



Safeguarding

Threemilestone School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.

Policy for Visits, Journeys & Outdoor Education **2016**

1. Introduction

- 1.1. This policy relates to all visits or journeys undertaken by children, under the supervision of the staff of the School, which take them outside the physical boundaries of the School. This does not include visits where a class are taken off site on foot for no more than the normal duration of the lesson. In these instances the teacher must inform the parents in advance and inform the office of the group they are taking out, the destination and the expected time of arrival back in school.
- 1.2. It includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within school e.g.: rock climbing, canoeing, sailing, and camping. There may also be a residential element.
- 1.3. The policy covers the entire period between departing from and returning to the School or into the care of the parents - which ever happens first.
- 1.4. The leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake.
- 1.5. A deputy leader should be involved in the preparation and organisation of the visit, should it be necessary to take over the running of the visit.
- 1.6. Low risk activities are those conducted away from dangerous environments, in which the actual physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision.
- 1.7. High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons.
- 1.8. An Educational Visits File is held in the school office which contains copies of a Checklist for School Trips which is to be used by the trip leader as an aid to planning the trip. Please see Appendix 1.

2. Aims for Pupils

- 2.1. We aim to ensure that pupils:

- develop the ability to integrate socially;
- develop leadership skills, self reliance, a sense of responsibility, initiative and resourcefulness;
- increase their self-confidence, dignity and feelings of self-worth; **(confidence)**
- learn to work purposefully in a team with **respect** for others
- gain the necessary insight, skills and knowledge to pursue outdoor education in adult life; **(enjoyment)**
- are enabled to meet challenges that are beyond their normal experiences; develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer **(wonder)**

2.2. From their start in school the youngest children have planned excursions which are linked to their classroom work.

2.2.1. Reception, Y1

FS and Y1 do not stay away from home, and outings are planned to coincide as far as possible with a normal school day.

2.2.2. Y2, Y3, Y4, Y5 Y6

Older children also have day visits out of school. We are aware that visits require financial contributions from parents so we try to make them as valuable to the children's education as possible.

2.2.3. Residential Trips

Residential trips are offered to all children in year 2 and above. The duration of the trip varies depending on the age of the children from a 1.5 day/1 night trip for the younger children to a 5 day/4 night residential for the older children. Trips vary from visits to local Cornwall Outdoors camps involving adventurous activities to out of county visits to experience life in settings other than our local environment.

While away from the unit, children undertake varied work based on the National Curriculum, but with some further emphasis on adventure activities.

3. General Policy

3.1. Every attempt is made to encourage and support staff who wish to take children on field trips and educational visits. It is clearly recognised that in many cases these trips form an essential part of children' studies. At the same time it is necessary to ensure that children are not withdrawn from timetabled classes too often.

3.2. Parents are informed in good time by circular letter or Parents' Newsletter to enable planning and saving schemes to operate.

3.2.1. Charges for Day Trips

3.2.1.1. When organising day school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, however a return slip is sent out to parents asking them if they are willing to pay. If the parents confirm that they are willing to pay then this is deemed a commitment to pay and will be pursued if it is unpaid. This is made clear in the letter home to parents. If we do not receive sufficient number of confirmations of commitment to pay we may not run the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from others. Sometimes the school will part-fund trips in order to make them accessible to all. Funding information is available upon request. The voluntary contribution requested will not

include an amount to cover the costs of those pupils who are unable to pay.

3.2.2. Charges for Residential Trip

3.2.2.1. All residential trips will be optional. If the school organises a residential trip in school time, or mainly in school time, charges will be levied to cover the full charge of board, lodging and transport, plus additional costs for specific activities. Parents who are experiencing financial hardship are invited to write in confidence to the Headteacher. Charges will not be increased to cover the costs of those pupils who are unable to pay. If a child's place is cancelled by the parent/carer then the deposit will not be refunded. It clearly states on the offer letter that it is none refundable. Any payments towards the residential trip made over and above the deposit will only be refunded provided it is more than 8 weeks before the trip is due to depart (date final numbers are to be submitted to the Residential Provider). If cancellation is within 8 weeks of departure no refunds will be made unless the place can be filled or the school is not charged by the Residential Provider.

