			£

Shortfall	
------------------	--

Signature (Head/Deputy/EVC/Phase Leader)

Signed **Date**

Return to Office Manager