



St Mary's CE Primary School
Felsham Road
Putney

School Visits Policy

Vision: Delivering excellence, allowing all to flourish

Mission: Creating a culture of wonder, guided by Christian faith

Values: Endurance, Compassion, Thankfulness

September 2021

In line with the Government's roadmap, the Department for Education has confirmed that schools can resume educational day visits from 12 April 2021. This includes school trips to museums, galleries, attractions and other educational settings.

Any school trip must still be carried out in line with relevant coronavirus guidelines and regulations in place at that time of taking the educational visit.

As usual with all school trips, the Department for Education is advising schools to undertake "full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely".

This may include the observation of social distancing, the wearing of masks, hand washing and any other procedures to keep pupils safe.

Read the full advice from the DfE on taking school trips.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#educational-visits>

You can also find the latest advice from National Guidance.

<https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

Definition

For the purposes of this policy, a school trip is defined as any occasion when a pupil or group of pupils are away from school grounds, undertaking a school activity, under the supervision of a member of staff.

Introduction

At St. Mary's we believe that off-site trips are an extremely valuable aspect of the education we offer, bringing the curriculum to life, providing deeper subject learning and increasing self-confidence. Children should be able to experience a wide range of activities with opportunities to develop skills, which have long lasting and beneficial effects. Health and safety measures should help them to do this safely, not stop them. In light of Covid-19 the school will continue to follow guidance from the Department of Education related to educational visits and staff will ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available to staff and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).

Given the likely gap in COVID-19 related cancellation insurance, the School Business Manager will ensure that any new bookings have adequate financial protection in place.

It is important that children learn to understand and manage the risks that are a normal part of life. Health and safety measures should always be proportionate to the risks of any activity. Staff should be given training if needed, so that they can keep themselves and children safe and manage risks effectively. Common sense should be used in assessing and managing the risks of any activity. The expectation is that all children in YN – Y6 will have at least one opportunity per term to go out of school on a trip.

In planning and running trips all staff should be aware that the law expects of teachers a high standard of care. Thorough planning is an essential ingredient of a safe and successful trip and is the responsibility of the group leader – that is the adult leading the trip on the day/s. This policy, the trip authorisation pro forma (Appendix 1) and risk assessment pro forma (see Appendix 2) are all an essential part of the planning process. Obviously, the extent of the planning will depend upon the complexity of the visit in question.

Not all of the guidelines below will be relevant for every trip. If staff have any doubt as to which of the procedures are appropriate, they should discuss it with a member of the Senior Leadership Team (SLT) as soon as possible.

Approval

- Please discuss any trips with the SLT if you have concerns about viability
- Teachers are strongly encouraged to plan their trips and visits for the coming academic year as early as they can. We aim for every class to have at least one educational visit per term.
- Events listed in the school calendar take precedence over non-calendared events.
- A trip form and thorough risk assessment must be completed for all trips where children are leaving the school site
- Completed forms should be passed to the Deputy Head Teacher for approval, at least four weeks in advance of the trip:
 - Teacher completes Trip Notification Form and Risk Assessment and shares with Deputy Head
 - Deputy Head Teacher checks Trip Notification Form and Risk Assessment are completed and sufficient as to eliminate all likely risk.
 - Deputy Head Teacher checks the school diary
 - Deputy Head Teacher authorises the trip and passes on details to office to arrange logistics e.g. travel/insurance/payment
 - Deputy Head Teacher ensures the Head Teacher and School Business Manager are informed of any trip which is planned
 - When approved the Trip Notification Form and Risk Assessment will be placed in Public folder>Risk Assessment and Trips>School Trips 2021-22
- Staff must not spend any money, or inform pupils or parents that a trip or visit is going ahead until it has been formally approved.

Risk Assessment

A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up what precautions should be taken to prevent harm.

Staff will continue to undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).

