



# Educational Visits and School Trips Policy

Article 28 Every child has a right to a good education, to be treated with dignity when in school and have the choice of different secondary schools.

Article 29 Education must develop every child to be the best that they can be. It must encourage children to respect all people and the world around them.

|                       |           |
|-----------------------|-----------|
| Policy last adopted   | June 2026 |
| Policy due for review | June 2029 |

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## Statement of intent

Colindale Primary School believes that visits and trips are an important part of the curriculum that the school offers, as they provide effective ways of encouraging interest and motivation in pupils, as well as unique educational experiences. The school aims to ensure that all pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

What important organisations say...

“Learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development.”

Quote from Ofsted

“HSE believes strongly in the education value of well-planned visits and is a firm supporter of outdoor education.”

Quote from Health & Safety Executive

## 1. Legal framework

- 1.1. This policy has been created with regard to the following legislation, including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
  - DfE (2018) 'Charging for school activities'
  - DfE (2014) 'Health and safety: advice on legal duties and powers'
  - HSE (2011) 'School trips and outdoor learning activities'
  - DfE (2013) 'Driving school minibuses'
  - DfE (2018) 'Health and Safety on Educational Visits'
- 1.3. This policy should be used in conjunction with the following school policies:
  - Complaints Procedures Policy
  - Behavioural Policy
  - Critical Incident Policy
  - Health and Safety Policy
  - Charging and Remissions Policy
  - Equal Opportunities Policy
  - DBS Policy

In addition to this Educational Visits Policy, Colindale School:

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## 2. Definitions

- 2.1. **'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

- 2.2. **‘School trip’** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.
- 2.3. **‘Residential’** means any school trip which includes an overnight stay.
- 2.4. Activities of an **‘adventurous nature’** include, but are not limited to, the following:
- Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

### 3. Key roles and responsibilities

- 3.1. The governing board is responsible for:
- The overall implementation of this policy.
  - Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
  - Handling complaints regarding this policy as outlined in the school’s Complaints Procedures Policy.
  - Ensuring educational trips and visits positively impact on pupils’ lives, teaching them new life skills and experiences.
  - Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.
- 3.2. The Headteacher is responsible for:
- The day-to-day implementation and management of this policy.
  - Liaising with the educational visits coordinator
  - Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
  - Being part of the approval process for extra-curricular trips and activities.
  - Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education.
  - Overseeing the work of the educational visits coordinator, where required, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.

- Ensuring the deputy head makes contingency plans in the event of a member of staff being absent on the day of the trip or activity.

3.3 The educational visits coordinator has overall responsibility for:

Supporting and challenging colleagues over visits and learning outside the classroom (LOtC) activities.

- Being the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC, along with Admin staff, sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.
- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties during planning and organisation of the extra-curricular activities and trips.
- Checking Evolve and submitting it to the Headteacher for approval
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the governing board

3.5 The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Completing relevant paper work, including risk assessments, for extra-curricular trips and activities.
- Creating an itinerary prior to an educational visit or school trip, distributing it to parents and staff to ensure the day is well organised and safe.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip, distributing it to parents and staff to ensure the day is well organised and safe.
- Ensuring an up-to-date list of children and adults attending the trip is left in the school office so that it can be referred to in case of emergency.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Ensuring a Plan B
- Dynamic risk assessment
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher.
- Completing all essential documentation for the trip including a risk assessment following the guidance in the Trip Checklist.

- Completing Evolve planning requirements
- Planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
  - Admin tasks as outlined on the checklist

3.6 The phase leaders are responsible for:

- Arranging the date of the trip with the Headteacher.
- Writing the initial letter to parents about the trip.
- Briefing parent helpers before the trip,

3.7 Staff are responsible for:

- Adhering to this policy at applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any visit to an outdoor space, e.g. parks and playing fields, are kept clean and free from litter during the trip.

3.8 Pupils are responsible for:

- Following instructions from staff while on school trips.
- Taking pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

## **4. Training of staff**

- 4.1. Staff will receive training on this policy as part of their induction.
- 4.2. Staff will receive regular and ongoing training as part of their CPD.

