



HSP Visits & Journeys Policy

EDUCATE. EMPOWER. INSPIRE.

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1	Original	Sept 2023
2	Rebranded & reviewed	July 2024
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HSP Visits and Journeys Policy

Hoylandswaine Primary School promotes external educational visits which are based around the curriculum to enhance our pupils learning experiences.

All teachers are responsible for organising and managing the educational visits from the planning to the attendance on the visit.

When organising a visit the initial process is to complete a trip request form which will require initial authorisation by the head teacher prior to confirming all provisional bookings.

A sample of the trip request form is available as appendix 1.

Attached (Appendix 2) are flow charts relating to procedures to follow for the different educational visits.

If teachers are unfamiliar with the venue, a pre-visit should be carried out. This will enable staff to assess the risks and areas which may be problematic especially when considering all pupils individual needs.

This will help the teacher to complete the risk assessments, introduce control measures and mitigation.

A pre-visit can be completed during staff PPA time.

Risk assessment

Prior to the education visit it is imperative that all risks have been assessed and mitigated as far as is practicably possible. This is completed via a risk assessment which must be distributed to all stakeholders. Most venues have their own risk assessments which relate to their venue however it helps that staff have assessed these and adapted them as/if necessary. The venues risk assessments are available from their websites or on request. These assessments should be incorporated or form part of the visits risk assessment compilation.

In addition, there are generic transport risk assessments and a generic assessment for all visits which should be adapted as necessary. A generic risk assessment and travel risk assessment is available as appendix 3.

Information for parents

Parents should be informed of the trip details by letter/email/in app message as soon as possible following the booking confirmation this will enable them to provide consent and to make a voluntary contribution in an adequate timescale either in full or by instalments. Ideally payment should be made online, the visit will be uploaded based on four instalments.

Following a parental request, payments can also be made using a payment plan via Arbor with the facility to pay intermittent payments which will be recorded on a payment card. Should parents request this method of payment please refer them to the office for a payment card. Payment cards are only for exceptional circumstances.

Registering the educational visit

All external visits, residential trips, competitions or events where pupils are taken off site (with the exception to local walks) should be registered on the school's educational visits system (EVOLVE) for authorisation by the Educational Visits Co-Ordinator prior to the visit date.

This is a national online platform that provides extensive information for all school stakeholders involved in organising an educational/residential visit.

All relevant documentation i.e. risk assessments, authorised trip request forms should be uploaded onto the database for authorisation/reference and to assist in the planning of future visits.

Educational visits procedure and itinerary

PROCEDURES

- RISK ASSESSMENTS –GIVEN TO ALL SUPERVISORS
- STAFF CONTACT DETAILS - GIVEN TO THE OFFICE
- AA ROAD TRAFFIC WEBSITE – CHECKED ON THE MORNING TO ASSESS ANY UNFORESEEN DELAYS ON ROUTE
- WEATHER FORECAST – CHECKED ON THE MORNING

INFORMATION PACK

- EMERGENCY INFORMATION PACK
- CARE PLANS – IF APPLICABLE
- AWARENESS OF PUPIL MEDICAL CONDITIONS FROM MEDICAL REGISTER

SUPPLIES TO BE TAKEN

- FIRST AID SUPPLIES
- TRAVEL SICKNESS SUPPLIES – SICK BAGS, CLINICAL WASTE, TISSUES, BUCKET
- SCHOOL LUNCHES
- PUPILS MEDICATIONS – IF APPLICABLE

APPENDIX 1 – Trip request form SAMPLE

DATE OF TRIP	Thursday 15 th June 2017	
VENUE & ADDRESS	The Deep, Tower Street, Hull, HU1 4DP	
RATIO OF ADULTS TO PUPILS NEEDED	1:5	
CLASS & NUMBERS OF PUPILS ATTENDING THE TRIP	FS2 (52 pupils)	
NUMBERS & NAMES OF STAFF ATTENDING ON THE TRIP	12 staff Rebecca Brennan, Emily Harding, Debbie Lawson, Jo Jackson, Karen Gruszyk, Amanda Bickerton, Jill Eyre + need 5 more	
TIMES	DEPARTURE TIMES FROM SCHOOL: 8:30am ARRIVAL TIME AT VENUE: 10:00am DEPARTURE TIME FROM VENUE: 2:00pm ARRIVAL TIME BACK TO SCHOOL: 3:30pm	
TYPE OF TRANSPORT REQUIRED	64 seater coach	
OVERALL COSTS OF BREAKDOWN PER PUPIL	VENUE: £ 327 TRANSPORT: £375 OTHER: £ TOTAL MONIES NEEDED=	
FINAL DATE FOR PUPIL PAYMENTS TO BE RECEIVED (PLEASE NOTE THAT IF THERE IS A DEFICIT BALANCE ON THIS DATE THE TRIP WILL BE CANCELLED)		
DEPOSIT REQUIRED BY VENUE (MAKE SURE YOU CAN MEET COSTS BEFORE PAYING DEPOSIT) (PLEASE GIVE PAPERWORK & INVOICE INTO THE OFFICE)		
PLEASE SUBMIT IN ADEQUATE TIME STATED IN FLOWCHART		CURRENT DATE:
TEACHER (SIGN):	HEADTEACHER (SIGN TO APPROVE)	

