



St John Bosco College

School Trips Policy 2020

Date Reviewed- January 2020

Next Review date- Autumn 2021

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Chair of Governors- Jane Hargrave

## Introduction

Offsite school visits come in a variety of different shapes and sizes, from simple trips to local shops to multi-day overseas trips. Planning is an essential part of any visit and part of that planning may involve informing the local authority (LA).

## Key Points

### Educational Visits Co-ordinator (EVC)

The school has a designate EVC to help plan and manage all educational visits including the coordination of visit forms, and act as the first point of contact for parents and the LA. This member of staff should have undertaken an appropriate EVC course. The EVC for Saint John Bosco is **Danielle Parrott**.

One of the EVC's first tasks when planning a visit will be to identify whether the LA needs to be notified of the visit.

### Parental consent to off-site activities

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity.

### Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

### Trips abroad

SJBC to consider our duties under health and safety law when planning trips abroad.

Any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.

A school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

## Insurance

The Council's Insurance Manager advises that schools probably do not need to buy extra Insurance for most school trips / visits (e.g. a day trip to a Museum, to the Theatre, etc.). SJBC will rely on their existing Insurance arrangements, e.g. Public Liability (PL) Insurance, the Insurance arrangements at the venue (e.g. an accident at the Museum which is due to the negligence of the Museum / its staff, should be covered by the Museum / their Insurer), or the Insurance arrangements en route (e.g. an accident on the train / platform should be covered by TfL / National Rail etc.).

Where extra / separate Insurance **IS** used is when:

1. the trip is for more than 24 hours, and / or
2. the trip is abroad, and / or
3. the trip involves hazardous activities (such as mountain climbing, abseiling, potholing) and the event organiser does NOT have PL Insurance, or Personal Accident Insurance covering participants.

## Planning a school trip

### Notification or approval?

- Day trips require a school to notify the LA. SJBC will provide the LA with a risk assessment as notification of the intended trip. Please see the procedure -**Appendix A**
- Residential trips require approval by the LA. SJBC to complete an application for approval form and risk assessment. Please see the procedure -**Appendix A**

### When to notify the LA of a day trip

Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Headteachers should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the employer must record the significant findings of the assessment. (Please note Risk Assessment and Application for Approval is part of **Appendix A**)

However, SJBC does not need to carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the school's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required. (Please see **Appendix B**)

### Criteria for when the LA should be notified

If a visit meets any one of the following criteria:

- Non local (including those in the UK as well as overseas)
- Non regular (less than once a term)
- Any visit that requires transport not owned by the school (i.e. public / hired coach etc)
- Any visit that involves hazardous environments or activities
- Any visit that includes one or more overnights stays

## Examples of when / when not to notify the LA

### Do notify:

- 1) SJBC is planning a day trip to the Natural History Museum and have booked a large coach to transport the children.  
*As the trip is into central London (not local) and involves the booking of transport a visit form and risk assessment is required.*
- 2) SJBC is planning a 4-day trip to an outward-bound centre. They have previously visited the centre once each year for the last 3 years.  
*As the trip includes a 3 night stay and involves some hazardous activities a visit form and risk assessment are required. In previous years the school would have completed a visit form and risk assessment so they can look to update the electronic copies they have, rather than complete them anew.*
- 3) SJBC is planning a day trip to Chessington World of Adventures using a school owned minibus.  
*As the trip involves a potentially hazardous environment / activities a visit form and risk assessment is required.*

### Do not notify:

- 1) SJBC visits the local swimming pool on a weekly basis to provide its pupils with swimming lessons.  
*As this is a regular local visit a visit form and risk assessment are not required to be sent to the LA. The risks associated with this activity could have already been considered and covered in the school's general health and safety policies and procedures. (See Appendix B)*
- 2) SJBC plans to instigate monthly visits its local place of worship.  
*As this is local visit that will be scheduled to take place on a monthly basis no visit form or risk assessment is required to be sent to the LA. The risks associated with this activity should have already been considered and covered in the school's general health and safety policies and procedures. (See Appendix B)*
- 3) SJBC visits a local nature site once a term using the schools own minibus.  
*As this is a regular local visit using the school's own transport a visit form and risk assessment is not required to be sent to the LA. The risks associated with this activity should have already been considered and covered in the school's general health and safety policies and procedures. (See Appendix B)*