3.3. There is an expectation that the pupils will exhibit exceptional behaviour while representing the school.

4. Approval

- 4.1. Before planning the visit in detail the Leader should discuss the proposed trip with Ian Bagley, the Outdoors Educational Coordinator, and complete the relevant risk assessments. In the case of visits incorporating overnight stays and/or hazardous activities this should be at least a term before and in all other cases at least a month before.
- 4.2. If permission is granted in principle the Leader shall then discuss the activity with other members of staff attending the visit, complete all risk assessments and action plans and ensure parental consent has been gained.
- 4.3. Written parental consent for trips is gained when a child enrolls at the school and this applies to all visits and journeys which are carried out throughout the course of the child's time at Threemilestone School. A record of these are held in the school office. New consent forms however are sent out for all residential trips. Please see appendix 2 for consent form.
- 4.4. Ian Bagley will advise the Headteacher whether the visit should proceed on the grounds of safety according to the policies and procedures provided by the School.
- 4.5. NO VISIT MAY PROCEED WITHOUT THE PERMISSION OF THE HEADTEACHER.
- 4.6. The Local Authority (Cornwall Outdoors) is required to approve all visits which fall into the following categories:
 - Residential
 - Foreign
 - Adventurous
 - Visits more than 50 miles from baseThis needs to be done via the electronic EV form. Ian Bagley and Shelly Dobson will be able to assist with this process.

5. Insurance Guidelines

5.1. Visits fall into a number of categories:

- 5.1.1. Regular sporting activities (fixtures, visits to swimming pools etc.) will automatically be covered by the County's general insurance policy. Notification to County is not necessary and no separate payment need be made.
- 5.1.2. Low risk activities, which do not include an overnight stay, will be covered by the County's existing policy. No separate payment need be made.
- 5.1.3. Visits, which involve special hazards or where there is an overnight stay, may need additional insurance cover. The leader should obtain the advice of the Bursar. The cost of this cover must be included in the costing of the visit. The Leader must ensure that the insurance cover has been provided requesting the Bursar to apply for it.
- 5.1.4. Visits or journeys, which require approval by governors should have the position on insurance, made clear in writing. Organisers must satisfy themselves that appropriate insurance exists.

5.2. Please note: no insurance for personal accident benefits are in place for children attending the County's schools, whether on the establishment premises or taking part in recognised activities off-site.

6. **Health & Safety**

- 6.1. The Leader is responsible for ensuring the safety of all members of the group. They must be fully conversant with the Emergency Procedures as laid down in the School Visits and Journeys Procedures. The Leader should take a copy with them on the visit.
- 6.2. All reasonable measures will be taken to ensure the Health and Safety of all children and staff participating in School Visits, Journeys and Outdoor Education ventures.
- 6.3. A risk assessment is to be carried out for all off-site activities whether it is a day visit to a local site, a residential visit to a centre or camp. This should be entered onto the EEC SS system.
- 6.4. Instructors will be appointed as required to ensure that appropriate safe instruction is given at all times, the cost to be included in the costing of the venture.
- 6.5. All ventures will follow:
 - the School Visits, Journeys and Outdoor Education Policy;
 - the School Procedures for all School Visits and Journeys;
 - the Health and Safety Policy.

7. **Management**

7.1. Ian Bagley and Mrs Dickens (Head teacher) will oversee the School Visits, Journeys & Outdoor Education Policy; monitor the planning of all School Visits, Journeys and Outdoor Education Ventures and make recommendations for possible future Outdoor Education Ventures.

8. **Planning the Visit**

- Discuss with staff to ascertain support and feasibility
- Always discuss preliminary plans with Ian Bagley and consult Mrs Dickens if applicable.
- Calculate cost and arrange funding or payments. (carried out by office staff)
- Investigate sources of financial support.