Appendix 2

PLANNING AN EDUCATIONAL VISIT CATEGORY C VISITS - Roles & Responsibilities

Category C Visit – This is the most demanding category that involves:

- Pupils participating in adventurous activities or other activities that are carried out in higher risk environments;
- Visits or activities that require an overnight stay;
- Travel outside the United Kingdom
- Trip leader to agree a date with the Head of School and then provisionally book the venue.
- Trip leader to confirm number of adults attending, liaise with school office regarding staffing then complete Trip Request Sheet and return to office.
- School office to book transport liaise with Trip leader.
- School office to cost the visit and produce information letter requesting voluntary contributions.
- Trip leader to register and complete Evolve online system www.barnsleyvisits.net **at least 6 term time weeks prior to the visit**, obtain risk assessments, assess any potential risks, and proceed as necessary including Visit Planning Checklist
- If a risk is identified, they should liaise with the Head of School
- BMBC to Authorise the Visit
- Trip leader to check visit has been authorised by BMBC.
- Trip leader to liaise with office staff to arrange a parent meeting and to attend parents meeting and answer any questions.
- School office to distribute and record all necessary paperwork.
- Trip leader to obtain contact information and Emergency Action Plan, first aid bag and sickness provisions, the person in charge of the visit must read the Emergency Action Plan prior to travelling.
- PLEASE ENSURE THAT THESE PROCEDURES ARE COMPLETED WELL IN ADVANCE OF YOUR VISIT, COPIES OF THE RELEVANT PAPERWORK ARE ATTACHED FOR YOUR INFORMATION.

PLANNING AN EDUCATIONAL VISIT CATEGORY B VISITS - Roles & Responsibilities

Category B Visit – These are activities that may present risk levels, entailing more extensive assessment because they may involve unusual activities in areas further removed from the home or school environment.

They are activities that would not normally form part of the school day and may extend beyond the school day but would involve an overnight stay.

- Trip leader to agree a date with the Head of School and then book the venue.
 - Trip leader to decide number of adults attending & liaise with school office regarding staffing then complete Trip Request sheet and return to office.
 - School office to book transport and liaise with trip leader.
 - School office to cost the visit and produce visit email to parents providing details and requesting voluntary contributions.
 - Trip leader to complete risk assessments on evolve, assess any potential risks, and proceed as necessary.
 - If a risk is identified, they should liaise with the Head Teacher.
 - Head of school to Authorise the visit via the Evolve site.
 - School office to check consent & payments via Arbor – feedback to trip leader and chase if necessary. School office to order grab a bags from school kitchen.
 - Trip lead to complete Visit Planning Checklist and send a copy to the school office.
 - Office staff provide trip lead with contact information and Emergency Action Plan, first aid bag and sickness provisions, the person in charge of the visit must read the Emergency Action Plan prior to travelling.
 - Office staff/trip lead to collect packed lunches from kitchen on the day of the trip.
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- PLEASE ENSURE THAT THESE PROCEDURES ARE COMPLETED WELL IN ADVANCE OF YOUR VISIT, COPIES OF THE RELEVANT PAPERWORK ARE ATTACHED FOR YOUR INFORMATION.