## Notification procedure (for day trips)

- 1) Check to see if SJBC has previously undertaken the planned visit, if so you may be able to simply update your risk assessment.
- 2) The risk assessment will include the following details in addition to the standard risk assessment information: (See **Appendix A** for Application for Approval and Risk Assessment)
  - Name of staff member planning trip
  - School Name
  - Date of trip
  - Destination

- Purpose of trip
  - Basic itinerary listing locations and approximate times visited
  - Travel arrangements (e.g. Coach)
  - Travel insurance required?
    - If required arranged with?
  - Breakdown of pupils attending trip: Nos male / female, age range
  - Are any special arrangements required?
  - Name and title of group leader
  - Number of additional staff / adults on trip split by male / female
  - Adult / pupil ratio and teacher / pupil ratio
  - Name(s) of first aiders
- 3) Email a copy of the risk assessment to SJBC EVC. She will then check and forward on to [cssschools@wandsworth.gov.uk](mailto:cssschools@wandsworth.gov.uk) no later than 2 weeks before the start date of the intended visit
- 4) The LA acknowledge receipt of your form and log the information.

### Approval procedure (for residential trips)

- 1) Check to see if SJBC has previously undertaken the planned visit, if so you may be able to simply update the application for approval form and risk assessment.
- 2) If it is a new visit, then you should download a complete form found in Appendix A
  - Application for approval form
  - Template Risk assessment form – for approval
- 3) Complete the forms, filling out all the relevant sections and get the application form signed by both the Headteacher and governing body representative.
- 4) Email a copy of both forms to the EVC no later than 2 weeks before the start date of the intended visit
- 5) The LA will review the forms and subject to any queries they will return a letter confirming our agreement to the visit signed by Pete Gaskin as Outdoor Education Advisor.

## Appendix A

**Application for approval  
(for all educational visits, residential visits, sporting and hazardous pursuits)**

<b>From</b>			
<b>Establishment</b>			
<b>Address (For Correspondence)</b>			
<b>Post code</b>			
<b>Tel no</b>		<b>email</b>	

<b>Date of outward journey</b>		<b>Date of return journey</b>	
<b>Mode of travel</b>			
<b>Destination or places to be visited (postal address)</b>			
<b>Country(ies)</b>			
<b>Type of accommodation</b>		<b>Has it been used by you before</b>	<b>Yes/No</b>

<b>Purpose of journey / visit and specific educational objectives</b>			
<b>Details of the programme of activities</b> <small>Please give full details of your plans for each day or attach a copy (including itineraries, routes and special safety measures / equipment, campsite grid references...)</small>			
<b>Previous experience of this venture</b>			
<b>Have you pre-visited the site(s)?</b>	Yes/No	<b>Has a written risk assessment been completed?</b>	Yes/No

<b>Emergency contact person(s) telephone number(s) at home (out of office hours) – (only one required if just one overnight involved.)</b>	
<b>Contact Person 1</b>	
<b>Contact Person 2</b>	
<b>Emergency contact number at destination</b>	

Name of tour operator or company used			
Tel no			
Type of financial bonding (e.g. ABTA, ATOL, IPT)			
Travel arrangements (e.g. coach), name and Tel no of company			
Name of driver if self-drive transport is to be used		Is the instructing or leading to be undertaken by centre or company staff	Yes / No
Name of Insurance Company providing cover			

Group members (excluding staff)						
Males		Age range		Including		Over 18 years
Females		Age range		Including		Over 18 years
Names of group members with specific disabilities						
Have any special arrangements been made?						
Proposed hazardous pursuits (if any)						

