

Purley Partnership Federation



Purley Nursery School

Achieving and growing together



Christ Church Primary School

Nurturing lifelong learners with God's guidance

Educational Off-Site Day Visits Policy

January 2019, to be revised January 2020

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Aims

The aims of educational visits are:

- to enhance the children's learning
- to develop concepts, skills, attitudes and knowledge of children through first hand experiences
- to draw on the wealth of resources outside school to engage every child
- to encourage out of hours learning and home learning.

Venues

Venues for visits should be:

- appropriate to the children's current learning
- appropriate to the age and abilities of the children
- accessible to all
- lowest risk possible
- shortest travelling distance possible.

Venues must provide (in good time) any risk assessments they have which are appropriate to the visit.

Procedures

THE EXECUTIVE HEAD TEACHER for Christ Church School or Head of School for Purley Nursery School MUST APPROVE ALL VISITS AT LEAST TWO WEEKS PRIOR TO THE VISIT DATE. IT IS THE LEAD ADULT'S RESPONSIBILITY TO ENSURE THE FORMS ARE SUBMITTED IN GOOD TIME. The office are happy to assist with the following tasks, or lead adult (usually the class teacher(s)) can complete them:

- Arrange date and time of visit, liaising with the school diary.
- Arrange transport.
- Confirm adult team – nominating a lead adult, deputy and adult to be responsible for first aid. The minimum requirement for the first aider must be someone who has undertaken the one day emergency first aid course.
- Ensure that all parent helpers have been given the child protection guidelines for parent helpers on off-site visits.
- Ensure that parent helpers who are unsupervised have DBS clearance; those who do not have DBS must never be left unsupervised with children
- Make sure that all adults are aware of, and have had opportunity to have sight of, the Child Protection policy and related documents.
- Make financial arrangements (liaise with office staff).
- Fill out off-site day visit booking form.
- Inform cook and office (this must be done even if not out for lunch in case of late return or early departure).
- Undertake risk assessments.
- Give all paperwork to Executive Head Teacher for Christ Church School or Head of School for Purley Nursery for approval.
- Take the relevant pages of the Critical Incident Plan on any visit (included with this policy)
- Ensure that sufficient number of fluorescent jackets are taken and worn for adults stopping traffic.

A VISIT MAY NOT TAKE PLACE WITHOUT THE EXECUTIVE HEAD TEACHER'S for Christ Church School or Head of School for Purley Nursery APPROVAL.

Checklist for off site visits including responsibilities

This timescale is applicable to all visits except for local walks (shorter timescale) and residentials (longer timescale)

Timescale	Action	Completed
More than 3 weeks prior to visit	Book venue, workshops and lunch, checking date is available for the class on the school diary (Teacher)	
	Advise office of trip and funding arrangements in order for trips process to start and forward any emails related to the trip (Teacher)	
	Check main school diary and enter trip details (Teacher and office)	
	Plan with office transport arrangements – free transport bookings via TfL require minimum two weeks’ notice, coaches require longer due to availability (Teacher and office)	
	Complete visit booking form including signed by Cook and SBM (office)	
	Determine venue payment terms and date and begin venue Purchase Order process and payment (office)	
	Book travel and begin travel payment purchase order and process if applicable (office)	
	Undertake a preparatory visit to the visit destination (Teacher)	
	Complete risk assessments – school (includes Emergency Procedures and Major Incident Checklist) and venue (office to obtain and teacher to ensure reads prior to trip)	
	Negotiate staffing (TA’s and First Aider) with EHT and record on booking form (EHT to sign so letter and payments for trip can be sent out) which is then given to the office (Teacher)	
	Advise TA’s and First Aider of trip whom are then responsible for covering duties. (Teacher)	
	Enter TA and First Aid arrangements into school diary trip entry (office).	
1-2 weeks prior to visit	Send out consent letter or use school format and remind children about wearing a school cap – two weeks prior (template provided) (office)	
	Add trip to ParentPay (adding 5-7% for fees) if cost for trip at same time as sending consent letter (office)	
	Ensure travel tickets received or coach booking confirmed (office)	
	Plan arrangements for children not going on visit (Teacher)	
	Notify music teachers, Purley Nursery, Play Place and Croydon Transport of trip (office)	
	Check parent helpers on slips in office and send letter/email to parent helpers or call them (Teacher)	
4 days before trip	Provide written briefing for adults supervising the visit (Teacher)	
1-2 days before trip	Go through the plan with the children (Teacher)	
	Remind children of key safety issues and emergency procedures (Teacher)	
	Check all permission slips have been received and signed and telephone parents of any child who has not brought one. (NB telephone call is not sufficient consent – form MUST be brought to	