## 5. Planning school trips

- 5.1. A thorough risk assessment will be conducted by the Trip Leader using EVOLVE during the planning of the trip, to ensure pupil and staff safety.

This will be based on:- STAGED:

Staffing

Travel

Activity

Group

Environment

Distance

- 5.2. The trip checklist [Appendix 1](#) will be completed by the trip leader and checked by the EVC who will then submit the trip via Evolve to the Head teacher.

## 6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

- 6.2. The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

- 6.3. Our risk assessment form is available in [Appendix 2](#).

- 6.4. Our risk assessment is based on the STAGED approach as on EVOLVE  
Staffing Travel Activity Group Environment Distance

## 7. Equal opportunities

- 7.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.
- 7.2. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 7.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.
- 7.4. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

- 7.5. Parents who are unable to afford the cost of trips will be encouraged to talk to the Headteacher about financial help.

## **8. Safe use of minibuses and seatbelts**

- 8.1. The driver will have a current driving licence, be aged 25 years or over, and hold a full licence in at least a category D PCV in order to drive on a domestic school trip.
- 8.2. Category B PCVs may be acceptable in certain circumstances.
- 8.3. Drivers will complete the LA minibus training prior to driving children in the minibus
- 8.4. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 8.5. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. The front seat can only be occupied by children in years 5 and 6.
- 8.6. The driver cannot supervise and drive at the same time; there will always be an additional member of staff.
- 8.7. Passengers in wheelchairs and their wheelchairs will be restrained by staff who have been trained in this area.
- 8.8. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 8.9. Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.
- 8.10. The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOT's and road tax.

## **9. Parental consent**

- 9.1. Written consent is required for:
- Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
- 9.2. Parents will complete a consent form Appendix 3 when their children start Colindale School which gives consent for their children to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.
- 9.3. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part; but are discouraged from doing so as every trip is an essential part of the curriculum.

## **10. Staffing ratios**

- 10.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios will be decided by the EVC taking into account factors such as the type of trip, the age of the pupils and any special educational needs of the pupils.
- 10.2. Early Years ratios follow the above. But generally, a minimum of 1 adult to 1 child in Little Rainbows (2 year old provision); 1 adult to 2 children in nursery; and 1 adult to 4 children in Reception.

## **11. Insurance and licensing**

- 11.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.
- 11.2. Colindale School has an insurance policy which covers school trips and journeys in the UK.
- 11.3. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 11.4. Medical expenses will be recorded and stored in the school office.

## **12. Accidents and incidents**

- 12.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 12.2. The Headteacher will keep written records of any incident.
- 12.3. Media enquiries will be referred to the Headteacher.
- 12.4. Staff will use guidance as set out in [appendix 4](#) and the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 12.5. Staff and parent helpers will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. [See appendix 5](#)
- 12.6. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- 12.7. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.
- 12.8. To ensure pupils are easily identifiable, they must wear the school uniform at all times and a high vis jacket.

## **13. Missing person procedure**

- 13.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

- 13.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with [section six](#) of this policy.
- 13.3. When travelling with a pupil with SEND, the EVC will ensure that, if appropriate, an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with [section 14](#) of this policy.
- 13.4. Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.
- 13.5. The trip leader will carry the school mobile phone with them.
- 13.6. Upon arriving at every venue, the trip leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group.
- 13.7. Pupils will wear school uniform and hi-vis vests in order to make them easily identifiable and staff hi-vis vests.
- 13.8. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 13.9. In the event someone goes missing whilst on a school trip, the trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The trip leader will immediately identify at least one responsible adult to start looking for the person. This person will look for the person until, where necessary, the police arrive.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
  - If the person cannot be contacted or located immediately, the local police or relevant authorities should be contacted.
  - If the police are called, the trip leader should contact the Headteacher, or EVC or admin staff back at the school and inform them of what has happened.
- 13.10. If a member of the party has gone missing and is subsequently found, the trip leader will:
- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
  - Review whether more registers should be conducted throughout the day.
  - Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.
- 13.11. If the police or another authority is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
- 13.12. If the missing person cannot be found, the group will return to school.

