



Claremont Primary School

A hub of educational excellence and innovation,
supporting and valuing everyone

Educational Visits Policy

| | |
|-------------------------------------|--------------------|
| Responsible person | Hannah Oliver |
| Shared at Governor Committee | T&L |
| Date reviewed | Autumn 2025 |
| Date of next review | Autumn 2027 |
| Non Statutory Policy | Claremont Internal |

At Claremont we believe and recognise that the diversity of our community is one of our greatest strengths and assets. We are committed to ensuring that our pupils are treated fairly, and we have carefully considered and analysed the impact within this policy to promote equality of opportunity for all and we will use our position of influence as a school to work with all stakeholders to eliminate discriminatory barriers and ensure that our pupils have a sense of shared, common belonging and understanding.

1. Introduction

Claremont Primary School has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at <http://www.kelsi.org.uk> then click to The Outdoor Education Unit for information.

2. Aims and purposes of educational visits

Claremont Primary School has a strong commitment to the added value of learning outside the school classroom, some of which takes place beyond the statutory school day and beyond the school premises. Each year, the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school as outlined on the school website.

The Governing Body has given approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs
- School teams
- Regular visits around the locality
- Day visits for particular year groups
- Residential visits
- Adventurous activities, which might be classed as higher risk (see appendix 5 for the HSE definition)
- Use of the school grounds
- Sporting activities including swimming lessons

These activities will be made available to children in many ways. School clubs will be arranged by the teacher or teaching partner running the club and other trips will be arranged by class teachers.

For further information on the above please refer to the Outdoor Learning Policy appendices.

3. Educational visits co-ordinator

- Hannah Oliver is the named Educational Visits Coordinator (EVC). The EVC will have received suitable training for the role.
- The EVC will ensure all appropriate staff have usernames and passwords for EVOLVE.
- The EVC will ensure all staff are aware of EVOLVE and when and how to use it.
- The Headteacher needs to approve any initial planned trips before they are shared with parents/carers.

4. Group leader

- There will be a named Group Leader (and where appropriate, deputy) on all visits.
- The Group Leader will ensure sufficient staff and helpers of the right experience are checked (DBS if appropriate) and briefed throughout the visit.

- The Group Leader will ensure that the staff/volunteers pupil ratio does not exceed the Local Authority recommendations.
- The Group Leader will ensure they have followed all the steps on the trip arrangement form, including costing the trip and completing an insurance form (see appendices)
- The Group Leader will ensure risk assessments are suitable and purposeful for the activity being undertaken (including generic, site specific and ongoing ones). Risk assessments and itineraries will be shared with all helpers, at an appropriate level.
- The Group leader will ensure that a copy of the signed risk assessment is put in the folder in the office.
- The Group Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- The Group Leader will ensure there is a qualified First Aider on the visit and that there are adequate first aid kits. They will also ensure that all medication is taken on the visit.
- Group Leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents. An incident book should be taken on trips.
- The Group Leader will ensure that a member of the SLT is named as an emergency contact number for their trip.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools or Local Authority if using new venues.
- The group leader will ensure that any images taken on the trip adhere to the guidelines in the Image Use Policy and the Child Protection Policy, as well as the Acceptable Use of Technology Policy.

5. Staffing

- The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school trip. Teachers and other staff are supported in this through CPD and peer to peer support.
- The school will ensure that appropriate screening is available for volunteer adults assisting in educational visits. Those volunteers assisting on a regular basis require a DBS and any other volunteers will not be left unattended with a group of children.

6. Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required.

Below

are the adult to pupil ratios that our school insists upon as part of the risk assessment process. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Reception classes - 1:4
- Years 1 to 3 - 1:6
- Years 4 to 6 - 1:12

If the event is at another school, the above ratios do not apply if there is no arranged travel involved. However, the Headteacher must approve this in advance.

7. Residential trips

- In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.
- Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.
- The school will ensure that adults of each gender accompany the children on residential visits.
- The school will handle medical and dietary information confidentially and will follow GDPR procedures.
- If there are opportunities for the children to have 'free time', the following considerations should be made:
 - Indirect Supervision (supervision within clear boundaries) occurs when a group is given the freedom to explore an environment or engage in an activity away from direct supervision but within clearly identified and agreed boundaries.
 - This should be set up so that, in an emergency or changed circumstances, it should not be a difficult or lengthy process to re-establish direct supervision.
 - The trip leader will:
 - Identify clear geographical boundaries within a suitable area and ensuring everyone is aware of these;
 - Set a time limit by which all are to be back at an agreed location;
 - Ensure young people are in small 'buddy' groups and know to stay together;
 - Brief participants as to the location of leaders during the activity: some leaders could be in a fixed position and others roaming the agreed area;
 - If participants get lost, they know not to wander aimlessly but to stay together and wait for a leader to find them.

