

Avenue Pre-Preparatory School and Nursery

Educational School Trips

Date of policy: September 2021

Date of policy review: September 2022

Authorised by Mary Fysh, Principal and Martin Ayres, Chair of Advisory Board

EDUCATIONAL TRIPS

RATIONALE

The Avenue Pre-Preparatory School and Nursery ('The School') places great value on educational visits 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 – most last only half a day.

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, local Garden Centre, 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 approved by the Principal or Head who will ensure that a risk assessment is completed before the trip/activity takes place.

PURPOSE

All off-site visits should have a clear curricular or developmental relevance.

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 Head Teacher and School Office in connection with planning all aspects of an off site visit. Wherever possible, before the trip, the Group Leader should undertake an exploratory visit of the venue concerned if it has not been visited by him/her on a previous occasion. 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:
- ❖ 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
- ❖ Ratios of adult supervision to pupils
- ❖ 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 personal mobile phones are not to be used for taking pictures of the children – School cameras are available for this. (See the Photography Policy)

RESPONSIBILITIES OF THE PRINCIPAL/HEAD

The planning sheets for all offsite School trips must be reviewed and signed off 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.

SCHOOL OFFICE RESPONSIBILITIES

The School Office is responsible for booking the transport required for the School trip and notifying 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 has been received in the School Office.

In addition, School Office staff will arrange payment of any booking fee, collation (but not completion) of the paperwork related to the School trip and uploading to the website of 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:

- ❖ A senior member of staff will be 'on call' at School during the visit.
- ❖ The Group Leader must have a list of the names and emergency contact numbers of all children participating in the visit – An up-to-date copy of this list is kept in the School Trip First Aid Bag
- ❖ 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.
- ❖ 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. If you are accompanying a class to Poolside Manor, ensure you are familiar with the venues' emergency action plan.

RISK ASSESSMENTS

School trips details, which includes a generic risk assessment, are kept in the School Office. Risk Assessment forms for a trip 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.

adults : pupils	Class
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 gender, capabilities, maturity and discipline of each group must also be taken into account, as well as experience and fitness of accompanying staff. All parents/volunteers accompanying trips are vetted by the school and an information sheet given before the trip.

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 risk assessed according to the particular activity, 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 Alexandra Palace Ice Rink) and for the one off trips during the term. The school has a longstanding relationship with the minibus/coach companies concerned Southgate Coaches. These companies ensure that all their drivers are fully vetted and have enhanced DBS Disclosures. The Teacher in Charge must obtain the mobile number of the driver..

Students using transport should be made aware of basic safety rules including:

- ❖ Listening to their group’s leader instructions at all times.
- ❖ Keeping in sight of their group’s leader at all times
- ❖ Alighting calmly on and off transport, i.e. no rushing or pushing
- ❖ Wearing ‘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
- ❖ 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. Vomit 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 (eg, 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 stopped 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 2021).

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

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.

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

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 Teachers 2 Parents.

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 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.

Appendix 1 - Parental Consent for Educational Trips

Usually the children are transported by coaches operated by Southgate Coaches, the Little Bus Company, Momentum Coaches and hired by us. 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.

Written parental consent will not be requested from you each time an off-site activity is organised by the school as these activities are part of the school's curriculum and usually take place during the normal school day

The trips and activities covered by this consent include;

- All regular offsite activities (e.g. swimming, ice skating) which take place on a weekly basis.
- Educational visits to museums, galleries, farms etc.
- Visits within the local area.

Transportation can be

- By minibus/coach 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

The cost of school trips is included in the terms fees.

Information about each trip or activity is posted on the school website termly and you will be notified by email.

When EYFS staff arrange a local visit(not included in 4 above) for either the Nursery or Reception children then you will be notified by either email or text message.

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. 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.

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 a visit.

Contact Details

Please ensure that you notify the school in advance of the trip if there is any change 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 in your absence.

NB: In accordance with DfE guidelines and advice on Health and Safety for Schools Parental Consent to Offsite Activities, August 2011

PARENTAL CONSENT forchild's name.....

1. We hereby give consent for our child to take part in school trips and other activities that take place off school premises and to be given first aid or urgent medical treatment during any school trip or activity.
2. We undertake to keep the school updated of any changes in our child's medical circumstances.
3. We undertake to keep the school updated of any changes to our contact details, specifically in relation to the day of school trip.

Signed (Mother)

Date:

Signed (Father)

Date:

To be signed by all the Parent(s) Guardian(s) who have parental responsibility

Appendix 2 – Parental Information (example)

Day	Date	Class	Venue	Activities	Special Instructions	Drop off at School	Pick up from school	Group Leader
Thursday	4 February	Year 1	Museum of Childhood	Finding out about the Past		Usual time	Usual time	Staff name
Thursday	11 February	Year 1 & 2	China town	Chinese New Year – lunch in Chinatown	No lunch needed today	Usual time	Usual time	Staff name
Tuesday	23 February	AM Nursery	Finchley Fire Station			Usual time	Usual time	Staff name
Friday	11 March	AM Nursery	Hendon RAF Museum	Self-guided tour	Packed lunch required – please see below	Usual time	2.30pm	Staff name
Thursday	17 March	Year 2	Museum of London	Great Fire of London and visiting the Monument		Usual time	Usual time	Staff name
Thursday	10 March	Reception	Natural History Museum	Dinosaurs	Expected to be back by the usual pick up time.	Usual time	Usual time	Staff name

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 either by minibus or coach, both of which are fully fitted with seat belts unless it is specified otherwise.
4. The timely departure of the minibus for a school trip (if one is being used) is crucial, to ensure that the children arrive at the venue in good time before the planned activity begins. Please bring your child to school by the specified time
5. The cost of the trips is already included in the School fees
6. Your child's packed lunch should be in a bag which can be worn on their back, leaving their hands free. Please use sandwich bags (not plastic lunch boxes) for all food to facilitate the staff clearing up after the children have eaten. – All leftovers, containers etc will be thrown away at the venues (recycled). 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!!
7. 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.