- Group leaders should carry out a pre-visit to any trip/visit venues, which are unfamiliar to them.
- A risk assessment has three objectives:
 - Potential safety problems are identified and understood.
 - Existing control measures are checked to ensure they are adequate.
 - Any additional measures needed to reduce the risks (included those linked to COVID-19) are identified and put in place.
- It is a legal requirement to complete a risk assessment before undertaking a trip out of school.
- A risk assessment must be completed for every trip and shared with the Deputy Head Teacher, at least four weeks in advance of the trip.
- The degree of detail and complexity in a risk assessment will depend on the nature of the group/venue/activity.
- Places such as outdoor pursuit's centres, leisure centres, museums, performance venues etc. have to carry out their own risk assessments for the facilities they provide. Copies of these should be obtained, read and understood by Group Leaders.
- Risk assessment is an on-going business and should continue throughout the trip as the Group Leader and staff respond to situations and incidents during the course of a visit.
- Group leaders should understand the risks of and be familiar with the activities to be carried out on any trip.

Standard Control Measures

For many trips following these measures will be sufficient to ensure a well-planned and safe trip. For more complex trips, residential trips and any involving potentially hazardous activities a risk assessment must show that the broader risks have been understood and measures have been implemented to reduce them. In such cases, additional individual risk assessments for specific activities must be completed by the provider and shared with the school prior to the activity/trip taking place.

Informing Parents

- Parents should be given at least two weeks' notice of any trip which is not covered by the local visits permission slip
- For day trips, which are not residential, it is sufficient to inform parents about the trip by letter/ParentMail, inviting them to contact you if they have any concerns about the arrangements
- The more major/expensive/lengthy/unique the trip, the more detailed the letter will need to be
- Letters to parents should include:
 - Purpose of the visit (curriculum focus)
 - Date(s)
 - Venue/itinerary – time of departure and return (including arrangements for pick up)
 - Transport
 - Type of activity, including explanation of any 'risk' activity
 - Basic requirements: dress, kit, equipment, food/drink, pocket money, extra clothing/footwear
 - Any documentation e.g. passports needed
 - Costs and methods of payment

- Staffing and supervision
- Code of conduct expected
- Contact telephone numbers (if other than the school)
- Contact address (if appropriate)
- For residential trips it will be necessary to add information on:
 - Accommodation (including details of security and supervision)
 - Insurance cover provided or needed to be purchased by parents
 - A statement to the effect that in case of thoroughly unacceptable behaviour the group leader reserves the right to return the pupil home at parental expense
- In the case of a major trip (e.g. an exchange, a tour abroad, any residential trip or adventure trip) parents should be invited to a meeting at which arrangements can be discussed in detail and parents may ask questions

Parental Consent

- Written parental consent is required for all trips
- For any adventurous activities and remote supervision, parents must be briefed carefully and thoroughly and asked to sign in advance to say that they accept the risks of such activity
- On residential trips, parents should be asked to give their consent for emergency medical treatment
- The consent form is also a good opportunity to gather:
 - Medical information about the pupil
 - Parents' emergency contact details
 - Details of the family doctor
 - Dietary requirements

Adult to Pupil Ratios

- The group leader must ensure that staffing for a trip is reasonable, together with the need for First Aid cover.
- The recommended ratio for one day academic fields trips is :
Nursery: 1:4
Reception: 1:5
KS1: 1:8
KS2: 1:13
- Ratios may need to be more favourable under certain circumstances. Factors to take into consideration are:
 - Age, gender and ability of the group
 - Pupils with Special Education Needs and Disabilities (SEND) or medical needs
 - Behaviour of pupils
 - Experience and competence of staff
 - Nature of activities
 - Duration and nature of journey
 - Type of accommodation
 - First Aid provision
- All adults who are supervising trips must have completed a DBS check and an induction for volunteers in school, which covers training on the safeguarding and protection of children.

