



# Blue Gate Fields Infant School

## Trips and Visits Policy

**Agreed by staff**

**Agreed by governors**

**This policy is the responsibility of the Head teacher**

**November 2019**

**Review Date November 2021**

## Introduction

At Blue Gate Fields Infant School we believe that school visits are an important part of the children's education. In KS1, a visit is organised each half term, linked with the project that the children are following. In EYFS trips are organised as appropriate.

## Procedures

School visits are planned according to the visit framework. Where possible, visits should be booked at the end of the summer term for the following term so that preparation and follow up work can be included in the planning.

A detailed risk assessment must be completed by all lead teachers and the risk assessment form given to the Headteacher to approve at least 48 hours before the visit takes place. An additional risk assessment is carried out for any child with specific needs.

Transport to the site may be on foot, by coach or public transport. The school has decided to use public transport where safe and appropriate to do so to encourage the use of public transport by the community. Any coach companies used will be ones used regularly by schools and there will always be a seat belt for each person travelling on the coach.

Letters must be sent out to parents before the trip. Parents must give permission for their child to attend the trip by signing the form. All children are encouraged to go on trips. If parents are reluctant, it is good practice for the lead teacher to meet with the parents and discuss this.

Parents should understand that any costs involved are a voluntary contribution, but that the trip may have to be cancelled if too many parents are unable to contribute to the cost. It is school policy that if a parent has contributed towards the cost of a trip, but the child does not attend school on the day of the trip, the money contributed is not refunded. This is because the cost of the trip does not depend on the number of children attending.

If the children are taking packed lunches, the lead teacher is responsible for letting the office know at least 2 weeks in advance so that the kitchen can organise packed lunches for children.

It is the teachers' responsibility to make sure that their absence does not impact on the smooth running of the school, e.g.: by re-organising playground duty. If TAs are going on the trip who usually work with other children, staff must be told about this, and arrangements made if necessary e.g. when covering 1-1 children.

## Packed lunches

Children in Reception, Year One and Year Two will have a lunch provided for them. Parents of Nursery children have to provide their own lunches unless they are entitled to Free

**School Meals.** The children need a bag to carry their lunch in. Rucksacks are often the easiest for the children. Packed lunches must be healthy, with only water to drink, no sweets, chocolates or crisps.

### Adult/ child ratio

The number of adults accompanying the trip will depend on the nature of the trip, the difficulty of the journey and the behaviour of particular groups of children. However, there must always be at least 3 school based adults on every trip, with parents supporting where possible. In general, there should be at least one adult for each group of 6 children. Children with special needs, 1-1 support or behaviour issues will need additional support. Where possible, children with 1-1 support will be part of a larger group, but with a member of staff supporting them. Nursery children require a ratio of 1 adult to 2 children.

### SEN/ Children with disabilities

Trips must be organised with the particular needs of the group in mind. Children with special needs or a disability must not automatically be prevented from joining the trip, and reasonable adjustments must be made. A decision not to take a child with special needs or a disability must be taken after discussion with the SENCo and the head. An additional risk assessment is carried out for any child with additional needs.

### Health and Safety

The lead teacher must carry a fully charged mobile phone. In case of an emergency, the lead teacher should send an accompanying adult to call for the emergency services if this is required. The lead teacher should let the Headteacher know if there are any concerns or problems whilst on the trip.

If the lead teacher believes that the pupils will return to school later than anticipated, they must inform the school.

Children must be in sight of an adult at all times. Each adult will be assigned to a group, will have a list of the children in the group, and be responsible for their safety at all times. Children must not be allowed to use the toilets on their own, but should always be with another child. The adult should stand by the door to ensure the children's safety. If there is no male member of staff, boys may be asked to use the female toilets if necessary. However in some cases (e.g. in museums with few members of the public) it may be acceptable for the adult to supervise by standing by the door.

Children must be reminded of the rules for good behaviour outside of school including walking safely along the pavements, getting on and off of trains and buses and using coaches. They must be reminded not to talk to strangers.

Children must wear a badge with the name of the school in addition to reflective jackets. Older children will benefit from talking about what to do if they become separated from the group; whilst being reassured that they are safe when going out on trips.

### First Aid

When carrying out the risk assessment, a list of children with medical needs must be included. Parents are responsible for letting the school know if their child has a medical need and ensuring that the medication is available in school. Any medication, including asthma pumps, must be taken on the trip. A first aid kit must also be taken.

This Trips and Visits policy was approved by governors in November 2019 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in November 2021 or sooner in the case of new information, changes or legislation.

Appendix 1

Risk Assessment

**Blue Gate Fields Infant School- Risk Assessment - Trips**

The class teacher, who is the 'lead teacher', must carry out the risk assessment, checking the venue and the route to be taken. It is good practice to be aware of alternative routes if you are using public transport. This is not a task that can be delegated to another adult. The 'lead teacher' is responsible for the safety of their class during the trip.

Lead Teacher.....

Mobile..... The lead teacher must have a fully charged mobile phone.

Date that risk assessment was carried out.....

Name of Paediatric trained first aider for Nursery and Reception trips.

.....

First aider for KS1 trips

.....

If any child is unable to use public transport, it will be necessary to make alternative arrangement e.g. use of a taxi.

Children with medical needs	Summary of need	Possible risks and action taken

Risk Assessment to be signed by Headteacher 48 hours before the trip takes place so that amendments can be made if necessary.

Date of visit ..... Class.....

Number of children.....

Venue.....

