



# Shalom Noam Primary School

School Outings Policy

September 2023

## ***Shalom Noam Primary School***

### **School Trips**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>
<b>02/09/2023</b>	<b>02/09/2024</b>	<b>Mrs Posen / Mrs Aremband</b>

We believe this policy relates to the following legislation:

- Employers Liability (Compulsory Insurance) Act 1969
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- Adventure Activities Licensing Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008)

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We will ensure that we comply with all DfE Government and Local Authority documentation before any educational visit is authorised and all precautions are taken to ensure pupils' safety.

In planning for a visit, however, staff must be mindful of their duty of care and follow the procedures to enable off-site activities to take place safely. Teachers must take reasonable care of their own and others' health and safety.

## **Aims**

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.

## **Responsibility for the Policy and Procedure**

## **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be the Coordinator for Educational Visits;
- the right to be consulted and to give permission for all school trips;
- responsibility to ensure:
  - the school complies with all health and safety regulations and procedures;
  - all risk assessments are in place,
  - emergency plans
  - insurance cover is in place;
  - adequate supervision is in place;
  - the needs of all pupils are catered for
  - in-line with Shalom Noam School Travel Plan
- delegated powers and responsibilities to the Headteacher to ensure all school staff and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;

## **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose
- ensure that the Educational Visit Coordinator and Party Leaders have appropriate training and are sufficiently competent, experienced and qualified;
- ensure all volunteer helpers/supervisors are subjected to a Disclosure and Barring Service criminal records check before they take part in an educational visit;
- ensure all accidents and emergencies are dealt with and reported;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

## **Role of the Educational Visit Coordinator**

The coordinator will:

- be competent, experienced and qualified to undertake the role;
- undertake appropriate training in:
  - organising and supervising educational visits
  - risk assessment
  - emergency procedures
  - medical and first aid
  - pupil behaviour and discipline
  - supporting pupils with additional learning needs
  - outdoor activities
  - water safety
  - security
- ensure that all documentation are in place (see attached to this document outings procedure) and appropriate authorisation received before the Visit Plan can be fully authorised by the Headteacher and Governing Body;
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;

Party Leaders will complete the following Visit Plan before any visit is authorised:

- a Risk Assessment(s) based on a pre-visit;
- the nature, purpose and length of the visit;
- the year group and pupil numbers;
- contact details;
- emergency contact details;
- medical records;
- Disclosure and Barring Service checks of parent helpers;
- adult pupil ratio;
- insurance;
- costings of the visit;
- coach firm and contact details;
- travel arrangements
  - wherever possible, use public transport and book through TFL minimum one month before trip.
- itinerary of visit;
- medical and first aid;
- school mobile phone;
- emergency procedures;

## Accidents and Emergencies

The group leader will:

- be in charge of all accidents and emergencies;
- report and record all accidents and emergencies;
- ensure all pupil contact details are in place;
- contact parents in the case of an incident;

## Recommended Adult Pupil Ratios

We will use the following adult pupil ratios

Early Years	Y1 to Y3	Y4 to Y6
1:4	1:6	1:10

## Medical and First Aid

The group leader will ensure:

- supervisory adults are aware of all medical and first aid arrangements and procedures;
- the medical information of all pupils is in place;
- parent consent forms are in place;
- pupil medications are in place and secure;
- parents are contacted if their child is injured;

## Authorisation of Educational Visits

The Headteacher will:

- authorise all short term or day educational visits;
- ensure risk assessments are:
  - in place
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel.

## Risk Assessment Procedures

Risk Assessments will be completed on preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

### ***Shalom Noam Primary School***

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

We have in place risk assessments for:

- activities in or near water;
- visits to castles and historic buildings and museums;
- educational walks in the local community;
- farm visits;
- park visits
- theme parks.

### **Role of Parents**

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;
- an annual school outings permission slip is signed at the beginning of each school year. Shalom Noam must inform parents of a forthcoming outing and ask for voluntary donation for the trip, but permission is not required due to the annual slip signed.
- If a parent does not sign the annual outings permission, Shalom Noam would need to gain permission for each individual trip.
- submit current emergency contact details before an educational visit takes place;
- be subjected to a Disclosure and Barring Service criminal records check before they take on the role as a volunteer helper/supervisor on an educational visit;
- be allocated named pupils during the visit;

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;
- look after their possessions and spending money;
- wear appropriate clothing for an educational visit or school uniform and a school cap;

## Shalom Noam Primary School

### Financial and Travel Arrangements

The school office will:

- act as 'treasurer' and will collect all monies via parentpay from parents/carers and will pay all bills;
- Inform CST via eMail
- Find safe haven enroute
- organise all transport arrangements and dealing with reputable travel firms;
  - in-line with Shalom Noam School Travel Plan to always use public transport for walk.
  - If using public transport ensure security guard should attend.