- A protocol for parents is available for staff to give to parents accompanying the trip. (Appendix 5)
- There must be enough staff to cope effectively with an emergency.
- Trips to remote areas, abroad, overnight, or involving hazardous activities should be more generously staffed.
- On all trips away overnight there must be at least two members of staff of each sex wherever possible (this may be relaxed if a residential centre provides male or female staff).
- Group leaders should also consider the consequences of members of the team who are leaving school to staff trips and visits on those who are left behind.
- All staff that go on trips must ensure that their lessons and duties are covered appropriately in their absence.

Staffing and Supervision

- There must be a designated group leader
- A deputy should also be nominated
- The group leader is responsible for:
 - Planning and preparation
 - Risk assessment (including any additional relevant coronavirus guidelines and regulations in place at that time)
 - Briefing of parents, pupils and staff
 - Supervision and conduct
 - Welfare and safety
 - Operating emergency procedures where necessary
- There must be a clearly established line of responsibility, ensuring that all adults and pupils on the trip know and accept who is the leader, deputy and so on.
- Staff must be suitably experienced and qualified.
- Group leaders should be aware of their own levels of competence, take advice from experts where necessary, identify the skills, experience of other members of staff, and plan to accommodate these.
- Supervising adults should be well briefed by the group leader and have a good understanding of their responsibilities on the trip, the emergency procedures, the information in the risk assessment and information about individual members of pupils, as appropriate.
- Expert staff (at outdoor centres for example), may be of great assistance, and may, indeed, be essential, but remember that the ultimate responsibility for the pupils lies with the group leader.
- Whatever is planned must be within the capability of the pupils and where physical activity is involved, training may need to be part of the preparation. Forethought, care and a prudent concern for the health, safety and welfare of all concerned will ensure both success and peace of mind.

Preparing Pupils

- Pupils should be carefully briefed before a visit, especially in matters of conduct and safety (including any additional relevant coronavirus guidelines and regulations in place at that time)
- Pupils should understand:
 - Aims and objectives of the visit/activity.

- Background information about the place to be visited.
- Relevant foreign, religious, ethnic culture/customs.
- How to avoid specific dangers.
- Safety precautions.
- Standards of behaviour expected.
- Emergency procedures.
- What to do if separated from the group – **pupils should be told to remain where they are, an adult will return to bring them back to the group.**
- Items banned from being brought on the trip and from being purchased during the trip.
- Staff and adult roles.

Discipline and Group Control

- Make sure that requirements are clearly explained, and thoroughly understood by all before the trip.
- Make it clear when you are devolving responsibility e.g. to an instructor, ensuring that the pupils know that the instructor is to be obeyed when they are in their care.
- On some major trips, it may be sensible to produce a written code to be given to each member of the party covering, for example, some or all of the following:
 - Daily timetable or itinerary.
 - Sleeping arrangements.
 - Rules on segregation of sexes.
 - Lights out/morning routine.
 - Room tidying and checks.
 - Items not to be carried or taken on the trip.
 - Standards and type of dress.
 - Personal hygiene.
 - Arrangements for free time.
 - Catering.
 - Emergency procedures, such as a fire drill (precautions should be checked on arrival).
 - General standard of behaviour/punctuality/meeting points.
 - Respect for centre staff, drivers, instructors, other guests etc.
 - Safety precautions (e.g. sun cream, hats, clothing etc.)
 - Security of all personal belongings, valuables.
- Ensure that your group is familiar with any code particularly relevant to their activity e.g. mountain code, country code, codes of national bodies under whose auspices an activity is being pursued.

Security

- Regular head counts are essential, particularly on boarding transport, at mealtimes and bedtimes and before leaving any venue, etc.
- Children should wear high visibility jackets on trips.
- On any walks there must be adults at the front to lead and adults at the back to prevent stragglers.
- Road crossings must be supervised.
- It is helpful for pupils to be easily identifiable (e.g. by wearing uniform) especially in crowded urban areas and for younger children.

- All children should wear a sticker with the name of the school and the contact telephone number on it on the inside of their clothing where only they can see. Children should not wear stickers with their names on the outside of clothing when in contact with the public.
- Rendezvous points should be established and children should be briefed on what they should do if they become separated from the group.