HOYLANDSWAINE PRIMARY SCHOOL
RISK ASSESSMENT – ALL EDUCATIONAL VISITS **Appendix 3**

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
Exposure to weather (cold injury, heat injury , over exposure to sun)	Pupils, staff	- Consider possible weather conditions and plan appropriate programme, clothing & equipment (warm & waterproof clothing & in summer sun protection) - Plan for pupils who may/do not bring suitable kit–check before departure and/or bring spares - Daily weather forecast obtained and plans adjusted accordingly		
Pupil lost or separated from group, inadequate supervision	Pupils	- Ensure supervising staff competent and understand their roles - Ratios in line with LA policy - Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc) - Discuss itinerary and arrangements with pupils - Briefing to all on what to do if separated from group - head counts by leaders particularly at arrival/departure points, and when separating and reforming groups		
Illness or injury	Pupils, staff	- At least 1 Leader with each group first aid trained - Leaders know how to call emergency services - Pupils/parents reminded to bring individual medication which is kept securely - first aid and travel sickness equipment carried - Mobile phones carried if available - Emergency contacts with school/headteacher and parents arranged		
Animals, insects, poisonous plants etc	Pupils, staff	- Avoid known high risk situations - Take necessary avoidance action if encountered - Ensure those with known allergies carry medication		
Special needs of specific pupils – medical, behavioural	Pupils	- Obtain information from parents - Take advice from SENCO if appropriate - Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary		

Indirect/ remote supervision (includes field work, souvenir shopping, theme parks, historic sites etc)	Pupils	IF REMOTE SUPERVISION IS PROPOSED: • Check location is suitable for this mode of supervision • Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised) • Clear guidelines and emergency procedures set and understood • Pupils remain in pairs or groups (e.g. buddy system - each responsible for named other) • Rendezvous points and times set • Pupils know how to contact staff • Staff understand they are still responsible • Parents informed and consent given		
Leaders' own children	Pupils, other children, staff	• If staff or volunteers' families join group, pupil supervision must not be compromised • Staff children are similar age to group and supervised with pupils <u>or</u> separate supervision must be arranged		
Return from visits particularly after school hours	Pupils,	• Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home) • Suitable arrangements are made for any pupils whose parents fail to collect them		
Emergencies	Pupils, staff	• The school has an emergency plan for dealing with an incident on a educational visit • Contact details of parents, group leader, school and, if appropriate, head teacher/school contact's after-hours number are held by group leader and school contact • Leader and head/school contact has instructions for action in an emergency		

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
Use of public toilets during an educational visit	Pupils, staff	• Staff to enter the toilets, male or female, and check as necessary when using public toilets. If areas cannot be viewed, staff to wait until they have been able to view all areas and cubicles and assess the public entering. • When they feel it is a secure environment they allow children to access the toilets, ensuring that one member of staff is always present in the actual toilet. • Whilst children are using the facilities, staff to ask members of the public to wait until all children have vacated. • Children to be counted in and out of the toilets and taken by staff to the general area. • If only a minority of children wishing to use the toilets, one member of staff may supervise use of the disabled toilets.	Try to ensure a male volunteer or member of staff, with appropriate checks is present on trips. If this is not feasible, female staff to follow procedures by knocking on toilet door to check suitability of use and when confident that toilets are safe supervise children whilst in the facilities with door open.	
First Aid Provision		• All staff have basic first aid training • The venue have a designated first aid station	Staff to familiarise themselves of the location of the first aid station.	

2. RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
On foot (injury, death)	Pupils, staff	• Work on foot planned to avoid fast roads wherever possible • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned • Pupils are briefed re hazards and behaviour required		
Coach (injury, death, separated from group)	Pupils, staff	• Coach used meets LA recommendations • Coaches have seat belts which staff ensure are used • Buses without seatbelts are avoided whenever possible and never used on high speed roads • Supervision within LA ratios • Suitable embarkation points used (e.g. coach park, onto wide pavement) • Close supervision and head counts during any breaks in journey and getting on and off coach		
Minibus (injury, death, separated from group)	Pupils, staff	• Mini bus used meets LA recommendations • Driver ensures seatbelts are used • Luggage on roof does not exceed 100kg • Luggage in vehicle securely fastened and clear of aisles • Care always taken in parking in suitable place for disembarkation Close supervision and head counts during any breaks in journey and getting in and out of bus		

2. RISK ASSESSMENT – TRAVEL ON EDUCATIONAL VISITS

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
Use of private vehicles	Pupils, staff	• Driver confirms car is insured to carry pupils and is roadworthy • Seatbelts worn at all times • Permission obtained from parents • Two members of staff are always present within the vehicle		
breaks in journey (injury, death, left behind/ separated from group)	Pupils	Brief pupils: • On purpose and timings of stop • Staff remain with pupils at all times in a group should they need to attend the toilet one member of staff will supervise the boys and one member of staff will supervise the girls. • Remind about moving traffic • Careful head count before departure		