Purpose of visit.....

Expected cost.....

Adults going on the trip. If cover is needed for adults going out of school (SEN cover, Nursery numbers) Please note here who will cover.

Adults in unit or year group who will be staying in school

Please tick the appropriate box below when you have prepared each element.

The class teacher has a first aid box and any inhalers that are needed.

A risk assessment has been carried out for children with additional needs.

Every adult will be given a complete list of all the groups. This list will also highlight any children with medical conditions and what medication they have

Every adult will be aware of the route to be taken and knows what to do if they become separated.

School based adults have the lead teacher's mobile phone number. Parents are informed of the school office number.



The briefing meeting will be on .....

**The Children**

Children will be in partners throughout the trip. They will wear school high visibility jackets with a sticker with the school address and phone number on. The lead teacher will clarify expectations of behaviour before the trip, and ensure that all children behave appropriately during the trip.

**Adults**

Adults will space themselves evenly along the line, always placing themselves in between the children and any roads or other hazards.

There will be a teacher designated to lead at the front of the line and an adult designated to follow at the back.

Each adult will be responsible for a group of ..... children. They will be responsible for all the children in this group for the entirety of the trip.

**Roads**

When crossing roads there will always be one adult who leads the group across the road, one adult to stop the traffic and one adult at the back to make sure all the children have crossed safely.

**Trains and Buses**

When boarding trains/ buses, one adult will board the train/ bus, one will stand in the doorway and a third will wait until all children have boarded before doing so themselves. The same procedure will reply in reverse when children are leaving the train/ bus.

Where children are waiting for, or have just alighted from, a train/ bus, children will line up away from the train/ bus until the whole group is ready to move.

Stations will be advised that children will be travelling and tickets will have been purchased in advance.

**The Route**

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.....  
.....

**Head Counts**

The lead teacher will ensure that regular head counts take place. Children will be counted when:

- .....
- .....
- .....
- .....
- .....
- .....

**Moving around the site**

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.....  
.....  
.....

**Location of toilets**

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**Arrangement for lunch (if appropriate)**

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...  
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**In the event of an emergency**

In the event of an emergency the lead teacher will contact any emergency services or localised assistance. They will then contact the school immediately and inform senior leadership of the situation.

Please attach an additional Risk Assessment for any child with specific needs.

**Authorised by:**.....

**Date:**.....

Blue Gate Fields Infant School  
Planned Visits 2019 - 2020

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Nursery		Local Walk to Watney Market Fire station	Idea Store	Mudchute Farm	Limehouse Marina and Park	Sports Day Horniman Museum
Reception	Local Walks	Fire station visit Church visit	Watney Market Half Moon theatre	Idea Store Story teller	Aquarium Soanes Centre	Greenwich Cable Cars Sports Day
Year One	Walk around Local area	Tower of London	Bethnal Green Museum	Science trip	Mary Anning Drama workshop	Sports Day
Year Two	Central London walk	Freshwater theatre - Fire of London or Museum of London	London City Airport	Greenwich Museum - Pirates	Soanes Centre	Sports Day

**Sports Day within the second half of the summer term.**

Copy of letter sent to parents.

## **Blue Gate Fields Infant School**

### **Going on a school trip**



School trips are a very important part of the child's education, and we expect all the children to go on the trips, unless they are ill. All the trips are linked to the work that the children are doing in class, and the children will do follow up work after the trip. The children are always in small groups with an adult, and are well looked after. We try to use public transport where possible, as this teaches the children to use public transport confidently.

The children will enjoy the experience more if they are well prepared. They will need to wear their school uniform, so that if there are other children from different schools around, our children are easily identified. The children will need to wear shoes which are comfortable for walking in, and a suitable coat. During the colder weather, it is helpful if your child has a coat with a hood or a hat, as well as gloves. In warmer weather, a light jacket will be more suitable.

Your child will need to bring a packed lunch if they do not have free school meals. The school will provide a packed lunch for children who have free school meals.

All the children will need a bag to carry their lunch in. Most children find a rucksack that they can wear on their back the easiest, as this leaves their hands free.

If you are making your child's packed lunch, please remember that this must be healthy. Children are not allowed the following:

- Any drink apart from water. Water is most refreshing for the children and the healthiest for them.
- No sweets, chocolates or crisps.

There is a cost for most of the trips, although we do not plan trips which we feel are too expensive. The cost is a voluntary contribution which contributes to the cost of the trip, with the school paying the balance. Please talk to the class teacher if you are concerned about the cost.

Unfortunately, we may need to cancel the trip if too many parents are not able to contribute to the cost.

**Copy of model trip letter**

**Model Trip Letter**

Dear Parent

Your child's class are going on an educational visit to ..... on  
..... The purpose of the visit is to  
.....

The children will be leaving school at about .....and returning  
about.....

The children will need to wear their school uniform.

The children will need a packed lunch. This must be a healthy packed lunch so please do not  
give your child chocolate, sweets or crisps. The children are not allowed fruit drinks, but  
will need their water bottle.

The school will provide a packed lunch for any child who has free school meals.

The cost of the trip is ..... This is a voluntary contribution from  
parents to cover the cost of.....

Unfortunately the trip will have to be cancelled if too many parents are unable to  
contribute towards the cost of the trip.

If your child is not able to attend the trip, we will not be able to refund your contribution.

Signed.....(Teachers)

.....

I have parental responsibility for .....(child's name) and  
give permission for him/her to go on the school trip.

Child's class.....