Residential Visits:

From the 17 May 2021, the Department for Education has said schools can start to go on domestic overnight residential trips.

Trips will still need to take into account relevant COVID-19 guidance and regulations in place at that time. The DfE also advises that children should stay within their “consistent groups” or “bubbles” for the purpose of the visit.

- All staff and any additional adults should carry the address phone/number of the accommodation when going off site.
- Pupils should be well prepared for any remote supervision:
 - Telephone and emergency contacts if lost.
 - Money.
 - Maps and plans.
 - Knowledge of how to summon help.
 - Knowledge of out of bounds areas/activities.
- In advance of residential visits, group leaders should do their best to follow these guidelines:
 - To secure a floor plan of the location.
 - Rooms should be grouped together with staff rooms adjacent, the immediate area being exclusively for the group’s use if possible.
 - Male and female sleeping/bathroom facilities should be separate.
 - Balconies, windows and electrical connections should be safe.
 - Assurances should be secured that any staff have been checked as being suitable to work with young children.
 - To ascertain whether security arrangements are in place if there is no 24-hour reception.
- On arrival, there should be a briefing to explain the layout of the accommodation, its fire precautions and exits, routines and regulations. There should be a fire drill.

Medical

- The group leader must consult with the Designated First Aider in advance of the trip, ensuring they are aware of any pupils with medical conditions and that they have followed up by discussing the child’s needs with the parents.
- Check if there are any special requirements for your destination e.g. inoculations. Check also arrangements for emergency medical treatment abroad and secure emergency consent.
- Members of staff who are responsible for leading expeditions in this country, and abroad, which involve an overnight stay of one or more nights, must obtain a completed medical form for each participating pupil to facilitate emergency hospital care should it be needed. The form will offer parental consent, a list of allergies, doctor, NHS number etc.

- Record the administration of any medicines – date, time, name of medicine and dose, signature of administrator.

First Aid

- At least one member of staff/adult will be paediatric first aid trained.
- An adequate number of correctly stocked first aid kits must be taken.
- On every trip, an adult should be appointed to be in charge of first aid arrangements.
- Supervising adults should know how to contact the emergency services and they should know the location of the nearest hospital.

Emergency Procedures

On every trip, the leading teacher must have a school rucksack containing the Business Continuity and Emergency Plan. This rucksack and its contents must be collected from and returned to the SBM.

Leading teachers must also ensure they have a fully charged mobile phone to be used in the case of an emergency with them at all times.

- In the event of an incident, the group leader should contact the Head Teacher (or in their absence the School Business Manager) **immediately**:
 - During the school day: **School 0208-788-9591**
 - Head Teacher 07792-562567
 - School Business Manager 07714-560553
- In the event of an accident or emergency, then the main factors to consider are:
 - Establish the nature and extent of the emergency as soon as possible.
 - Ensure that all of the group are present and safe.
 - Establish names and ages of casualties and secure immediate medical attention for them.
 - Ensure that a member of staff accompanies any casualties to the hospital if necessary.
 - Ensure the rest of the pupils are kept together with adequate supervision.
 - An embargo should be placed on pupils contacting parents/the outside world.
 - Contact the Head Teacher.
 - Notify the Police if necessary.
 - Notify British Embassy/consulate if abroad.
 - Notify insurers, especially if medical attention is required.
 - Notify the provider/tour operator.
 - Record accurately as soon as possible all facts, evidence, witness details.
 - Keep a written record of events, times, contacts, decisions after the incident.
- Details which will need to be given to the Head Teacher:
 - Nature, date and time of incident.
 - Location of the incident.
 - Names of casualties.
 - Details of injuries.
 - Names of others involved.
 - Action taken so far.