	school); this is only required for visits out of school hours or involve high risk activities (Teacher)	
	Put together 'Teachers Pack' for trip including copy of booking form, venue and workshop confirmation, travel tickets, travel confirmation, journey planner, school Risk Assessment and venue Risk Assessment (office)	
	Put together 'First Aid Pack' including copy of class 'Medical Conditions and allergies' sheet from First Aid Folder and 'First Aid for Trips/Events' list (see First Aid for trips on pg 6) (office)	
	Collect all equipment needed e.g. clipboards, games equipment (Teacher)	
	Sort out emergency equipment e.g. rubbish bags, spare clothing etc (Teacher)	
	Make an accurate register of the children going and give a copy to the office (Teacher)	
On the day of the visit	Brief other adults about safeguarding arrangements and insist that they are not on their own with the children unless DBS checked and give them a written plan of the day including mobile phone numbers and a copy of the safeguarding notes – see end of policy (Teacher)	
	Collect the Teacher Pack from the office (Teacher)	
	Ensure children go to the toilet before leaving (Teacher)	
	Ensure children are wearing school caps; caps can be borrowed from the office as needed (Teacher)	
	Take the Emergency Procedures (page 7), accident forms and relevant pages of the Critical Incident Plan (appendices 1, 4 and 8) with you including the decision log (Teacher)	
	Collect First Aid Pack and First Aid from the office using information provided in the pack: – Individual pupil's medication including EpiPens using 'Medical conditions and allergies' list for the class. - Trips First Aid using 'First Aid for Trips/Events' list (as per page 6) (First Aider) .	
	Take sufficient number of fluorescent jackets for ALL adults and ensure they are worn appropriately (Teacher and First Aider)	
After the visit	Return Teacher Pack to the office for archiving (Teacher) .	
	Return First Aid items to their correct places in the First Aid Cupboard and lists to the office (First Aider)	

First Aid for Christ Church School Trips/Events

Teaching Assistant responsible for First Aid for a trip/event to take the following from the school office:

1. Medication for individual pupils (using list for class in 'First Aid Documentation' folder in office). Note – do not need to take individual pupils asthma spacer, school spacer to be taken
2. School Trips Calpol Sachets X 4 (Reception and Year 1 - 3 months – 6 years Calpol, Years 2-6 – 6+ Calpol). Note – take sachets and not bottle. Please return to box following trip.
3. School Trips Piriton
4. Trips Asthma Inhaler and Spacer
5. Forehead Strip Thermometer
6. Trips First Aid Green Day Pack (includes plasters, gloves, wipes etc...)
7. Small trips water bottle
8. High Vis jackets for ALL adults
9. Sick bags

Emergency procedures

Emergency procedures:

- Child separated from the party on public transport (left on bus/train/tube):
The children will have been briefed to get off at the next stop and wait. One adult should be sent to search for the child and transport staff should be contacted.
- Child injured and requiring hospital treatment:
One adult will escort the child to hospital and liaise with school and trip leader by mobile phone. Relevant school to contact parents.
- Child injured and requiring first aid:
The nominated adult for First Aid should treat the child if possible at the scene. If the child requires facilities (e.g. bed, toilet) and the party are in a place of interest, they should have a first aid post which the nominated adult should take the child to, keeping lead adult informed at all times. If the child's condition worsens, then emergency procedure no. 2 comes into effect. Appropriate first aid forms should be filled in on return to school (e.g. bumped head letter, accident form)
- Adult injured and requires first aid or hospital treatment:
The nominated adult for first aid should treat the adult at the scene or at the first aid post if necessary. If the adult needs to go to hospital, the lead adult should liaise with school as to whether it is safe or not to allow another adult to accompany the injured adult to hospital.

In any emergency the following steps should be taken:

- Move the rest of the party to a safe area, reassure the children and do a headcount.
- Make a phone call to the relevant school (Christ Church 020 8660 7500, Purley Nursery School 020 8660 5639) outlining the details of the emergency and the names of the children involved.
- **Begin the decision log as soon as reasonably practicable – remember this may be very important after the event.**
- A decision between the lead adult and the Executive Head Teacher for Christ Church School or Head of School for Purley Nursery School will then be taken whether to curtail or cancel the planned activities.
- The school office or the Executive Head Teacher for Christ Church School or Head of School for Purley Nursery School will be responsible for contacting the parents of any child involved in an emergency.
- Serious incidents involving life threatening situations will also immediately be reported to the LEA.