8. Transport

8.1 Use of Mass Transit

If the school is using hired transport (such as a coach), it is the school's responsibility to ensure staffing ratios on the coach are sufficient. The driver of the coach is not responsible for the behaviour of pupils. All coach companies will be asked for a current risk assessment, and only coaches with seat belts will be used where possible.

- If a coach with seat belts cannot be secured (due to availability or party size etc.) or if there would be a considerable cost difference, the ultimate decision will reside with the Headteacher.

If the school is using public transport, close supervision is required, and ratios should be carefully considered. Timetables etc should be considered well in advance with a back-up plan built into the Risk Assessment.

8.2 Private Car Use Category 1: The use of cars where parents are transporting children that are not their own to events that take place within the school day and where they collect the children and set off from the school site:

Claremont Primary School has a legal duty of care in this situation, and we could be liable in the event of a claim following an incident. We must therefore ensure that any parents/carers taking children to an event, other than their own child, have completed and signed the 'Validation for Voluntary Vehicle Use' form, in the 'Transporting children' letter. DBS checks are not necessary unless a particular parent starts transporting children on a regular basis (once a fortnight or more often).

- The school is responsible for obtaining evidence.
- The office staff will carry out these checks and keep a record of them.
- The checks include:
 - the vehicle is safe. This means that it holds a valid MOT certificate.
 - Tax and MOT status can be checked at www.vehicleenquiry.service.gov.uk.
 - the driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements. Risk Assessment around any points on license will take place.
 - Driving licence details can be checked at www.gov.uk/check-driving-information if the driver provides a check code (from www.gov.uk/view-driving-licence).
 - there is a valid insurance policy covering the driver and the vehicle for the intended use. This may require that the driver has 'business use' cover (policy dependent).
- When using private cars, it is advisable that the driver is not put in a position where they are alone with one child unless it is their own. The Event Leader should arrange a central dropping point for all children rather than individual home drops.
- Staff can only transport children in their car if they have the appropriate business insurance, and comply with the above checking procedure for the Vehicle Tax, MOT and Driving License checks.
- If the driver is not an employee, they are engaged as a volunteer through the establishment's normal procedures.
- The school, through the 'Transporting children' letter, informs the volunteer driver their duty of care and any agreed responsibilities for supervision.
- Parents are informed about and agree the transport arrangements.
- Children under 135cm in height must be seated on a booster seat, whilst being transported or if parents are able to supply one for their child if this is their normal practice.
- The school will ensure that arrangements are made for any child(ren) whose parents are unable to make such arrangements, so that they are not disadvantaged or excluded.

8.3 Private Car Use Category 2: The use of cars for events that do not take place within the school day and where children are not 'picked up' from school:

- In this instance, parents will be asked to make their own arrangements for transport and the school will facilitate the sharing of contact information (with the agreement of the parents) so that they may arrange transport.
- In this case, the school will make it clear that it will **not** be involved in making these arrangements and will **not** have any responsibility for them.
- The school will need to obtain information regarding the adult picking up each child, and the Event Leader will need to take this information with them to the event.
- The school will ensure that arrangements are made for any child(ren) whose parents are unable to make such arrangements, so that they are not disadvantaged or excluded. In this situation, for that transporting volunteer only, they would fall under the first category and all the above conditions would need to be met. If volunteer transport could not be arranged and a member of staff could not transport said child(ren), then please refer to the 'Charging & Remissions Policy' for guidance around transport costs.

8.4 Staff using their own cars for business purposes

The Health and Safety at Work etc Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the employee's own vehicle.

Employees are made aware that personal motor insurance policies that include commuting only provide cover for one permanent place of work. If an employee drives to locations other than Claremont Primary School as part of work, their policy should be extended to include business use. If the policy is not extended, staff are made aware that their insurance company may not cover them in the event of an accident. Staff understand that it is their responsibility to ensure that they have an adequate level of cover for the work journey.