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with school staff
- communications with home such as weekly newsletters and of end of half term newsletters

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

<b>Headteacher:</b>	<i>Closen</i>	<b>Date:</b>	September 2023
<b>Chair of Governing Body:</b>	<i>Rose</i>	<b>Date:</b>	September 2023

**Shalom Noam Primary School**

**Outing Request to be completed before anything can be booked**

**OUTING REQUEST**

DATE OF REQUEST	DATE OF TRIP	YEAR	RESPONSIBLE PERSON	ANY COST INVOLVED	TRAVEL

MODE OF TRANSPORT	
FROM	Shalom Noam Primary School
TO	
VISITING	
LEAVING AT	
RETURN	
IS SECURITY REQUIRED	
TEACHERS TRAVELLING WITH: DBS	
RISK ASSESSMENT COMPLETED	

VENUE	BOOKED: DATE _____  BY WHO _____
Approved – Mrs Chaya Posen	Date: _____
Mrs E Chody	Date: _____

**IMPORTANT** – NO BOOKINGS ARE ALLOWED WITHOUT SIGNATURE OF EITHER Mrs Posen or Mrs Chody



*Shalom Noam Primary School*

**Outings Planner – TO BE COMPLETED BY OFFICE – COPIES TO BE GIVEN TO EACH MEMBER OF STAFF ACCOMPANYING TRIP**

Class		Date	
Venue		Telephone Number	
Group Leader Name		Mobile Number	
Other Adults Names		Mobile Number	
Other Adults Names		Mobile Number	
Other Adults Names		Mobile Number	
Other Adults Names		Mobile Number	
Other Adults Names		Mobile Number	
Other Adults Names		Mobile Number	
Other Adults Names		Mobile Number	
TIMINGS			
Leave School		Arrive at Venue	
Session Timings			
Leave Venue		Arrive at school	
Packed lunch	YES NO	Snack needed	YES NO
Informed Parents	YES NO	Date sent	
Other Information			
Transport	Bus	Train	Car
Coach: company name and contact details			
Total cost	£	Deposit paid	£
Balance due	£	Number of seats	
Office number	020 908 9491		
School Business Manager mobile number	07957 304089		
Headteaches mobile number	07974 955170		
Coach company phone number			
Venue phone number			

TRANSPORT COSTS	
ENTRANCE COSTS	
MISC.	
VOLUNTARY CONTRIBUTION PER PUPIL	
VOLUNARY CONTRIBUTION PER ADULT	
TOTAL COST	

**Confirmation**

Venue documents included in pack		Transport documents included in pack	
----------------------------------	--	--------------------------------------	--

**Shalom Noam Primary School**

**Post- trip Evaluation**

Please give feedback on the following items so that we can improve the trip for next time. Tell us what worked, what did not, what you would change and any other comments you think would be helpful.

Venue	
Sessions	
Timings	
Transport	
General	

### **Outing Rules for Children**

Make sure children are wearing the correct school uniform- no exceptions will be allowed.

All children should wear a cap.

Keep your School Label on the whole time you are out.

Stay in your groups and listen to your group leader at all times.

Be aware of other travellers on the pavements and on public transport. Speak quietly and politely.

Whether travelling by coach or public transport, remain seated throughout the journey.

Before eating or drinking on the coach, get permission from the driver. At all snack times, make sure to pick up your rubbish and throw it away.

Stay together with your group/class.

Whilst on an outing you are not allowed to leave your group without permission from the adult in charge.

Please do not bring any computer games, mobile phones, MP3 players or other gadgets with you.

Make sure you listen politely to your instructor during the visit and thank him/ her at the end of the session.

On your return to School please thank your group leader and teacher for taking you on the trip.

**Have a great day☺**

### **Outing Guidelines for Helpers**

Thank you for agreeing to help us today. Below are some guidelines we think will be helpful to the smooth running on the day.

- Make sure you know who is in your group and keep them with you throughout the visit. Check regularly.
- Please sit with your group on the coach/ train, and make sure they are wearing a seatbelt (coach).
- When travelling on the train, please warn the children in advance about when to get off and be the last person to leave the carriage.
- Please supervise your group in the toilets at appropriate times.
- Please ensure good behaviour at all times. As the group leader you have authority to do so.
- Please arrange the children in pairs when walking whenever possible.