- Action yet to be taken.
- Details of staff deployment.
- Legal liability should not be discussed with other parties.
- No one should talk to the media under any circumstances – all media enquiries should be referred to the Head Teacher.
- Do not deal directly with parents. The Head Teacher (or in their absence the Deputy Head Teacher) will contact parents and act as a link between the group and parents.
- The Head Teacher will liaise with the Chair of Governors.

Special Educational Needs and Disabilities (SEND)

- If there are children with SEND in the party, group leaders should ask themselves:
 - How can the activity/visit be adapted to enable all pupils to participate at a suitable level?
 - Is the pupil able to understand and follow instructions?
 - Will additional supervision be necessary?
- Pupils, who work with a Learning Support Assistant, should be accompanied by them on the trip wherever possible.

Liaison with Colleagues

- Group leaders should inform colleagues (e.g. PPA Teachers, Intervention Group Leaders, Peripatetic Music Teachers) in advance if disruption to lessons is planned.
- All trips should be pencilled into the school diary as soon as possible.
- Place a list of pupils involved in the trip on the communication boards in the staff room and encourage all pupils to make a polite request to staff if they need to miss lessons or other activities e.g. clubs.
- A list of pupils involved should also be given to the school office along with any letters, paperwork or information related to the trip so they are well informed and can answer any queries.
- Pupils should be asked to check for clashes with Music lessons and warn their Music Teachers in plenty of time.

Transport

- The group leader should secure the most appropriate, efficient and safest method of transport.
- Public transport should be used wherever possible.
- Transport, which is booked through Transport for London (TfL), will need to be booked at least three weeks in advance. The trip cannot go ahead if the appropriate paperwork/ticket has not been received.
- If the party will be travelling by coach, the group leader should seek advice from the Administration Team on coach firms. Only reputable firms should be used: drivers must be qualified and vehicles properly maintained.
- Group leaders are responsible for organising head counts at every point of embarkation and for supervising safety at stops.
- Group leaders are also responsible for ensuring that seat belts are worn at all times in taxis, minibuses and coaches wherever else they are present.
- Supervising adults must sit amongst pupils on trains, buses, tubes etc. On ferries or other appropriate modes of transport, pupils should be briefed

on their freedom to roam, rendezvous times, discipline and emergency procedures.

- Children should not sit in the front seats of coaches/buses wherever possible.
- Children should not be left unattended at any point on the trip.
- On arrival back at school, the group leader should remain with the pupils until all children have been collected by their parents.

Late Return

If your return is delayed, telephone the school office or school contact person to give a revised time of arrival. The Head Teacher (or their proxy) should then be notified as soon as possible and no other action taken, unless under their direction.

Catering

Group leaders should ensure that the school office is informed if children will miss normal meals as a result of an excursion. If you require an early or late meal – please liaise with the School Business Manager. Arrangements for children with special dietary requirements should be put in place wherever necessary. Children in receipt of Free School Meals (FSM) should be given the option of a school packed lunch.

Financial Matters

- The group leader must take responsibility for all financial arrangements in connection with the trip.
- Staff must think carefully about the cost of a school trip. Some parents have financial constraints and it must not be assumed that all parents have the necessary funds to support trips and visits.
- Parents should be asked to make a voluntary contribution, which will cover the cost, for day trips.
- Costs should be kept to a minimum and parents must be given the opportunity to decline the trip on financial grounds.
- Staff should not manage any part of trip finances through their personal accounts.
- Seek advice from the School Business Manager so that there can be no doubts about financial propriety.
- Observe strict accounting procedures, keeping accurate records of all payments received, and made, with receipts.
- See the Charging and Remissions Policy for further information.

Insurance

- Given the likely gap in COVID-19 related cancellation insurance, the School Business Manager will ensure that any new bookings have adequate financial protection in place.
- Staff must check with the School Business Manager whether the school insurance cover is sufficient for the trip/activity.
- If you are using a commercial tour operator – what is available through the operator or centre?
- Any trip abroad, residential trip or adventurous training activity may require specialist insurance.