If a member of staff chooses not to extend their motor insurance to include business cover, they: accept and assume all responsibility for all of the risks involved with this activity, understand that their participation is voluntary, understand that they are personally responsible for their decision not to include business cover.

9. Parents and carers

- Parents/Carers will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- Parents/Carers will be asked to make payments, if required, through the school's online payment system.
- The school has a standard policy for charging and remissions which applies to all educational visits. See Appendices attached.
- Where appropriate for high risk, residential and foreign visits, meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and arrange for collecting children in certain circumstances.
- For all offsite activities, parents/carers will be asked to complete a general consent form when their child starts at the school.
- For residential or high-risk activities, further consent is required from parents/carers.
- Parents/carers will be advised of the timetable of any offsite activity and will be informed by school comms if it is cancelled or there is any delay on the return of the children.

10. Pupils

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

11. Emergency procedures

If an emergency occurs offsite, the group leader should maintain or resume overall control of the group.

- In the event on an emergency, the group leader will:
 - establish the nature and extent of the emergency as quickly as possible;
 - ensure that all the group are safe and looked after;
 - establish the names of any casualties and get immediate medical attention (a first aider in the first instance and emergency services if deemed necessary);
 - ensure contact is made with the school, ideally the headteacher, as soon as possible;
 - ensure that a member of staff accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
 - notify the police if necessary;
 - details of the incident to pass on to the school should include:
 - nature,
 - date and time of incident;
 - location of incident;
 - names of casualties and details of their injuries;
 - names of others involved so that parents can be reassured; action taken so far;
 - action yet to be taken (and by whom);
 - write down accurately and as soon as possible all relevant facts and witness details (and preserve any vital evidence, if necessary).
 - keep receipts for any expenses incurred – insurers will require these.

The school will:

- contact the parents, providing as full a factual account of the incident as possible;
- contact the Chair of Governors, as soon as possible;
- notify insurers (if necessary), especially if medical assistance is required or property damage has occurred;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible if anyone required medical assistance from a doctor/went to hospital.

No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Also, no-one in the group should discuss legal liability with other parties, nor sign anything relating to accident liability without clear advice from their LEA. All decision regarding the sharing of information rest solely with the headteacher.

- In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:
 - Wait so that the trip leader can re-trace their steps to locate the child
 - Before embarking on train travel, pupils to be told the follow:
 - If they end up left on the tube/train, they are to get off at the next station and wait.
 - They should only speak to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them. Explain that a teacher is coming on the next train.
 - The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
 - If the child is not found after approximately 15 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

- The trip leader will contact the police as soon as they deem it necessary. This will be relative to each situation. If it is deemed there is a significant risk, no time should be wasted, and the police will be called as soon as necessary, to ensure the child's safety is not compromised.
- Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.
- When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

12. Approval

- All visits and off-site activities are linked to the school aims and, where possible, planned and approved well in advance, giving at least two weeks' notice, in accordance with visit planning procedures.
- Claremont Primary School uses the EVOLVE online system for notification, approval and monitoring of visits. The Educational Visits Coordinator (EVC) and Headteacher can use EVOLVE to oversee, authorise and monitor sporting and educational visits. Where Local Authority approval is required (see below), the Outdoor Education Unit is automatically alerted to visits awaiting approval once the school has authorised them (see below).
- All visits are subject to EVC scrutiny, who has had the advanced notice and opportunity necessary to impart advice and guidance.
- The Governing body have delegated the approval of non-adventurous / non-residential / non-oversees visits to the Headteacher and, in their absence, the Deputy Headteacher.

Kent County Council (KCC) has chosen to delegate the responsibility for the safe planning and management of educational visits, including adventurous and residential activities, to the Headteacher and Governing Body of the school or establishment.

What does this mean in practice?

Currently, all maintained schools are required to gain the approval of KCC's Outdoor Education Unit before undertaking any off-site visit which is either adventurous, residential, or taking place outside of Kent. From 1 September 2017 all maintained schools and establishments will be responsible for approving their own educational visits and activities, including residential and adventurous activities. This means schools and establishments must ensure that they have clear and robust systems, policies and procedures in place for the planning and management of educational visits and activities. School's educational visit management systems should **evidence** that:

- Visits are planned to ensure the safety of pupils and young people, including appropriate risk management and assessment that is specific to the needs of the pupils, the planned activity and the location and environment.
- Visit planning and approval is carried out by a competent staff member with appropriate experience and training; an Educational Visits Coordinator (EVC) should be nominated in each school or establishment to carry out this role and should attend an EVC training course. This role can be retained by the Headteacher/Manager or delegated to an appropriate staff member.