- Confirm insurance cover with the office staff.
- Book facility and receive written confirmation.
- Check details such as; times, facilities for refreshments, toilets, hazardous areas, special clothing or equipment required.
- Arrange transportation. (Bus booking form available from the office, please see appendix 3. Minibuses can be booked through school office)
- Ensure Risk Assessments are carried out.

8.1. Distribute a circular letter to parents including the following information;

- Destination
- Dates and times of departure and return.
- Method of travel (travel company/coach company).
- Names of leader, deputy leader and accompanying staff
- Cost and what it covers.
- Include a reply slip confirming parents are willing to pay for the trip.

8.2. The Leader will;

- Compile register of children attending
- Check staff pupil ratio.
- Ensure an adult in party has working first-aid knowledge.

8.3. A further letter to the parents should include:

- Payment details.
- For residential trips, the date after which any deposit cannot be returned if cancelling.
- Medical information form to be completed, signed and returned.
- Kit list, equipment required.
- Amount of money advised to take, staff responsible if applicable.
- Rules, including safety and emergency procedures relevant to the trip.
- Emergency telephone contact number for parents/guardian in the event of an emergency.

8.4. Alternatively some of the information is more effectively given and received during an after school meeting for parents. For a residential or overseas visit a meeting is essential.

9. Preparing for the Visit/Journey

9.1. Arrange the School contact - a member of the SLT prepared to be accessible by phone during the visit if out of School hours.

9.2. A comprehensive itinerary of the journey/visit including contact details, must be compiled by the leader and issued to the;

- Visits coordinator ~ Ian Bagley
- The office ~ An up to date list of names going on the trip given to the office that morning.

9.3. Any major changes must be made known to all concerned.

9.4. Obtain a register from the School Office which should include:

- Name
- Medical information
- Emergency home contact names and telephone numbers

9.5. A copy of the register should be retained by the office staff who will inform the leader of the emergency contact arrangements at the School end. The leader will inform parents, participants and staff of the procedures in the case of an emergency.

9.6. A Personal mobile phone can be used for the duration of the trip.

9.7. A first aid kit should be carried on the trip. These are available from the First Aid Supervisor.

10. **Safety and Supervision**

10.1. Staffing Ratios

10.1.1. The ratios below apply to the supervision of children under the age of 18 and are set as a minimum requirement. They should be adjusted bearing the following points below in mind.

- age
- gender
- special needs
- nature of activities, high or low risk
- experience and expertise of adults
- duration

10.2. Ratios of Adults

| Type of Activity | Ratio y1,2,3 | Ratio y4,5,6, |
|--------------------------|---|--|
| Local, Daytime, Low Risk | 1:6 | 1:10 then 1:15 thereafter. Must include First Aider |
| Local, Residential | 1:6 with a minimum of 2 adults For mixed groups there should be both male and female members of staff. <i>N.B. Y1 will not make residential visits.</i> | 1:15 with a minimum of 2 adults For mixed groups there should be both male and female members of staff. Must include First Aider |
| Visits abroad | N/A | 1:10 with a minimum of 2 adults For mixed groups there should be both male and female members of staff. Must include First Aider |
| Adventurous activities | 1:6 | 1:10 Must include First Aider |

10.3. Where a party is sub-divided each division must have a nominated supervisor. They must have clear, well-defined, written instructions clarifying their role and detailing arrangements.

11. **Risk Assessments**

11.1. A risk assessment should be carried out for all off-site activities. A pre-visit to venues is desirable and sites that are frequently visited should be re-assessed on a regular basis, at least annually. The frequency of assessment will depend upon a number of factors (e.g. weather, nature of group, experience of staff, location). The process is quite simple and should involve the following:

- identify the hazards;
- identify who is at risk;

- decide the possible outcomes and their likelihood;
- identify existing controls. Where these are seen to be inadequate, note the actions required to bring them to the necessary standard.