Legal Responsibility

- The standard of care, which has to be exercised by teachers towards their pupils, is that which would be exercised by 'reasonably careful parents' towards their own children.
- In this context, the test of the 'reasonably careful parent' must be applied
- Where a teacher has done all that a 'reasonably careful parent' would have done in the particular circumstances, there is unlikely to be any question of legal liability, even though a pupil may have been injured.
- Staff must know all of the applicable regulations and requirements for the trip/activity being undertaken, and be able to comply with them.
- If a legal claim against a teacher does arise under the common law, the school as the teacher's employer will be liable, although individual teachers can be liable for negligence under Criminal Law.

Foreign Travel

- Early enquiries about the validity of passports, visa requirements, etc. will avoid panic when departure is imminent. For foreign nationals you may have to make particular arrangements, e.g. for visas.

Links with other School Policies and Practices

This policy links with and should be read in conjunction with a number of other school policies, practices and action plans including:

- Health and Safety
- Safeguarding and Child Protection
- Charging and Remissions Policy
- Inclusion
- Equality Objectives
- First Aid, Medicines and Supporting Children with Medical Conditions
- Personal Care
- Positive Handling
- Behaviour Policy and Practice
- Accessibility Plan
- Volunteers in School
- Business Continuity and Emergency Plan

This policy and practice complies with the advice and guidance provided in:

- Health and Safety: Advice on Legal Duties and Powers (for Local Authorities, School Leaders, School Staff and Governing Bodies) – February 2014, DfE Reference: DFE-00035-2014.
- Health and Safety Executive (HSE) School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths, *Printed by the HSE 06/11*

Read the full advice from the DfE on taking school trips.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#educational-visits>

You can also find the latest advice from National Guidance.

<https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

All staff should familiarise themselves with these documents.

Monitoring and Review

A member of the SLT will review this policy annually as well as responding to trends/changes in legislation or policy that suggest the need for earlier review. The pupil committee has oversight of this policy.

Name/s and job title of reviewer	Date of review	Suggested date for review
Miss Cheryl Payne	November 2015 (largely re-written)	January 2017
Mrs Amanda Bishop	January 2017	September 2018
Mrs Amanda Bishop	September 2018	September 2019
Mrs Amanda Bishop	September 2019	September 2020
Mrs Amanda Bishop	September 2020	September 2021
Mrs Amanda Bishop	September 2021	September 2022

Appendix 1

Check List for Trips

Factors to Consider in Planning a Trip/Visit

- Current Department for Education guidance
- Purpose of the trip.
- Suitability of venue and the facilities provided.
- Staff training needs.
- Transport arrangements.
- Insurance arrangements.
- Communication arrangements – letters and pre-meetings planned.
- Supervision ratio.
- Contingency Plans.

Documentation Required Before the Trip/Tour Departure:

- School Journey Statement must be approved by Governors in advance of the trip.
- A list of all pupils, staff and any additional adults travelling with the group.
- A full itinerary, including addresses, telephone numbers and travel details.
- Details for any pupils joining/leaving the trip at different times/places.
- Photocopies of all pupils' consent forms and codes of conduct.
- Mobile telephone numbers.
- Risk Assessment – sent to Wandsworth Borough if necessary.

Take with you:

- **School Ruck sack containing the Business Continuity and Emergency Plan (This rucksack and its contents must be collected from and returned to the SBM)**
- **A fully charged mobile phone.**
- Travel tickets, visas, plus copies of all documentation in case lost.
- A copy of any letters, which have been sent out about the trip.
- Booking forms, confirmation emails etc. and contact details for the accommodation.
- Details of the location of hospitals/medical services.
- Full insurance details, with claims forms and the company's contact details.
- A copy of the itinerary.
- A full list of party members, including accompanying adults, with addresses, telephone numbers, next of kin etc.
- A recent photograph of all members of the party.
- A note of the contact telephone numbers for the school, Head Teacher (or their proxy).
- Parental consent forms and the equivalent for all adults.
- First Aid Kits.
- An outline of emergency procedures.
- Cash/Credit Cards/Emergency Funds.
- Fully charged Mobile phone.
- Facilities/equipment that the group may/will need e.g. clipboards.