Named staff member: Hannah Oliver, Assistant Headteacher

- Visits are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits, meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence) where appropriate.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and that visit information can be easily accessed by all those who need it in an emergency situation.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations/court proceedings after serious incidents, accidents, etc.
- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC).
- Informed activity and medical consent has been obtained from parents (and guardians) as appropriate for the type visit, and that parents (and guardians) are fully informed about all educational visit activity plans if specific consent has not been gained.
- Full medical information and details of other issues such as behaviour, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff as appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

Please see table below for the approval process for all types of educational visits.

| Visit Type | Pre-approved as a Local Area Visit | Outline Pre-Approval (admin, finance and EVC) | EVC | Headteacher (delegated to the EVC) | Outdoor Education Unit via EVOLVE * | Chair of Governors ** | Full Governing Body |
|--|------------------------------------|---|-----|------------------------------------|-------------------------------------|-----------------------|---------------------|
| <i>Offsite, non-adventurous sporting events (within the Local Learning Area)</i> | ✓ | | | | | | |
| <i>Short Walks (within the Local Learning Area)</i> | ✓ | | | | | | |
| <i>Offsite, non-adventurous sporting events (outside of the Local Learning Area)</i> | | ✓ | ✓ | ✓ | | | |
| <i>Sporting event that includes an adventurous activity (see Appendix 6)</i> | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| <i>Non-adventurous educational trip (UK, not residential)</i> | | ✓ | ✓ | ✓ | | | |
| <i>Educational trip that includes an adventurous activity (see Appendix 6)</i> | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| <i>Residential trip which involves overnight stays</i> | | ✓ | ✓ | ✓ | ✓ | | ✓ |
| <i>Educational day trip overseas</i> | | ✓ | ✓ | ✓ | ✓ | | ✓ |

* Ideally submitted through EVOLVE 6 weeks in advance of the event / trip

** or the Vice Chair of Governors in their absence.

Visits that are outside of the school grounds require:

- an up-to-date risk assessment, signed by the headteacher and the hard copy stored in the office,
- KCC trip insurance, and
- a completed and approved submission to the Outdoor Education Unit's *Online Educational Visits Approval and Monitoring System* - EVOLVE.

13. Local Areas Visits

13.1 General

Local Area Visits are defined as 'offsite, non-adventurous events' that take place within the designated Local Learning Area only.

13.2 Boundaries of *Local Learning Area* for ‘Short Walks’

The boundaries of the *Local Learning Area* are defined as the immediate area outside of the school (within a walking time of around 10 minutes away from the school). No specific activities or location visits can be part of these walks. The walks should not include the need for eating offsite or toileting offsite. Roads may be crossed (following the specific guidance in the Walking Risk Assessment) as part of this trip. Welly Walks, using the Claremont Welly Walk route (or variations thereof), are not included.

13.2 Boundaries of *Local Learning Area* for ‘Offsite, Non-adventurous Sporting Events’

The boundaries of the *Local Learning Area* are defined as ‘recognised sporting venues / schools within in the towns of Tunbridge Wells and Tonbridge, as part of the *Tonbridge and West Kent Sport Partnership*, or the PE Local Collaborative Trust for Tunbridge Wells’.

13.3 Operating Procedure for ‘Offsite, Non-adventurous Sporting Events’ in the *Local Learning Area*

- These sporting events:
 - must be recorded on EVOLVE via the ‘Local Area Visit’ module. In the comments section, the following must be logged:
 - The sports taking place (for the purpose of cross-checking against the Risk Assessment)
 - The method of transport (i.e., walking, parents transporting their own children, a mixture of parents transporting their own children and parents transporting children who are not their own).
 - require additional parental consent.
 - require an insurance declaration by parents if they are transporting children who they do not have parental responsibility for
 - require the KCC insurance document to be completed for each event (see insurance form attached).
- Significant issues and hazards are detailed in the Sporting Event Risk Assessment.
- The Sporting Event Risk Assessment will be reviewed annually in September, in advance of the first of the new academic year’s sporting events.
- The risk assessment will only need to be updated in the event that a child with an IHCP (where additional risks need to be mitigated) is attending an event.
- Once on site, pupils will be supervised by the group leader at all times.
- The Event Leader will not leave the event site until all children have been picked up.