11.2. Generic Risk Assessments are held on the Educational Visits File for;

- Planning a Visit
- Approval of Parents
- Emergency Arrangements
- Pre-Visit Briefing – Group Leader
- Pre-Visit Briefing – Support Teachers and other Adults
- Pre-Visit Briefing - Pupils
- Coach Travel
- First Aid
- Volunteer Drivers
- Pupil Supervision Ratios

11.3. In addition, for Residential Visits, the following Generic Assessments are held:

- Activity Providers
- Adventure Activity Providers
- Residential Visits and Accommodation
- Insurance

11.4. The Leader must read the Generic Risk Assessments and sign the record sheet to say they have done so, and communicate their content to all necessary parties.

11.5. Completed Risk Assessments for the specific location must be signed and logged with Mrs Dobson. The originals must be placed on the Trip files held in the office along with checklists and other necessary information once the trip has been completed.

12. Duty of Care

12.1. When teachers take a party away from School, they are 'in loco parentis'. The duty of Care expected is that of a reasonably careful and prudent parent applying his or her mind to the School situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to young people under the age of 18 and parental consent is required for off-site ventures for people under that age.

13. Volunteers

13.1. The role of the helper, whether parent or specialist instructor, must be considered. In addition, the responsibility delegated to accompanying adults should be clearly understood by all. Through briefings to accompanying adults are vital.

13.2. When a volunteer assumes the role of instructor, it is essential that he/she is appropriately approved for the activity and relevant insurance's are in place.

14. Protection of Children

14.1. The planning and organisation of all ventures, and particularly those of a residential nature, must include precautions to protect young people from abuses such as racial, sexual or physical harassment from either adults or other young people in the group. Staff should remember that the law now requires all adults who have significant contact with young people to disclose any cautions, bindovers, and convictions or pending convictions of a criminal nature. Whilst those adults who are already in the employment of the County Council will have made a declaration at the

time of their appointment, it is essential that any voluntary adults who may be assisting are also asked to make a similar declaration and a Police check made (DBS checked).

- 14.2. If a caution or conviction is disclosed then the Headteacher must be informed and a decision made on the suitability of the adult to take part in the ventures with young people.

15. Lost child

- 15.1. In the event of a child being unaccounted for the following procedures will be followed:

- Gather vital information about last sightings of child and inform all staff.
- All available adults to begin local search.
- Inform all emergency services.
- Inform parents
- Ensure the safety of the other children is not compromised.

16. First Aid

- 16.1. Make sure there are adults in the party with a working knowledge of first aid and that sufficient first aid kits are carried, i.e. one per vehicle or one per sub-group.
- 16.2. Medical Consent Forms must be completed by the parent of any pupil participating in the activity who may require some form of medical treatment during the activity. The Form must be authorised by the Headteacher and be for GP prescribed medicines only. The Medical Consent Forms must be carried by the Group Leader, and the date and time the pupil received the medicine must be recorded on the Form which is returned to the parents at the end of the visit.
- 16.3. Sufficient medication for the visit must accompany the group and be in the custody of the leader or children if appropriate.

17. Use of Transport

- 17.1. When journeys are planned by road the organiser should be aware of the need for two drivers for long journeys, the need to break the journey at regular intervals and the need for a responsible adult in addition to the driver to help supervise a group unless the journey is local. An example of this might be where a leader is prepared to drive and supervise a small group of children in a minibus on a short journey.
- 17.2. The number of passengers carried on a coach or minibus, whether operated under a minibus permit or not, must not exceed the seating capacity indicated on the vehicle. Where seat belts are fitted they must be worn. The number of persons seated must not exceed the number of seat belts provided.
- 17.3. If children are being transported in a car Volunteer Driver Forms must be completed. These are available from, and held within the School Office. A copy should be retained with the Trip Planning.

Ratified at Full Governing Body Meeting:
Date of next review:

15 March 2015
March 2018