During the Trip

- On arrival at the accommodation, check all rooms for damage and report at once to the management.
- Notify the Head Teacher of your arrival.
- Carry out an emergency evacuation drill.
- Notify the Head Teacher of any significant incidents as soon as possible.

Leave with the Head Teacher/School Office:

- A copy of this policy
- A copy of any information pack put together for the trip.
- A copy of the itinerary.
- Contact telephone numbers and medical forms for all members of the party.
- Group Leader's mobile telephone number.
- A copy of each party member's parental consent form.
- The name, address, telephone and fax numbers of tour operators/ferry companies/accommodation etc.
- A copy of insurance documents.
- A copy of all travel documents.

Other Points to Consider:

- Have the parents been fully briefed?
- Have the pupils been fully briefed?
- Have you given parent/pupils a written code of conduct?
- Has the trip been given clearance by the Head Teacher (or their proxy)?
- Have you checked that the trip is adequately insured?
- Have outside staff/helpers been DBS checked?

St Mary's CE Primary
School Trip and Sports Trip Authorisation and Booking Form

If you wish to book a trip please make sure Amanda Bishop (DHT) has at least 4 weeks' notice

Class Teacher	Date of Trip	Venue of Trip	Purpose of Trip (curriculum links)	Departure Time (Leaving school)	Return Time (back at school)	No. of Children	No. of Adults (including named TA's)

Names of SEN Children requiring support	TA required for 1:1 assistance	Cover needed back at school (lunchtimes etc.)

Adult: Child Ratios	First Aider	PARENT/VOLUNTEERS NAMES	CLASS CRB LIST CHECKED (public folder/Trips)
Nursery: 1:4 Reception: 1:5 KS1: 1:8 KS2: 1:13			

Venue Cost	Method of Transport and Cost	Total Cost per child	Will school lunch be required for the children	Diary Checked before authorisation

AUTHORISATION BY DEPUTY HEAD	APPROVAL GIVEN – YES/NO
This must form must be approved prior to actual booking of trip	

Risk Assessment produced/amended & Copy Attached	Insurance date sent Received back	Teachers Check list	Office Check list	SCHOOL RUCKSACK Check
Yes *PLEASE SHARE WITH CLASS BEFORE TRIP	Date sent: Received back:	Interventions Class/Individual Music Lessons Specialist Teacher Pre Visit booked Yes /No Yes /No Yes /No Yes/No	Kitchen Informed Music Teachers Informed Written in Diary Monica Yes / No Yes / No Yes / No Yes / No	Rucksack Business Continuity& Emergency Plan Mobile Phone charged Copy of protocol for parents First Aid Travel Cards needed Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No

[Read the full advice from the DfE on taking school trips.](#)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#educational-visits>

[You can also find the latest advice from National Guidance.](#)

<https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

RISK ASSESSMENT FOR SCHOOL TRIPS

Class/Group:

Venue:

Date:

ENSURE THAT ANY CURRENT PUBLIC HEALTH ADVICE IS INCLUDED IN THIS RISK ASSESSMENT. Please remember to take a first aid kit and any inhalers etc. On any trip, please take and leave at school an up-to-date list of who is on the trip that day. Ensure you have the school rucksack and all its contents.

Activity	Hazard	Who is at risk?	Preventative Measures
	1.	1.	1.