13.4 Operating Procedure for ‘Short Walks’ in the *Local Learning Area*

- These trips/events:
 - must be recorded on EVOLVE via the ‘Local Area Visit’ module. In the comments section, the following must be logged:
 - The destination and purpose of the trip
 - require the KCC insurance document to be completed for each event (see insurance form attached).
- Additional significant issues and hazards are detailed in the appropriate Walking Risk Assessment.
 - The risk assessment must be updated, signed by the headteacher and handed to the office for each walk.

13.5 Risks are managed by a combination of the following:

- Only staff judged competent to supervise groups in this environment are approved.
- There will normally be a minimum of one member of staff in attendance. Ratios for sporting events are:
 - Reception classes - 1:4; Years 1 – 3 - 1:6; Years 4 – 6 - 1:12
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- A mobile phone is taken with each group and the office have a note of the number.

14. Conclusion

Although part of health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, outdoor learning, special needs, policies for inclusion and staff development.

APPENDICES INCLUDE

1. Blank Risk Assessment form
2. Letter signed if transporting children in a car
3. Digital consent on Evolve if transporting children during school hours or outside of school hours on behalf of the school, acting as a volunteer
4. Sample Sporting Events letter
5. Checklist for organising a trip/activity/sporting event
6. Sporting events/transporting children – Office Procedures
7. Health and Safety Executive definition of Adventure Activities
8. Definition of Adventurous / Hazardous Activities

APPENDIX 1: BLANK RISK ASSESSMENT FORM

CLAREMONT PRIMARY SCHOOL EDUCATIONAL ACTIVITY RISK ASSESSMENT

| | | | |
|---------------------|----------------------|-------------------------|-----|
| Year(s): xxx | Activity: xxx | RA Type: | xxx |
| Date(s): xxx | Location: xxx | Activity Leader: | xxx |

| | | | |
|--|------------------------------------|-------|---|
| Name of Establishment/School: | Claremont Primary School | | Please bring this risk assessment to the attention of all relevant staff, safety representatives and others who assist in your activities. |
| Risk assessment completed by: [enter name] <small>Sign here only after giving consideration to additional control measures.</small> | Signed: | Date: | |
| Head of establishment: Candi Roberts <small>Sign here only after agreeing control measures and action points.</small> | Signed: | Date: | |
| Review / Expiry Date: <ul style="list-style-type: none"> Review – ongoing policy: <i>end of the academic year</i> Expiry – one-off activity: <i>day after activity</i> | Date: [enter Review / Expiry Date] | | |

| RISK RATING (LIKELIHOOD): | OUTCOME: | | |
|---------------------------|----------------------|--------------------|--------------|
| | Insignificant Injury | Significant Injury | Major Injury |
| Unlikely | Trivial Risk | Low Risk | Medium Risk |
| Possible | Low Risk | Medium Risk | High Risk |
| Probable | Medium Risk | High Risk | STOP |

| RISK LEVEL: | ACTION AND TIMESCALES: |
|-------------|---|
| Trivial | No action required and no documentary records are required |
| Low | Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained. |
| Medium | Risk reduction measures should be implemented within a defined period. |
| High | Give priority to removing or reducing the risk urgent action should be taken. |
| STOP | 'Work' activity should NOT be started or continued until the risk has been removed or at least reduced. |

GENERAL GUIDANCE

MONITORING

- Party leader(s) and group leaders are responsible at all times.

PREPARATION IN ADVANCE OF TRIP, VISIT OR ACTIVITY

- Establish a checklist and time scale to cover all aspects of the visit, to include pre-visit to the site (if possible); consent and approval forms from parents; meetings about travel arrangements, meals, accommodation, activities, equipment and clothing, responsibilities and supervision, finance, insurance, first aid, individual needs, emergency procedures.
- The number of adults accompanying the visit will be dependent upon the age of the pupils, the activity and the environment, the number of pupils involved, the means of transport and the individual/special needs of the pupils concerned.
- Mixed parties will require at least one responsible adult of each sex.
- Arrangements must be in place for care in cases of accidents, illness or inability to participate in the intended programme and when additional supervision might be required.
- First Aid Kits which accompany the party should be appropriate for the circumstances in which they may be used but have a minimum contents list. Disposable gloves should be provided and plastic disposable bags for first aid dressings. All contents should be checked regularly.

