

# The Avenue Pre-Preparatory School and Nursery

## Education School Trips Policy (Risk Assessments)

Date of policy: June 2024

Date of policy review: September 2025

Authorised by Mary Fysh, Principal and Sarah Tapp, Head and  
Martin Ayres, Chair of Advisory Body

### EDUCATIONAL TRIPS

#### RATIONALE

The Avenue Pre-Preparatory School and Nursery ('The School') places great value on educational visits and out of school activities for all of its pupils, including the very youngest, recognising that they provide a unique opportunity to enhance the curriculum and to extend and support class-based work. Offsite trips provide opportunities, which cannot be provided at School and can extend the knowledge and understanding of our pupils. In addition, School Trips encourage pupils to develop resourcefulness, initiative, teamwork, and investigative skills. Usually, our visits for this age group are local – some last only half a day and involve organisations previously utilised and tested.

**This Policy applies to the Early Years Foundation Stage and Key Stage 1**

#### DEFINITION

This policy refers to an educational, cultural, or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Head Teacher.

School Trips include:

- Local trips e.g., the library, local shops, Highgate Tube Station, Highgate Wood, traffic count, Jacksons Lane Theatre etc.
- Day visits e.g., galleries, museums theatres, and places of interest
- Sporting activities (Swimming) .

## APPROVAL

All visits must be pre approved by the Principal or Head who will ensure that a comprehensive risk assessment is completed **before** the trip/activity takes place.

## PURPOSE

All off-site visits should have a clear curricular or developmental relevance and that full risk assessments have been completed for each trip and/or activity.

## EQUAL OPPORTUNITIES

In accordance with the learning objectives for early years and with reference to the outcome dimensions contained in Children Act 2004 (Para 10) which mirror “Every Child Matters’ agenda, the School recognises that every student should have full access to each visit that is appropriate to their year group regardless of their ethnicity, gender, sexual orientation cultural and/or linguistic background, religious beliefs, SEN, ability or any physical or sensory disability. The risk assessment prior to any trips or activities will take full account of any special or additional needs of students.

## PLANNING

### GROUP LEADER RESPONSIBILITY

The Group Leader (i.e., teacher in charge of the trip) must liaise with the Principal or Head Teacher and School Office in connection with planning all aspects of an off site visit. The Group Leader should seek to undertake an exploratory visit if they have not visited the venue concerned before the trip or activity in order to undertake an assessment of risk. Previous knowledge of the venue or previous use should not be regarded as being a safe option as situations and personnel can change over time.

The Group Leader needs to take into account the following when planning a School Trip:

- ❖ The type of visit
- ❖ Completion of a Risk Assessment Form (Appendix 3) for each off-site trip. (Annually for regular visits to the Poolside Manor)
- ❖ Whether the venue can cater to needs of pupils and adult supervisors
- ❖ Educational facilities
- ❖ Type of activity to be undertaken at the venue – whether a taught session is required and if so, which activities are available at the venue.
- ❖ Staffing Ratios required for the trip (see below), in particular:
- ❖ Staffing suitability at the venue or site, including processes whereby suitability checks are undertaken and being monitored (DBS etc)
- ❖ The competence, experience, qualifications of supervisory staff
- ❖ The need for at least one accompanying staff member to have a Paediatric First Aid qualification
- ❖ Lunchtime facilities and timings
- ❖ Location, routes and method of transport required.
- ❖ Suitable transport arrangements should be made as soon as possible and discussed as necessary with the Principal or Head.
- ❖ Special educational or medical needs of pupils
- ❖ What equipment pupils need to bring with them
- ❖ Quality and suitability of available equipment
- ❖ Seasonal conditions, weather, and timing
- ❖ Preparation of dry and wet weather programme

- ❖ How to cope if a pupil becomes unwilling or unable to continue
- ❖ The need to monitor risks throughout the visit
- ❖ Group leaders must be familiar with the emergency procedures (Appendix 4)

The Group Leader is responsible for ensuring that a fully charged mobile phone is taken on the School Trip in case of emergencies. If it is likely that the group is split at the venue, other supervising staff must also have fully charged mobiles to ensure prompt communication between the groups. The staff personal mobile phones are not to be used for taking pictures of the children – School iPads are available for this. (See the Photography Policy)

#### RESPONSIBILITIES OF THE PRINCIPAL / HEAD

The planning sheets for all offsite School trips must be reviewed by either the Principal or the Head of the School before any venue bookings are confirmed and transport (if required) booked. This is to ensure that the trip proposed is suitable for the age group in question and that staffing issues (both off site and at School) are addressed.