## **14. Pupils with SEND**

- 14.1. Reasonable adjustments will be made to activities and visits will be adapted to enable pupils with SEND to take part. The trip checklist offers guidance on how to include all pupils.
- 14.2. A risk assessment will be undertaken with the EVC to decide if pupils with SEND will need to be accompanied with a responsible adult.

## **15. Finance -**

- 15.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 15.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
  - Part of the national curriculum.
  - Part of a syllabus for an examination that the pupil is being prepared for at the school.
  - Part of religious education.
- 15.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 15.4. All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.
- 15.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents.
- 15.6. In the event that a pupil cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.
- 15.7. Where a pupil has previously cancelled a space on a school trip, and received a full refund, the school has the right to refuse to admit the pupil to attend future trips and visits.
- 15.8. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 15.9. Any charge made in respect of pupils will not exceed the actual cost of providing the trip, divided equally by the number of pupils participating.
- 15.10. Any excess of expenditure will be subsidised by the school fund.

## **16. Monitoring and review**

16.1. The effectiveness of this policy will be monitored by the Headteacher.

16.2. The governing board will review this policy every 3 years.

16.3. The scheduled review date for this policy is June 2029

## Appendix 1

**COLINDALE SCHOOL**  
**PLANNING A SCHOOL TRIP**  
**CHECKLIST FOR TRIP LEADER TO COMPLETE**  
**Document 1 out of 4**

|                                                                                                   |                                                                          |                |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------|
| <b>TRIP TITLE</b>                                                                                 |                                                                          |                |
| <b>DATE OF TRIP</b>                                                                               |                                                                          |                |
| <b>TRIP LEADER    YEAR GROUP</b>                                                                  |                                                                          |                |
| <b>TASKS TRIP LEADER NEEDS TO UNDERTAKE WITH HELP &amp; ADVICE</b>                                | <b>TRIP LEADER CAN ASK THESE PEOPLE FOR HELP OR TO COMPLETE THE TASK</b> | <b>OUTCOME</b> |
| <b>DISCUSS TRIP WITH PHASE LEADER WHO WILL DECIDE IF TRIP IS APPROPRIATE</b>                      | ASK Phase Leader for approval                                            |                |
| <b>CALCULATE COST OF TRIP PER CHILD</b><br>(Approximate upper limit of £30.00 per child per year) | ASK Admin Officer to do this                                             |                |

|                                                                                                                                                                                                             |                                                    |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--|
|                                                                                                                                                                                                             |                                                    |  |
| <b>ASK Headteacher FOR PERMISSION FOR TRIP TO BE PLANNED -</b><br><b>2 MONTHS BEFORE TRIP</b><br><b>IF LOCAL TRIP 2 WEEKS BEFORE</b>                                                                        | ASK Headteacher for consent                        |  |
| <b>BOOK &amp; CONFIRM COACH</b>                                                                                                                                                                             | ASK Admin Officer to do this                       |  |
| <b>ORDER TUBE TICKETS</b>                                                                                                                                                                                   | ASK Admin Officer to do this                       |  |
| <b>ENSURE VENUE IS PAID FOR IN ADVANCE</b><br><b>N.B Trip leaders to forward any invoices to finance for payment <a href="mailto:finance@colindale.barnetmail.net">finance@colindale.barnetmail.net</a></b> | Ask Admin Officer to do this                       |  |
| <b>IF APPROVED, SEE EVC WHO WILL DECIDE WHO WILL BE TRIP LEAD AND GIVE TRIP LEADER EVOLVE USERNAME AND PASSWORD -</b><br><b>1 MONTH BEFORE TRIP</b><br><b>IF LOCAL TRIP 1 WEEK BEFORE</b>                   | ASK EVC (LISA) to set up Evolve for you            |  |
| <b>LOG ONTO EVOLVE WEBSITE – BARNET AND COMPLETE INFORMATION (EXCEPT NAMES OF ATTENDEES – CAROLINE WILL DO THIS)</b>                                                                                        | ASK EVC or Admin Officer to help                   |  |
| <b>ESTABLISH THERE IS DISABLED ACCESS AND THAT THERE ARE INCLUSIVE ACTIVITIES</b>                                                                                                                           | Trip Leader to do                                  |  |
| <b>DECIDE IF THE MINIBUS WILL BE NEEDED</b>                                                                                                                                                                 | ASK SENDCo to complete details in shaded box below |  |
| <b>Driver</b>                                                                                                                                                                                               | Elaine will arrange                                |  |
| <b>Assistant responsible for Wheelchair Restraints</b>                                                                                                                                                      | Elaine will arrange                                |  |
| <b>1<sup>st</sup> Aider on minibus</b>                                                                                                                                                                      | Elaine will arrange                                |  |