Appendix 4

TRIPS/VISITS PROVISIONAL REGISTER 2020-21 - YET TO BE UPDATED FOR 2021-22



	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
WHOLE SCHOOL	St Mary's Church - Harvest Service KS2 Godly Play Sessions TBC	St. Mary's Church- Christmas Service		St. Mary's Church- Mothering /Easter Services	All Saints Church Shared Eucharist	St. Mary's Church Leavers Service
NURSERY		Post Box (Local Area) Literacy/Writing		Garden Centre TBC	Fulham Palace Mini-beast hunt	Bockett's Farm
RECEPTION			Natural History Museum	Pizza Express	London Transport Museum	Legoland
YEAR ONE		Science Museum (Science) Father Christmas Visit Wandle Recreation Centre		Wisley Garden Centre (Science)	Sea Life London (Science)	Victoria and Albert Museum (English)
YEAR TWO	Florence Nightingale Museum (History)	Hindu Mandir (RE)	Kew Gardens (Science)	Museum of London (History)	Wandsworth Recycling Centre (Geography)	Wetland Centre (Geography/Science)
YEAR THREE	Battersea Power Station (Electricity Topic) (Science)	Hampstead Heath (Orienteering/Island life Topic) (Geography)	Natural History Museum (Active planet Topic/ Volcanoes workshop) (Geography)	Chiltern Open Air museum (Scavengers & Settlers Topic) (History)	Chessington World of Adventure (Land, Sea and Sky Topic) (Zoo) (Science)	Mosque (RE: What does it mean to be a Muslim) (TBC)
YEAR FOUR		Westminster Abbey (RE) British Museum (Ancient Egyptians) (History)		Cadbury World History/Geography/Technology) Synagogue (RE)		Syon Park (Science)
YEAR FIVE	British Museum: (Ancient Greece/Romans) (History)	London Gurdwara Houses of Parliament (PSHE) National Gallery (RE) Sayers Croft Cross curricular	Pizza Express: Entry Point Bake It! (Technology)	Wandsworth Junior Citizens (PSHE)	Greenwich Observatory: IPC Mission to Mars (Science)	St Cecilia's Secondary: Fascinating Forces (Science)
YEAR SIX	The Crystal Science- Full Power Topic (TBC)	Sayers Croft Residential (3 nights) Cross curricular	Temple RE (Buddhism)	Churchill War Rooms History	Wandsworth Park PSHE	Painshill Park Technology/Geography Southwark Cathedral Anointing Service at St. Mary's Church

Appendix 5

Parent/Carer Trip Protocol - Parent/Carer will be asked to take a Lateral Flow test prior to trip.



Thank you for offering to escort St Mary's children on a school trip. Before you confirm your offer of help, we would appreciate it if you would consider the following expectations and requirements.

- *It is not appropriate for other children, babies and buggies to be brought along.*
- *Mobile phones should be turned to silent and only used in an emergency during the trip.*
- *School staff must only take photos. Please refrain from taking photos of the children.*
- *You will be assigned a group of children to oversee and it would therefore be inappropriate to focus on your child only.*
- *Adults must walk closest to the road when supervising children and stand between the children and incoming traffic when crossing the road.*
- *You need to have read the teachers risk assessment form before the trip, to bring to your attention possible dangers.*
- *Each trip has a qualified First Aider attending, therefore only these members of staff administer first aid.*
- *Please positively reinforce class/school rules, but the class teacher carries out disciplining children. Remember the child is still 'in school' whilst on Educational visits.*
- *Remember equal opportunities. It is not appropriate to treat one child (even if they belong to you) or group, differently from the others e.g. buying treats etc.*
- *Remember you are supervising children and there to support their learning by asking them questions and drawing their attention to relevant issues/objects etc. It is therefore inappropriate to be talking over children/adults to other adults about personal/non-related things or chatting to other adults whilst the teacher is addressing the class. Adults should act as role models for how to behave e.g. talking quietly on trains and when walking down the road etc.*
- *All adults working with children need to have a DBS check. Please speak to Mrs Abraham in the office for more information on this.*
- *Finally many thanks for offering your support. We hope that these guidelines have not put you off volunteering, as your help is invaluable on these trips and without it, the children would be unable to access these experiences. We aim for all our children to have the best experience whilst on an educational visit and their safety and wellbeing is our priority.*