On return to school, the decision log must be submitted within an hour of return to school and signed by all adults regarding the emergency event.

On no account must anybody but the LEA speak to the press.

Parental consent letter (Draft)

(To be given to the office to print on headed paper and **must NOT** go out without EHT's approval)

Dear Parents

Year # XXXXXXXX Trip – Day Date 2018

In connection with our learning XX, we have arranged an educational visit to XX on **Thursday 25th June 2019**. We will be travelling by public transport following registration and will return to the school by **3pm**.

Children should wear school uniform, including their red school caps, and bring a healthy packed lunch in a disposable bag.

We invite you to contribute **£X** to cover the cost. **This can be paid via Parentpay and you can give your consent to the trip at the same time.** Please complete the slip below if you require a Parentpay password, barcode letter or if you are able to help on the visit.

I am sure you will want to support this visit, however if you have particular financial problems, please contact Mrs Pike/Mrs Jarrett in confidence.

Yours faithfully,

Teacher

Class # Teacher

.....

Year # XXXXXXXX Trip – Day Date 2018

I am able to help on this trip .

I have forgotten my Parentpay username and/or password .

Please can I have a barcode letter to enable me to pay via Paypoint .

I would like to make an appointment to see Mrs Pike .

Child's Name: Class:

Signed Name:

Risk assessments for general travel arrangements

Please refer to the OEAP (Outdoor Education Advisers Panel) national guidance website for the latest advice in relation to terrorism (www.oeapng.info) and include relevant considerations and control measures in the risk assessment (Please include these in your preparations as appropriate)

These risk assessments include:

- walking and crossing roads.
- bus, tube, train and coach
- general risk assessment.

Any of these risk assessments applicable to the visit must be attached to the visit booking form.

Any risk assessments provided by the place being visited must be requested and attached to the visit booking form.

Any other risks identified must be assessed using this format. A blank one is included in this appendix.

Persons at risk are identified as: P – Pupils, S – Staff, V – visitors, D – Disabled, O – Others

Likelihood is identified as: unlikely, likely, highly likely.

Severity is identified as: slightly harmful, 2 – harmful, 3 – extremely harmful

Risk rating – Likelihood x severity: 1-2 low risk, 3 medium risk, 4-9 high risk.

Q1: Can the risk be avoided or eliminated? If “yes” explain how, ensure this is done and the assessment is complete

Q2: Is the risk adequately controlled? If “yes” the assessment can end, if “no”, then plan and implement appropriate control measures.

Activity	Hazards identified	Persons at risk	Risk rating LxS	Q1	Existing controls	Risk rating LxS	Q2	Proposed action	Deadline and responsibility
Walking along the road	Children by accident or due to poor behaviour end up in the carriageway and are involved in an accident with a vehicle	P & S	2 x 3 = 6	No	<ul style="list-style-type: none"> Children who are unable to follow instructions are only allowed on visits if a parent or carer attend and takes responsibility for that child. Children are given clear instructions before the visit with regard to road safety and how to walk along the pavement safely. Adequate adult supervision is placed throughout the party. 	1 x 3 = 3	Yes		
Crossing the road	Children and staff at risk from vehicles when crossing the road.	P & S	2 x 3 = 6	No	<ul style="list-style-type: none"> Whenever possible roads should be crossed at a crossing controlled by traffic lights. Children will be given clear instructions about crossing the road before the visit. Responsible children are placed at the front of the line who are told always to stop if they reach a road that needs to be crossed and the lead adult is not there. Adults briefed on procedures at road crossing: i.e. adult to lead the group across and one adult to stand between the group & oncoming traffic. Adults to wear fluorescent jackets when halting traffic. 	1 x 3 = 3	Yes		