Once approved and the trip is confirmed, the Risk Assessment is completed in full and reviewed and signed off by the Principal or the Head prior to the trip.

#### SCHOOL OFFICE RESPONSIBILITIES

The School Office is responsible for booking the transport required for the School trip and making available a summary of the Terms school trips on the parents' portal. (The Class Teachers will notify the parents of the relevant details relating to the School Trips for the term). This can be only done once the signed-off completed School Trip Booking form and risk assessments have been done and received in the School Office.

The School Office staff will arrange payment of any booking fee and upload to the website any photographs of the trip which have been made available.

#### STAFF RESPONSIBILITIES

Staff responsibilities must be clearly defined and agreed upon. The Group Leader has ultimate responsibility for the organisation of the trip. Staff must ensure the well-being and safety of all pupils. Pupils must be supervised by staff or responsible adults at all times. In addition:

- ❖ The Group Leader is responsible for keeping the parents informed of all upcoming school trips.
- ❖ The Group Leader is responsible for booking activities, sessions, and all risk assessments.
- ❖ A senior member of staff will be 'on call' at School during the visit.
- ❖ The Group Leader will have on a school iPad, a list of emergency contact numbers of all children participating in the visit.
- ❖ The Group Leader is responsible for ensuring any medication needed by the children is taken on all school trips. All medication must be labelled with the child's name. The School Trips First Aid bag is taken on all off-site visits except for the regular weekly bookings at Poolside Manor as one is available at the venue.
- ❖ The Group Leader will ring the School Office in the event of a delay in returning to School. Parents can then be notified of any resulting delay in picking up their child.
- ❖ Group Leaders must be familiar with the emergency procedures.

NB – the Group Leader remains responsible for pupils even when not in direct contact with them.

## RISK ASSESSMENTS

All School trips and Generic Risk Assessment, are kept on Drive and in the School Office. Risk Assessment forms for a trip or activity must be completed by the Group Leader before each activity and submitted to the Principal/Head for approval and sign-off.

## RATIOS

The minimum ratios adopted are shown below. In many cases, a higher ratio of adults to children is achieved during a school trip.

<b>adults : pupils</b>	<b>Class</b>
1 : 4	Nursery and Reception
1 : 6	Key Stage 1

The above ratios are recommended for day trips or those involving a lot of walking, i.e., to the local park. The needs and capabilities, maturity and discipline of each group must also be taken into account, as well as experience and fitness of accompanying staff.

Consideration must also be given to the staffing requirements of the school and those children who remain on site during the duration of the trip. If extra staff are required on site on the day in question to properly supervise the remaining children, the School Trip Planning form must be completed accordingly, identifying which class will be needing the extra staff member.

## EYFS RATIOS

In the case of EYFS School Trips, the supervision ratio will also be assessed according to the particular activity planned, as well as the needs of any individual children.

For example: "The ratio with Reception is normally 1 : 4 but, because this trip involves close proximity to water, the ratio will be 1 : 3"

The generic risk assessment for School trips includes this additional section.

## SUPERVISION

Safety is a priority. This policy is designed to help staff to ensure that pupils stay safe and healthy on all off-site activities. It is written in conjunction with the DfE Guidance "The Health and Safety: Advice on Legal Duties and Powers" February 2014 together with the HSE Guide: "School Trips and Outdoor Learning Activities".

Group Leaders must ensure that there is adequate adult supervision and that adult supervisors are clear about their roles and responsibilities.

## ROAD SAFETY

All staff must pay strict attention to road safety at all times and make sure children are familiar with e.g. The Green Cross Code.

## TRANSPORT

We hire minibuses and coaches for all regular offsite trips (to Poolside Manor and for the one-off trips during the term.) The school has a longstanding relationship with the minibus/coach companies concerned Southgate Coaches. This company ensures that all their drivers are fully vetted and have enhanced DBS Disclosures. The Teacher in Charge must obtain the mobile number of the driver on the day.