Appendix 3 - Risk Assessment for Educational Visits

Please complete prior to visit

Pupil Information	Year group:	Number:
Children with SEN, medical needs or behavioural difficulties:		
Safety Information	Adult : Pupil ratio	
Risk assessment for staffing ratio (EYFS)		
Meeting place in case of fire / evacuation:		
Location of toilets:		
First Aid Box containing Parent Contact Numbers to be taken by a member of staff on the visit.		

Please complete with any additional risks noted for this venue. Write 'none' if this applies

Location	Potential Hazard	Control Measures

Completed by: _____ Date: _____

Location/Potential Hazards

Control Measures

During walk to/from coach/venue

- | | |
|---------------------|--|
| Ø Slipping/tripping | · Children to walk (not allowed to run) |
| Ø Getting lost | · Adults to remain with group at all times
· Adult supervision when children go to the toilet |

Getting on/off the coach

- | | |
|---------------|--|
| Ø Falling | · Close adult supervision
· Assistance with steps on the bus |
| Ø Road danger | · Close adult supervision
· Walk around venue in pairs holding hands
· Children told to wait until group ready to move |

During coach journey

- | | |
|------------------------------|--|
| Ø Injury during sudden stops | · Adults to ensure seat belts fastened
· Children not to get out of their seat during the journey |
|------------------------------|--|

In the venue

- | | |
|-----------------------------|---|
| Ø Getting lost/out of sight | · Adult vigilance
· Adults to remain with group at all times
· Adult supervision when children go to the toilet
· Walk around venue in pairs holding hands |
| Ø Slipping/tripping | · Children to walk from place to place (not allowed to run)
· Walk around venue in pairs holding hands |
| Ø Dehydration | · Pupils to bring refillable water bottles on offsite trips involving lunch
· Sunhats to be taken when hot
· Allow for snacks and proper mealtimes |
| Ø Bad weather | · Parents given appropriate instructions/reminders about suitable outdoor clothing |
| Ø Bad behaviour | · All adults accompanying the group to have knowledge of all pupils participating
· Clashing pupil personalities to be avoided in sub-groups for trip |
| Ø Animals on site | · Hand washing reminders |

At all times

- | | |
|-----------|---|
| All risks | · Reinforcement of expected behaviour throughout the offsite trip |
|-----------|---|

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

For example, coach/minibus crash, fire at the venue etc.

1. Establish the nature and extent of the emergency.
2. Make sure that all other 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. Control access to telephones.
11. No member of staff should discuss matters with the media.
12. The School should notify the parents. Inform parents of any delays that will be necessitated.
13. The Party 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.
14. Legal liability should not be discussed.
15. Notify insurers, especially if medical assistance is required.
16. Write down accurately as soon as possible all possible relevant facts, witness details and any other vital evidence.
17. Keep written account of all events, times and contacts after the incident.
18. 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.

Appendix 5 - [Additional Information for parents of EYFS Children](#)

The Pre-Nursery

The Pre-Nursery children attend the School Monday to Thursday, 1.00pm to 3.00pm from the beginning of the academic term in which they have their third birthday. They do not go on any School Trips during the first 2 terms this year – it is felt that at this stage this age group is too young to fully benefit from an off site visit. Their sessions are held outside in the School Grounds as often as possible to enable them to benefit fully from an outdoor learning environment. At the end of the Summer term when all the children have had their 3rd birthday an Afternoon Session may be held in Highgate Woods. Parents are asked to drop their child off at an agreed place in the Woods and are picked up from there at the end of the session.

The Nursery

We do not take our Nursery children off-site during the first half of the Autumn Term. They need time to settle into the routine of going to school, and there are plenty of opportunities for daily outdoor activities in the School's well-equipped, secure School Grounds.

At the end of the Autumn Term, the Nursery children, together with Reception, are often taken to the Jacksons Lane Community Centre (which is adjacent to the School) to see a Production in the theatre. The children are accompanied by all members of the EYFS staff including the EYFS Coordinator and Deputy Head.

During the Spring Term, the children usually visit a place of interest which is connected to the Topic. Examples of venues visited in the past include the Transport Museum in Covent Garden and The Museum of Childhood in Bethnal Green. In addition they have been taken off site in small groups to visit Highgate Tube Station during the course of the morning session

At the end of the Summer Term, the Nursery children visit a local venue of interest which is situated a short drive from the School.

The children are accompanied by the Nursery Lead and EYFS staff. For trips some distance from the School they eat their lunch (a packed lunch provided by their parents) at the venue and return to School by approximately 2.00pm. We hire a coach for the journeys, fitted with front-facing seats and seat belts, from our regular coach company, who complies with our conditions for using hired transport.

Reception

By the time they move to Reception, children are ready for more excursions off-site and for a wider range of new experiences. We arrange for regular short walks in the neighbourhood for them to learn about the built environment and different places of work. During the year, they may visit:

- The Fire Station
- The Library
- The National Gallery
- China Town
- Bethnal Green Museum of Childhood
- Transport Museum
- The Natural History Museum

In addition to the above, the Reception children are taken off site once a week to Poolside Manor for swimming lessons. They travel by coach/minibus with seat belts and are accompanied by 2 members of staff. At the Pool they are taught by qualified swimming instructors with a maximum of 8 children per instructor. The instructor taking non-swimmers is in the water with the children