|                                                                                                                                                                                            |                                                                         |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--|
| <b>Other adults (please add)</b>                                                                                                                                                           | Elaine will arrange.                                                    |  |
| <b>Children on minibus (please add)</b>                                                                                                                                                    |                                                                         |  |
| <b>Booster Seats needed?</b>                                                                                                                                                               |                                                                         |  |
|                                                                                                                                                                                            |                                                                         |  |
| <b>FIND OUT HOW MANY PUPILS WITH PHYSICAL DISABILITIES</b>                                                                                                                                 | ASK EVC                                                                 |  |
| <b>Child</b>                                                                                                                                                                               |                                                                         |  |
| <b>FIND OUT IF THERE ARE DISABLED TOILETS AT THE LOCATION</b>                                                                                                                              | <b>Trip Leader to do</b>                                                |  |
| <b>DECIDE IF PORTABLE HOIST NEEDED</b>                                                                                                                                                     | ASK SNA to tell you                                                     |  |
| <b>DISCUSS RATIO OF ADULTS TO PUPILS WITH EVC</b>                                                                                                                                          | ASK EVC about this                                                      |  |
| <b>DECIDE WHICH PUPILS NEED ADDITIONAL ADULTS</b>                                                                                                                                          | ASK Phase Leader or HLTA/SENDco<br>Ask EVC to complete shaded box below |  |
| <b>Children needing additional adult</b>                                                                                                                                                   |                                                                         |  |
| <b>ENSURE ALL STAFF ATTENDING TRIP HAVE READ<br/>READ GENERIC RISK ASSESSMENT FORM A<br/>(ON STAFF AREA UNDER EDUCATIONAL VISITS)<br/>ADD ANY EVENT SPECIFIC NOTES ONTO EVOLVE WEBSITE</b> | Trip Leader to do                                                       |  |
| <b>Decide with Phase Leader or EVC if hi-vis jackets are appropriate and ensure they are ready on the day</b>                                                                              | Trip Leader to do.                                                      |  |
| <b>COMPOSE AND GIVE OUT PARENT LETTER (INCLUDE MINIBUS AS FORM OF TRANSPORT)<br/>UPLOAD ONTO EVOLVE WEBSITE</b>                                                                            | Phase Leader to draw up letter                                          |  |

|                                                                                               |                                                                                                                                                                   |  |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                               | <p>ASK Admin Officer to print and distribute letter</p> <p>Admin Officer to put trip on parent pay</p>                                                            |  |
| <b>SELECT AND ASK APPROPRIATE &amp; COMPETENT ADDITIONAL PARENT HELPERS TO ATTEND</b>         | Admin Officer will tell Trip Leader who has volunteered. Trip Leader to choose parents and ask Phase Leader for acceptance letters for Class Teachers to send out |  |
| <b>ASK Admin Officer TO ADD PARENT HELPER NAMES TO EVOLVE</b>                                 | Ask Admin Officer who will add their names to EVOLVE                                                                                                              |  |
| <b>ADD CHILDREN'S NAMES ONTO EVOLVE</b>                                                       | ASK Admin Officer who will do this                                                                                                                                |  |
| <b>BOOK TALK/SESSION</b>                                                                      | ASK Admin Officer to do this                                                                                                                                      |  |
| <b>BOOK LUNCH ROOM</b>                                                                        | ASK Admin Officer to do this                                                                                                                                      |  |
| <b>COMPLETE FORM FOR ITINERARY, GROUPS AND INFORMATION FOR PARENTS<br/>UPLOAD ONTO EVOLVE</b> | Trip Leader to do this                                                                                                                                            |  |
| <b>INFORM SCHOOL KITCHEN &amp; Admin Officer</b>                                              | ASK Admin Officer to do this                                                                                                                                      |  |