Activity	Hazards identified	Persons at risk	Risk rating LxS	Q1	Existing controls	Risk rating LxS	Q2	Proposed action	Deadline and responsibility
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Travelling by coach	Injury as a result of a road traffic accident.	P & S	1 x 3 = 3	No	<ul style="list-style-type: none"> All coaches booked for travel must have enough working seatbelts. Children to be instructed to wear their seatbelts at all times. 	1 x 2 = 2	Yes		
Travelling by bus	Injury as a result of a road traffic accident. Group becomes separated getting on or off the bus.	P & S	1 x 3 = 3 2 x 1 = 2	No No	<ul style="list-style-type: none"> Children to be briefed on how to behave on the bus. Children should always sit down if possible. Journey time should be planned to ensure a low-level of passengers. Lead adult to liaise with bus driver to ensure there are no problems. 	1 x 2 = 2 1 x 1 = 1	Yes yes		
Travelling by tube or train	Child fails to get onto or off the train at the right stop. Child slips off platform onto the tracks	P P	2 x 1 = 2 1 x 3 = 3	No no	<ul style="list-style-type: none"> Journey time planned to ensure low level of passengers Lead adult to contact London Transport to arrange a supervisor to be on the platform at both ends of the journey. Prior to the visit children are briefed on how to behave in the station and on the train. Children are informed of when to get off the train. Lead adult to remain at the door of the train until a check is made that all the children are present. 	1 x 1 = 1 1 x 3 = 3	Yes Yes		
Activity	Hazards identified	Persons at risk	Risk rating LxS	Q1	Existing controls	Risk rating LxS	Q2	Proposed action	Deadline and responsibility
Children's behaviour puts the child or their peers at risk.	Behaviour which may require one to one supervision. Erratic or defiant behaviour A child's SEN	P	2 x 2 = 4	Yes	<ul style="list-style-type: none"> Parents or carers are asked to escort their child on the trip and take full responsibility for them. Executive Headteacher for Christ Church School or Head of School for Purley Nursery School can be asked to bar a child from a trip for these reasons. 	1 x 2 = 2	yes		
Trips to	Children	P	3 x 2 = 6	No	<ul style="list-style-type: none"> Risk assessment and policy of place 	1 x 2 = 2	Yes		

farms, fruit picking, wildlife gardens etc	contaminated by touching animals etc and then putting fingers in mouths, touching packed lunch etc Allergic reactions occur.	P & S	2 x 3 = 6	Yes	of visit should be followed. <ul style="list-style-type: none"> • Children briefed about their safety prior to visit. • Hands should be washed immediately after contact. • All children with allergy medication (e.g. Epipens, asthma inhalers) should bring them on the trip. 	2 x 1 = 2	Yes		
Meeting unknown adults.	Child approached by a stranger who engages with them inappropriately, or tries to abduct them.	P	1 x 3 = 3	No	<ul style="list-style-type: none"> • Children are taught what to do when a stranger approaches them though PSHE curriculum. • Children are reminded of actions prior to the visit. • All adults to be briefed about this danger. 	1 x 3 = 3	Yes		
Child getting separated from the party.	Children getting separated at the venue or in the street.	P	2 x 2 = 4	No	<ul style="list-style-type: none"> • Adequate levels of trained supervision. • Lead adult checks number of children present regularly and upon changing location. • Children are instructed how to behave prior to the visit. • All Christ Church children to wear their red school cap. • Children are briefed in what to do: ask for help from venue staff / go to a safe location and ask for help, e.g. a shop. 	1 x 2 = 2	Yes		

Off Site day visit booking form (Christ Church School only)

To be completed and given to the Executive Headteacher for Christ Church School at least two weeks prior to trip

1. Destination and address of trip:

2. Visit leader and mobile number:

Deputy and mobile number:

3. Class going on visit:

Estimated number of children going:

(Only those with completed written consent forms are allowed to go on visits outside of school hours)

4. Date of visits:

Preparatory visit date:

Departure time:

Estimated return time:

Outline timetable for the day:

5. Transport arrangements (including contact names and telephone numbers):

6. Activities planned and/or equipment required:

7. Supervision (class R 1:4, classes 1, 2 & 3 1:6, class 4,5,& 6 1:10):

Names of school staff:

Please ensure all playground or lunchtime duties of adults going on the visit have been covered.

Names of other adults: **YOU MUST USE THE SAFEGUARDING CHECKLIST WITH ALL VISITORS/VOLUNTEERS TO CHECK WHETHER A DBS DECLARATION IS REQUIRED**

8. Financial planning:
Costs:

Proposed parental contribution:

9. Emergency arrangements/first aid procedures:
Nominated First aider:

Contact at school: Office 020 8660 7500

Hospital treatment arrangements:

Late return arrangements: Call office – 020 8660 7500

10. **Teacher has been informed regarding cameras and photographs – Only school cameras to be used and not personal phones or cameras**

11. Inform kitchen of packed lunch arrangements. Inform cook & office.

Signed (cook):

Signed (office/medication):

Signed (Class Teacher):

12. **Executive Head Teacher's signature to approve visit:** _____

Date _____

Appendices available: checklist for off site visits; emergency procedures; parental consent draft letter; risk assessments and blank risk assessment forms. Refer to the OEAP (Outdoor Education Advisers Panel website for the latest information www.oeapng.info