Children should be made aware of basic safety rules including:

- ❖ Listening to their group leader's instructions at all times.

- ❖ Keeping in sight of their group leader at all times
- ❖ Alighting calmly on and off transport, i.e. no rushing or pushing
- ❖ Wearing a seat belt i.e. on coach/minibus
- ❖ Never tampering with any of the vehicle's equipment or driving controls
- ❖ Not causing an obstruction with bags, etc.
- ❖ Never attempting to get on or off moving transport
- ❖ Never dropping or throwing litter
- ❖ Never eating or drinking without permission - risk of choking when unsupervised
- ❖ Sitting sensibly at all times
- ❖ What to do if separated from the group

## HEALTH AND SAFETY

Any trips involving potentially hazardous activities must be supervised by qualified instructors. First-aid kits must be taken on all one-off visits. Sickness bags should be carried on all one-off trips involving transport. For clarification, this does not include the weekly visits to Poolside Manor.

- ❖ Name badges should not be worn. Wristbands displaying the name of the school and contact number must always be worn on all one-off School Trips.
- ❖ Head counting of pupils takes place before leaving any venue. In particular, head counts take place at the following points during the School Trip:
  - Before leaving school
  - On sitting down in the coach (if applicable)
  - On arrival at the destination
  - When all groups meet up at the destination (e.g., in the lunch area)
  - On arrival back at the coach (if applicable)
  - On arrival back at School
- ❖ When we walk, the children walk in pairs. The children are accompanied by at least one adult at the front and rear and one or two in the middle for the larger groups.
- ❖ Pupils/volunteers should be told what to do if they become separated from the group and a rendezvous point should be established.
- ❖ Medication – see under Staff Responsibilities
- ❖ All parents, on admission of their child to the School, have given consent for any medical procedures advised in the event that parents/guardians cannot be contacted in a medical emergency.

## PREPARING PUPILS

Pupils who are involved in the planning of a visit and are well prepared will be less at risk. Providing information and guidance for pupils is an important part of preparing for a school visit and will ensure that each pupil gains maximum benefit from the activity on offer.

The Group Leader should ensure that all pupils are capable of undertaking the proposed activity. SEN and medical needs should be noted and discussed with pupils/staff as appropriate and staff ratios will be carefully considered. Pupils should be encouraged to take on challenges but not coerced into activities for which they have genuine fear.

Pupils should understand:

- ❖ The aims and objectives of the visit/activity
- ❖ The background information about the place to be visited
- ❖ How to avoid specific dangers and why they should not take unnecessary risks
- ❖ Why they must listen carefully and follow instructions given by all adults.
- ❖ Why they must behave sensibly and responsibly
- ❖ The need to inform adult supervisors of anything or anyone they think may threaten the health and safety of anyone in the group
- ❖ That any pupils whose behaviour may be considered a danger to themselves or to the group may be prevented from going on the visit
- ❖ What to do if approached by strangers
- ❖ Rendezvous procedures
- ❖ What to do if separated from the group
- ❖ Emergency procedures
- ❖ They are responsible for their own belongings.

#### MISSING CHILD POLICY

Our procedures are structured to ensure that this does not happen; but in the event that a child goes missing, either from School or on a visit, we follow the procedures set out in our Missing Child Policy (September 2023).

#### INSURANCE

The Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. Staff members who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an incident should occur. However, they can be assured that the School, as their employer, will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

The School has up to date Employer's Liability Insurance, Public Liability Insurance as well as a group travel policy that covers any visit made by the School including the Foundation Stage. Cover includes cancellation or delay, medical expenses, replacement of personal possessions and money.

#### VIOLENCE AND BEHAVIOUR

All serious incidents, both verbal and physical, must be reported to the Principal for recording and investigating. (Please see the school behaviour policy)

#### ALCOHOL or use of substances

Staff must refrain from drinking alcohol in the presence of pupils or drinking when on duty. At all times, when on duty, staff must be in a fit state to be able to provide exemplary supervision. Staff who have been prescribed medicines that may impair capacity to provide constant supervision must report this matter to the Principal who will discuss the situation within a framework of confidentiality.