|                                                                                                                                         |                                                                                                                       |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Children on Free School Meals are entitled to packed lunch. They can bring their own. (Use the free lunches for other children).</b> | Admin Officer to email school meal service for Y1&2 to arrange packed lunch as they are entitled to free school meals |                   |
| <b>ORGANISE PARKING FOR MINIBUS &amp; FIND REFERENCE FOR PARKING IF APPLICABLE</b>                                                      | ASK Admin Officer to do this                                                                                          |                   |
| <b>TAKE DISABLED BADGE</b>                                                                                                              | ASK SNA to do this                                                                                                    |                   |
| <b>CHECK IF THERE IS A LIFT AT THE STATIONS</b>                                                                                         | ASK Admin Officer to do this                                                                                          |                   |
| <b>ARE THERE CHILDREN WITH HEALTH CARE PLANS</b>                                                                                        | ASK Welfare Officer                                                                                                   |                   |
| <b>ASK (Deputy Head/Phase Leader/EVC) TO DESIGNATE 1<sup>ST</sup> AIDER DESIGNATED?</b>                                                 | ASK Deputy Head/Phase Leader/EVC who will allocate 1 <sup>st</sup> Aider(s)                                           |                   |
| <b>1<sup>st</sup> Aiders</b>                                                                                                            | SLT will allocate                                                                                                     | SLT will arrange. |
| <b>PACK MEDICATION &amp; 1<sup>ST</sup> AID KITS</b><br>Remember if child does not have medication with them -No medicine NO trip!      | 1 <sup>ST</sup> Aider will do this with Lourdes (Welfare Officer)                                                     |                   |
| <b>LEAVE COPY OF GROUPS, ITINERARY AND PARENT INFORMATION IN OFFICE ON THE DAY <u>WITH ANY AMENDMENTS</u> E.G. ABSENTEES</b>            |                                                                                                                       |                   |
| <b>CHECK DBS STATUS OF VOLUNTEERS</b>                                                                                                   | ASK Admin Officer                                                                                                     |                   |

|                                                                                                                                  |                                                                                   |  |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--|
| <b>ENSURE VOLUNTEERS WITHOUT DBS DO NOT HAVE 1:1 SUPERVISION AND THAT THEY DO NOT ENTER TOILET AREAS. THEY MUST WAIT OUTSIDE</b> |                                                                                   |  |
| <b>ENSURE ALL ADULTS UNDERSTAND THEIR ROLE – PHASE LEADER BRIEF THEM BEFORE THE TRIP</b>                                         | ASK Phase Leader - will give hand out (from Evolve) to volunteers during briefing |  |
| <b>ASK EVC TO CHECK THIS COMPLETED EVOLVE FORM. who WILL THEN UPLOAD IT ONTO EVOLVE</b>                                          | ASK EVC                                                                           |  |
| <b>PHASE LEADER WILL TALK TO PARENT HELPERS ON THE DAY OUTLINING PARENT GUIDANCE ON PROFORMA C</b>                               | Ask Phase Leader                                                                  |  |
| <b>Take school mobile. PIN code is in the box.</b>                                                                               | Ask Office to make sure it is charged.<br>Ask for PIN code                        |  |
| <b>HAVE A GREAT AND SAFE DAY !</b>                                                                                               |                                                                                   |  |

Information for Staff and Parent Helping at Colindale School on Trips

Trip Name: \_\_\_\_\_

Date: \_\_\_\_\_

Groups

1<sup>st</sup> Aider highlighted in green

Children with medical needs/medication highlighted in green

Children with additional adult support highlighted in pink

|         |         |     |  |
|---------|---------|-----|--|
| Group 1 | Group 2 | ... |  |
|         |         |     |  |
|         |         |     |  |
|         |         |     |  |

|                |                   |                     |  |
|----------------|-------------------|---------------------|--|
| Minibus Driver | Adults on Minibus | Children on Minibus |  |
|----------------|-------------------|---------------------|--|