A single central record has to be kept at each school for the following people:

- All staff employed to work at the school
- All supply teachers
- All volunteers and governors who work as volunteers
- All others who have been chosen by the school to work in regular contact with children within the school and people brought into school to provide additional teaching or instruction, eg a specialist sports coach

The single central record has to contain the following information:

- Identity checks eg passport
- Qualification checks for any qualifications legally required for the job eg QTS, PGCE etc
- Checks of permission to work in UK
- DBS enhanced disclosure details
- Overseas criminal record checks where appropriate

Safeguarding Checklist

1. Will the visitor/volunteer have any contact with children whilst on the premises?

YES - please go to question 2

NO - DBS is **not required**, although please ensure that the visitor/volunteer is supervised at all times if children are still on the premises

2. Will the visitor/volunteer have contact with children on the premises for more than one day a month, or more than three consecutive days in a 30 day period?

NO - please go to question 3

YES - an enhanced DBS declaration **is required** through the school - the visitor/volunteer must complete a form before commencing at the school and they must be supervised at all times until a satisfactory DBS has been received. (please see note below regarding exceptions to this).

3. Will the visitor/volunteer have unsupervised contact with children whilst on the premises or on an educational visit?

YES - a DBS declaration **MUST** be seen, along with photo identification which shows name, date of birth and address. The address **MUST** be the same as that on the DBS declaration. **PLEASE COMPLETE THE DBS DISCLOSURE CHECKS FOR VISITORS, AND GIVE TO SBM IN THE OFFICE.**

NO - DBS is **not required**. Please ensure that the visitor/volunteer is supervised at all times whilst children are still on the premises

IF IN DOUBT PLEASE SPEAK TO THE EXECUTIVE HEADTEACHER OR SCHOOL BUSINESS MANAGER FOR CHRIST CHURCH SCHOOL OR THE HEAD OF SCHOOL FOR PURLEY NURSERY SCHOOL

Exceptions

Contracted Staff - The school holds either a letter or contract for LB of Croydon and Chequers Contract Services Ltd stating that all appropriate checks, including DBS checks, have been carried out. This applies to the cleaners, gardeners and Educational Psychologist.

Supply Staff – the relevant agency provides the school with confirmation of verification of DBS information. When a supply teacher arrives, **PLEASE COMPLETE THE DBS DISCLOSURE CHECKS FOR VISITORS,**

Safeguarding guidelines for parents/carers helpers on off-site visits

Dear Parents/Carers

Thank you for volunteering to help with your child's education visit, we hope you enjoy the day as much as the children.

This school is committed to promoting and safeguarding the welfare of children. These guidelines are to help you, and to keep the children safe.

Thank you once again.

Child protection

In order to safeguard the children as much as possible there are procedures and practices which need to be adhered to within all aspects of the school, including educational visits off-site.

These guidelines are to inform you of these practices.

Some don'ts:

- Please don't buy or give sweets to the children. It does not comply with our healthy schools policy and a number of children have allergies so you could be putting them at risk.
- Never put down a child. About clothes, about a joke that they have made – what they say is important to them. They need your praise and approval. Don't make them feel insignificant.
- Don't invade their private space. Some younger children may try to climb all over you but this is inappropriate.
- Don't touch the children unless there is a first aid incident which needs dealing with or, in the case of younger children, holding their hand to cross the road.
- Don't be on your own with a child unless you have had a DBS check which has been arranged by the office – your reputation is at stake and also, if something happens, you have no-one there to help you. When children want to go to the toilet, older children should go with a peer and should be instructed to wait for each other while you wait outside, younger children will in KS 1 and under need to go to the ladies with two adults. These children are in our care. We are accountable. Keep an eye on one another.

What we can do:

- Give eye contact – it shows that we are paying attention to them and that we care. Bend down and chat with them. Stop and talk and look.
- Listen to what they are saying – they think that it is important. Repeat what they have said to them as a question. E.g., 'I have a new brother' – instead of saying 'that's exciting!' ask – 'You've got a new brother?' – allows them to expand on what they have said. Don't try and finish their sentences for them.
- Encourage everyone – find something positive to say – children thrive on encouragement and praise.
- Catch them doing something good – notice when they do things right – listening well, helping another, good questions – really effective.
- Find positive ways to make expectations clear. Instead of 'You always talk, you never listen' – say 'I would love to see how well you can listen'.
- Use open questions rather than closed to encourage children to talk freely about their experiences.