Name(s) of your professionally qualified staff, e.g. teacher, youth worker			
Name (group leader first)	M / F	Any activity qualification held relevant to the venture, e.g. Open Country	Date obtained / updated
<i>Please indicate if any staff will not be present throughout the venture</i>			

Number of support adults (volunteers or other responsible adults)			
Male		Female	
Adult / pupil ratio		Teacher / pupil ratio	

Names of First Aiders	
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**Recommendations for approval**

This approval confirms that we consider the event to have 'significant educational value' and that the arrangements are in accordance with the appropriate Council regulations. We confirm that the party leader and other appropriate staff have read the relevant sections of Outdoor Education Regulations and Guidance and the safety regulations for the appropriate activities as defined in Safety in Hazardous Pursuits: Regulations and Guidance.

School			
Trip to		Date of trip	

1. Head of establishment

Signature		Date	
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2. Governing body representative

Signature		Date	
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Please scan the completed and signed form and email to: [csschools@wandsworth.gov.uk](mailto:csschools@wandsworth.gov.uk)

Note: Please ensure that you have the two approval signatures required in 1 and 2 above.

Version 2 08/2017

**Risk assessment and risk management record**

Off-site activities and educational visits

<b>Establishment</b>						<b>Date of trip</b>			
<b>Location</b>						<b>Purpose</b>			
<b>Leader</b>					<b>Number of additional staff / adults</b>		__ Male / __ Female		
<b>Number of pupils attending</b>		__ Male / __ Female		<b>Adult / pupil ratio</b>		<b>Teacher / pupil ratio</b>			<b>Age range</b>
<b>Detail any special arrangements required</b>									
<b>Travel Insurance required (Y/N)</b>			<b>Provider</b>						
<b>Name(s) of first aiders</b>									

<b>Basic itinerary listing locations and approx. times visited</b>

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<b>Site and its environment</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<b>risk rating</b>	<b>outcome</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Group</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	

<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
<p><b>Leader and activity arrangements</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Variations:</b> Record any additional assessments and control measures here if this sheet is used as a generic risk assessment</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
<p style="text-align: right;"><b>Generic / mandatory risk assessment, used and acknowledged</b></p> <p>1 Council – risk assessments/guidance used</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p>2 Establishment – risk assessments/guidance used</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p>3 Alternative plans (Plan 'B'/Plan 'C')</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

Emergency contacts – take the emergency action cards with you!		Group details – ensure you have full details close to hand.	
<b>Ongoing risk assessment</b> <ol style="list-style-type: none"> <li>1. <b>Apply the control measures</b></li> <li>2. <b>Monitor how effective they are</b></li> <li>3. <b>Change, adapt, revise as required</b></li> </ol>		<b>Examples</b> <ul style="list-style-type: none"> <li>• Monitor the weather</li> <li>• Monitor water / river levels</li> <li>• Monitor traffic on road</li> <li>• Monitor conditions underfoot</li> <li>• Monitor group and leader’s response and motivation</li> <li>• Monitor behaviour</li> <li>• Assess group risk awareness in different environments</li> <li>• Monitor the response of your supporting adults</li> </ul>	
<b>Completed:</b>	Date _____	Head of establishment or EVC	
<b>Signed:</b>	Group leader _____	_____	

**Appendix B**

**Visit form for local and regular school activities (Risk assessment)**

Off-site activities and educational visits

<b>Activity</b>		<b>Date of trip</b>	
<b>Lead Teacher</b>		<b>Purpose</b>	
<b>Location</b>		<b>Additional Staff Members</b>	
<b>Detail any special arrangements required</b>			
<b>Name(s) of first aiders</b>			

Basic itinerary of activity or trips that will take place.

Identifying the hazards – assessing the risk		Control measures – reducing the risk	
<b>Site and its environment</b>	<b>risk rating</b>	<b>outcome</b>	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Group</b>			
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Leader and activity arrangements</b>			
<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	