**Emergency Contacts:**

**Itinerary**

(all times approximate and subject to change during visit):

9.00:

10.00:

11.00:

12:00

1:00

2:00

3:00

**Arrive at school. Headcount**

**Parent/carer helper health and safety requirements:**

- Should you become separated from the group, please call: **School Mobile - 0757 0537378. Or School 020 8205 8706**
- Please ensure your allocated group of children stays with you **at all times** and encourage your group to walk in pairs. Please do not allow any children in your group to run away from you. If a child does not follow your instructions, please inform the class teacher **immediately**.
- Please stay with the your group at all times, should you or a child need to go the toilet, please inform the class teacher (edit if necessary).
- If travelling by tube, the trip leader will try to ensure the children are all on one carriage. If this is not possible, you must keep your group with you on the same carriage and count them on and off the carriage.  
If a child were ever left on a platform they are instructed to stay there until an adult gets off at next stop and returns to them.
- The school staff will be taking photos of the trip, so please do not take photos of your own.
- Make sure you know who the 1<sup>st</sup> Aider is on the trip and which children in your group have medical needs/medication.
- Mobile phones **cannot** be used when you are responsible for a group of children, if you receive an **important** phone call, please inform the class teacher who will take responsibility for your group of children until the call is complete. If you are seen using your mobile phone for social purposes, the class teacher will ask you to stop as the safety of the children is paramount.
- There is a no smoking policy on school trips. Please refrain from smoking.
- Please do not purchase drinks, food, gifts for any child including your own (edit if not applicable).
- Do not dismiss children after the trip until the Trip Leader or their Class Teacher has given you permission to do so.

THANK YOU for your help!

## Appendix 2

### Form A

# Colindale Primary School Educational Visits – Event Specific Risk Assessment.

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|                                 |                          |
|---------------------------------|--------------------------|
| <b>Class / Group:</b>           | <b>Number of pupils:</b> |
| <b>Visit Leader / Organiser</b> | <b>Date of Visit:</b>    |
| <b>Destination / Visitor:</b>   |                          |

| Issue                                                                                                                                                            | How to manage it                                                       | Who to be informed  | Who to be informed       | Who to be informed | Who to be informed |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------|--------------------------|--------------------|--------------------|
| <i>List significant hazards which may result in serious harm or affect several people.</i><br><br><i>Consider venue, activity, group, transport, plan B etc.</i> | <b>1.1.1.1</b> <i>What procedures will we have (control measures)?</i> | <i>School Staff</i> | <i>Parents / Helpers</i> | <i>Visit Staff</i> | <i>Children</i>    |

| Issue                              | How to manage it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Who to be informed | Who to be informed | Who to be informed | Who to be informed |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Crossing roads                     | <ul style="list-style-type: none"> <li>Children will walk along pavements in pairs and be reminded of surrounding traffic.</li> <li>Traffic light crossings and zebra crossings will be used and signals obeyed whenever available.</li> <li>Crossing location and time will be determined by a designated member of staff, usually the visit leader.</li> <li>One member of staff will cross first to receive the children, while one member of staff waits to cross last. Other adults will wait in road to halt traffic.</li> </ul>       | √                  | √                  |                    | √                  |
| Stranger danger                    | <ul style="list-style-type: none"> <li>Prior to the visit children will be made aware of issues, including that they may be approached and spoken to by a stranger whilst on visit. Children will be told to be polite but not to engage in lengthy conversation and not to give any personal details.</li> <li>Children will be told to never leave the group and always remain in the sight of a specified adult.</li> <li>Children will be told to tell a known adult if they are unhappy about the behaviour of any stranger.</li> </ul> | √                  | √                  |                    | √                  |
| Separation from group              | <ul style="list-style-type: none"> <li>An appropriate meeting place will be identified as well as uniformed staff, and pointed out to all children and adults upon arrival by visit leader.</li> <li>Children will be told to wait where they are for a known adult from their party if they do not know how to get to the meeting place.</li> <li>Children will be told to only accept help from uniformed police officers or uniformed staff from venue.</li> </ul>                                                                        | √                  | √                  | √                  | √                  |
| List significant hazards which may | Procedures we will have (control measures)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                    | Visit Staff        | Children           |