### ILLNESS OR MINOR ACCIDENTS DURING A SCHOOL TRIP

If a pupil has a minor accident or becomes ill during the School Trip, the Group Leader, or another member of Staff will phone the parent's emergency contact number at once and arrange for him/her to be collected. If contact cannot be made, the Group Leader (or another member of Staff) will take the pupil to a local hospital or, if the illness is minor, back to School. A member of staff will remain with the child at the hospital or School until a parent or carer arrives to pick him/her up.

### PARENTAL CONSENT AND INFORMATION TO PARENTS

Parents are asked to sign a Parental Consent for Educational Trips when their child first joins the School (see Appendix 1). They are informed in advance of all school trips proposed for their children, at which time they are given details of:

- ❖ The name of the place to be visited
- ❖ date of visit, time of departure and return
- ❖ Any particular clothing requirements
- ❖ Arrangements about lunch
- ❖ Travel arrangements
- ❖ Any changes to drop off and collection times for their child
  
- ❖ The option to withdraw their child from any particular trip/activity

Notification of trips is usually given at the beginning of term - the details are available on the School Website and parents notified by email (see Appendix 2). On occasions, trips are organised at short notice in which case the parents are notified by email or text message via ScholarPack.

### FOLLOW UP PROCESS

The Group Leader of the School Trip is asked to provide the Principal with a report of the visit – including details of any accidents or 'near misses' – on his/her return. Personal observations and lessons learned are always valuable. The completed evaluation forms (educational and administrative), together with trip details and the risk assessment are kept on google drive and in the School Office.

The purpose of the evaluations is to assess whether the trip fulfilled its educational purpose(s) and to identify any changes recommended by staff regarding the timings etc. of the trip – e.g., whether the children should have stayed longer at the venue etc. Reports of trips/activities will be maintained in order to provide evidence of educational learning in accordance with the early years learning objectives and inspection requirements.

# Avenue Nursery & Pre-Preparatory School

## Parental Consent Forms

Please complete the form below for our records and return it to the school office as soon as possible.

### STUDENT DETAILS:

<b>FULL NAME</b>		<b>DATE OF BIRTH</b>	
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### 1. SCHOOL TRIPS and EXCURSIONS CONSENT

Children in all year groups participate in school trips each term. Written parental consent will not be requested from you each time an off-site activity is organised by the school. These activities are part of the school's curriculum and take place during the normal school day.

When necessary, the children are transported by coaches operated by either *Southgate Coaches*, *Naughtons*, or sometimes *Hearn* or *Momentum Coaches* and hired by the school. The children are escorted to and from the coaches and are supervised by the staff on the coach, and all our bookings stipulate that the coaches be fitted with seat belts.

1. The trips and activities covered by this consent include.
  - Regular offsite activities (e.g., swimming) which take place on a weekly basis.
  - Educational visits to museums, galleries, farms etc
  - Visits within the local area.
2. Transportation can be either:
  - By coach or minibus which are equipped with seat belts.
  - By underground from Highgate Station and/or London Transport Bus when this is the most appropriate form of travel.
  - Walking
3. Information about each trip or activity is emailed to parents and posted on the school website.
4. When EYFS staff arrange a local walking visit (not included in point 3 above) for either the Nursery or Reception children then you will be notified by either email or text message.
5. You can, if you wish, tell the school that you do not want your child to take part in any of the trips or activities organised by the school. If this applies, please inform the school office. Please note that it will not be possible for your child to stay at school during the school trip as the class teachers will be out supervising the outing.
6. The cost of all school trips is included in the term's fees.

**Medical Information:** Please ensure that you notify the school office of any medical condition(s), which arise whilst your child is a pupil at the school which may affect your child's enjoyment of any school trip. This information should also include details of any medication your child should take during any visit.

**Contact Details:** Please ensure that you notify the school in advance of the trip if there are any changes to your contact details, specifically in relation to the day of the trip. For example, if you are abroad and another adult is to be contacted regarding your child.

We, the undersigned, give consent for our child to participate in school trips and outings as per above and to be given urgent medical treatment during any school trip or outing.