| Issue                                                                                 | How to manage it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Who to be informed  | Who to be informed       | Who to be informed | Who to be informed |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|--------------------|--------------------|
| <i>result in serious harm or affect several people, who affected &amp; likelihood</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <i>School Staff</i> | <i>Parents / Helpers</i> |                    |                    |
| Travelling on buses and coaches                                                       | <ul style="list-style-type: none"> <li>Children will not embark or disembark vehicle unless under teacher supervision.</li> <li>A teacher will always be seated on every level of a vehicle.</li> <li>The visit leader and another member of school staff will both count children on and off vehicle.</li> <li>A member of school staff will always check that seat belts are fastened properly around the children.</li> <li>Regular checks will be made by all adults to ensure that seat belts are fastened throughout the journey.</li> <li>When travelling on public buses, one whole class will endeavour to travel on one bus. In the event of this not being possible, a member of school staff will always accompany a group on a separate bus.</li> </ul> | √                   | √                        |                    | √                  |
| Travelling by minibus                                                                 | <ul style="list-style-type: none"> <li>Sliding door will open onto pavement when car park is not available.</li> <li>Adult will open door for children to embark and disembark.</li> <li>Driver will ensure that all seat belts are fastened before journey starts.</li> <li>All bags will be safely stored in overhead locker.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           | √                   | √                        |                    | √                  |
| 1.1.2 Coach breakdown                                                                 | <ul style="list-style-type: none"> <li>Evacuate children away from hard shoulder over barrier onto verge</li> <li>Group leader to alert police (999) and school</li> <li>Children to stay in their groups with their allotted adult</li> <li>All adults to have high visibility vests</li> <li>Minibus not to stop but to carry on to next service area or pull off at next junction and make contact by telephone</li> <li>Ensure staff have relevant contact numbers and mobile phone.</li> </ul>                                                                                                                                                                                                                                                                  | √                   | √                        |                    | √                  |

| Issue                   | How to manage it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Who to be informed | Who to be informed | Who to be informed | Who to be informed |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|
|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                    |                    |                    |
| Mini bus breakdown      | <ul style="list-style-type: none"> <li>▪ Ensure pre-drive checks are carried out. (tyres, lights, fuel, horn, fuel, oil, water, windscreen washers) and emergency equipment is on board (warning triangle, high visibility vests, space blankets. Walk around check to be carried out after each stop before setting off again</li> <li>▪ Ensure staff have relevant contact numbers and mobile phone.</li> <li>▪ Additional adult to evacuate able bodied children through side door away from hard shoulder over barrier onto verge</li> <li>▪ Driver and other adult to evacuate wheelchair user via tail lift and manually lift over barrier onto verge. Space blanket to be used</li> <li>▪ Driver to ensure hazard warning lights on and warning triangle place 50m from rear of vehicle increasing to 150m on motorway hard shoulder</li> <li>▪ Additional adult to alert police (999) then the AA and the school</li> <li>▪ All adults to have high visibility vests</li> </ul> | √                  | √                  |                    | √                  |
| Stop at service station | <ul style="list-style-type: none"> <li>▪ Ensure parking as close as possible to footpath</li> <li>▪ Children previously made aware of 'stranger danger' and 'separation from group' issues (see risk assessment) and to be reminded again on stopping</li> <li>▪ Children to be made aware of dangers of car parks</li> <li>▪ Identify meeting point and make children aware of it</li> <li>▪ Children to be in groups and stay with their allotted adult</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | √                  | √                  |                    | √                  |
| Contact with animals    | <ul style="list-style-type: none"> <li>▪ Children to be told to follow centre staff instructions regarding activities involving animals</li> <li>▪ Warn children not to walk behind horses</li> <li>▪ Warn children not to put hands near animals mouths</li> <li>▪ Warn children not to put their face against the animals</li> <li>▪ Tell children not to touch face, eyes, mouth or eat or drink after touching animals until they have washed their hands</li> <li>▪ Warn children not to touch animal droppings or touch or taste animal feed</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           | √                  | √                  | √                  | √                  |

| Issue                  | How to manage it                                                                                                                                                                                                                                                                                                                                                                                                        | Who to be informed | Who to be informed | Who to be informed | Who to be informed |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Countryside Activities | <ul style="list-style-type: none"> <li>▪ Briefing prior to each activity</li> <li>▪ Children to be told to follow centre staff instructions at all times</li> <li>▪ Activities led by venue staff with additional supervision by school staff under instructions from centre staff</li> <li>▪ Appropriate clothing to be worn</li> <li>▪ Relevant information re childrens needs to be given to centre staff</li> </ul> | √                  | √                  | √                  | √                  |
| Weather                | <ul style="list-style-type: none"> <li>▪ Ensure children are kitted out appropriately for all activities</li> <li>▪ Monitor children during outdoor activities, particularly the disabled pupils and with regard to Health Care Plans</li> <li>▪ Space blankets to be carried for use with immobile children</li> </ul>                                                                                                 | √                  | √                  | √                  | √                  |

## Appendix 3

### Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child,

\_\_\_\_\_ : (name of child)

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all trips that take place during school hours (allowing for additional time outside school hours)
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- 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.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

#### Medical information

Details of any medical condition that my child \_\_\_\_\_  
suffers from and any medication my child should take during off-site visits:

.....  
.....

Signed.....

Date.....

## Emergency Card (Visit Leader)

**This 'card' must remain with the Visit Leader at all times on a visit**

**In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention**, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

**In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention**, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

### London Borough of Barnet Emergency Contact

**020 8359 2000**

Be prepared to give:

- Your name and Establishment/Group
- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made.  
You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

| Name                                       | Home                     | Mobile    |
|--------------------------------------------|--------------------------|-----------|
| Establishment                              | Colindale Primary School | See below |
| London Borough of Barnet Emergency Contact | <b>020 8359 2000</b>     |           |

If the visit will be outside normal establishment hours:

|                              |                           |                                 |
|------------------------------|---------------------------|---------------------------------|
| Establishment 'Home' Contact | 020 8205 8706             |                                 |
| Head of Establishment        | Jane Palmer               | <b>07903 693167</b>             |
| EVC                          | Lisa Dray                 | <b>0208 205 8706</b>            |
| Deputy Headteachers          | Emma Hurn/Sarah Robertson | <b>07903 693166/07957464514</b> |

## Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff. This information is in the Welfare Room in the Class Medical Information
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. The visit leader will carry either:
  - a) An LA Emergency 'Card' (see EVOLVE Resources), or
7. An OEAP National Guidance Emergency action card This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.
8. At times of critical or severe levels of terrorism activities, an advice sheet has been drawn up for staff and parent/carer helpers which highlights how to be vigilant and how to protect children and staff

## **Appendix 5**

Colindale School Educational Visits –

### **Keeping Safe on trips in times of terrorism**

#### **Before the day**

- Supervision ratios may be increased by EVC and head.
- Recent news and alerts will be taken into consideration before the trip goes ahead
- The checklist will ensure staff plan for safety

#### **On the day**

- Phase Leader to brief parents about the following:-
- Each child and adult should carry an emergency card/sticker with the school's name, landline number and school mobile number
- Each staff member/helper will carry an attendee list with all participant details
- Children will carry water and a snack in case of travel disruption or long delays
- Being especially vigilant in crowded places
- Being aware of emergency exits
- Reporting anything suspicious to an official or trip leader
- Not congregating longer than necessary inside entrances and foyer areas
- Children will be told that if separated, they should firstly look for a member of the Colindale School party, then someone who works in the building or someone official.
- The trip leader will have school mobile numbers of SLT members
- All adults need to be vigilant and make sure they carry out ongoing risk assessment throughout the day