**YES    NO**

SIGNED

DATE



## Appendix 2 – Parental Information (example)

# SCHOOL TRIP

## Summer Term



Date	Class	Venue	Special Instructions	Drop off & Pick up	Travel	Group Leader
			•			
			•			

**Please note:**

1. We will not be sending you a specific trip consent form in respect of the above proposed School Trips.
2. If you are not going to be at home or available to contact on your mobile during the course of the trip – please notify the school office giving an alternative contact name & phone number.
3. The children will be travelling by coach. The coach is fully fitted with seat belts unless it is specified otherwise.
4. The cost of the trips is already included in the school fees.
5. Your child's packed lunch should be in a bag which can be worn on their back, leaving their hands free. All leftovers, recyclable containers etc will be thrown away at the venues. Water is preferable, in a refillable bottle, to cartons of fruit juice. **No** nuts, nut bars, chocolate or food which will need to be cut up please!
6. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity. If this applies, please inform the school office at least one week before the trip in question. It will not be possible for your child to stay at School during the School trip as the class teacher will be supervising the outing.
7. You will be notified by text message if the children are expected to return to school later than usual pick-up time.

**Appendix 3 - Example: Risk Assessment for Educational Visits**

(Off site activities with the children e.g., School Trips, Trips to Swimming) EXAMPLE

The Teacher in charge must have read and be familiar with the Educational Trips Policy

# School Trip Planning Form

## SCHOOL TRIP TO: Venue

<b>Class</b>		<b>Date of Trip</b>	
<b>Staffing:</b>		<b>Number of children</b>	
<b>Adult / Pupil Ratio</b>		<b>Teacher in Charge</b>	
<b>Children with SEN, medical needs or Behavioural difficulties:</b>			

<b>Venue Details</b>			
<b>Contact Name</b>		<b>Phone Number:</b>	
<b>Details of session if available</b>	<b>Timings</b>	<b>Notes</b>	
<b>Venue confirmation</b>		<b>Date:</b>	
<b>Lunch room booked</b>			

Please attach any emails or other correspondence (e.g. booking confirmation and complete a coach request form))

<b>Parents information sent</b>			
<b>By Trip Leader</b>		<b>Date:</b>	

# Coach Booking Form

<b>Destination</b>			
<b>Class</b>			
<b>Number of children</b>		<b>Date of Trip</b>	
<b>Number of Staff</b>		<b>Teacher</b>	

## COACH

<b>Pick up from School:</b>	
<b>Pick up from Venue:</b>	
<b>Drop back at school:</b>	

Please include here any extra instructions needed to be given to the driver in connection with this trip

### FOR OFFICE USE

<b>Coach Company booking confirmed</b>	
<b>Pick up from school confirmed</b>	
<b>Pick up from Venue confirmed</b>	
<b>By whom</b>	

*Please note it is the responsibility of the group leader to ensure that all members of staff going on the trip are familiar with the contents of this risk assessment.*

Appendix 4 - [Emergency Procedure Sheet, Notes for Staff](#)

## EMERGENCY PROCEDURE NOTES FOR STAFF

For example – coach crash, fire at venue etc.

1. Establish the nature and extent of the emergency.
2. Make sure that all members of the party are accounted for and safe.
3. Get names of any casualties and if there are injuries, establish their extent and give appropriate first aid if trained and feel capable. Call the Emergency Services
4. The senior member of staff will contact the principal.
5. Contact the senior member of staff on call at School and establish who will take charge of the situation and what immediate action will be taken. Give full details of the incident (nature, date, time, location, names of casualties, and details of injuries). Take photographs if necessary.
6. Advise other staff on the school trip of the incident and actions taken. Decide, if appropriate, responsibilities to be undertaken by each adult member of the group.
7. Ensure that an adult accompanies any casualties to hospital.
8. Ensure that remaining pupils are adequately supervised and arrange for an early return to School.
9. Arrange for one adult to remain at the site of the incident to liaise with emergency services until the incident is over and all the children are accounted for.
10. No member of staff should discuss matters with the media.
11. The School should notify the parents. Inform parents of any delays that will be necessitated.
12. The Group Leader should make notes of the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
13. Legal liability should not be discussed.
14. Notify insurers, especially if medical assistance is required.
15. Write down accurately as soon as possible all possible relevant facts, witness details and any other vital evidence.
16. Keep a written account of all events, times and contacts after the incident.
17. All parents on admission to the school, have given prior consent for any medical procedures advised if they cannot be contacted in the event of a medical emergency.