PUPIL WELFARE

- Ratios adhered to (as per the Educational Visit Policy)
 - Reception – 1:4, 1:6, KS1 – 1:8 and KS2 – 1:12. Additional staff members for pupils with an EHCP 1:1 will be over and above this ratio.
- Parents/guardians/carers informed of itinerary and timing.
- Consent slip to be obtained relating to trip and administration of medical treatment.
- Party leader responsible for carrying consent slips.
- Group leaders should be able to contact party leader at all times using mobile phones.
- Arrangements for delivery and pick up of pupils by parents/carers established.
- Mobile phones to be taken and contact numbers left with school for emergencies.
- Trip leader has emergency phone numbers in case of contact out of school hours.
- If pupil is unwell, one adult should care for them having arranged with trip leader that other pupils are to be supervised by another adult supervisor.
- Register to be taken before commencement of trip.
- Regular head counts to be taken during journey stages.
- Ensure suitable meeting point is arranged for each different location.
- School uniform should be worn for identification purposes unless it is unsuitable.
- If pupil does become separated from group, he/she must seek assistance by reporting to nearest other group leader from the school party or security official until re-joining original group.

RESIDENTIAL SETTINGS

- A duty of care exists for 24 hours of each day to include unprogrammed time and night-time. Ensure that the leader/organiser is 'competent' to do so and has the necessary skills, knowledge of the intended location, experience of working with pupils in the age range and ability involved, and is physically and mentally fit to work.
- Plans to include arrangements for continuous supervision day and night and for action at night in the event of an emergency.

Before

- Approval through EVOLVE must be sought at least 6 weeks in advance of the visit.
- A parents' briefing will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.
- Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary.
- Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.
- The school will handle medical and dietary information confidentially and will follow GDPR procedures.

During

- Lighting should provide adequate intensity for safe passage in dark areas and at night. Ensure that the host organisation has a health & safety policy, adequate fire safety arrangements and evacuation procedures and that the host organisation has undertaken fire risk assessments where necessary.
- Pupils should be made familiar with the interior of the building and the immediate surroundings, and an emergency fire drill carried out within 24 hours of arrival.
- Activities which take place away from the main base and particularly in remote or dangerous surroundings will need special consideration.
- Issue all pupils with emergency procedures card

WHEN USING PUBLIC TOILETS

- Group leader check for hazards
- Group leader to stay as near as possible
- Send pupils in groups between 2-5 with respective male/female adult leaders supervising children in public toilets

ADVENTUROUS ACTIVITIES

- All staff will be appropriately prepared for the dangers associated with the activity.
- The organiser(s) must undertake checks on the qualifications and experience of personnel who have supervisory responsibilities whilst on the visit.
- The organiser(s) must be satisfied that the host organisation or centre has an up-to-date health & safety policy, safe systems of work (to include safe procedures for activities, maintenance of equipment schedules, procedures for reporting accidents and monitoring of safety standards), risk assessments of proposed activities.

| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3 What are you doing already? | Current Risk Level | Step 4 Is anything further needed? By whom and by when? | Step 5 Date actions were completed Date of Review | New Risk Level |
|---|---|--|--|---|---|----------------|
| | | <ul style="list-style-type: none"> • | | Action: Name: Date: | Date Completed: Review Date: | |
| Lightning during a thunderstorm | Pupils and adults, struck by lightning, resulting in severe injury or death | Before the walk / activity <ul style="list-style-type: none"> • Before you set off, check the weather forecast. If there are storms predicted, think about doing something less exposed, or being somewhere that provides appropriate shelter nearby. During the thunderstorm – follow the 30/30 rule <ul style="list-style-type: none"> • If the flash to bang is 30 seconds in length or less, you should seek shelter immediately. Stay inside this shelter until 30 minutes past the last clap of thunder. • If you feel your hair stand on end, drop to the crouching position (detailed below) immediately. Seeking shelter or alternative arrangements <ul style="list-style-type: none"> • Ideally, seek shelter inside a large building or a motor vehicle keeping away from, and getting out of wide, open spaces and exposed hilltops. <ul style="list-style-type: none"> ○ The inside of a vehicle is a safe place to be in a storm, lightning will spread over the metal of the vehicle before earthing to the ground through the tyres. • If the party is exposed to the elements with nowhere to shelter, pupils and adults to make themselves as small a target as possible by crouching down with their feet together, hands on knees and their head tucked in. This technique keeps as much off the ground as possible. • Do not shelter beneath tall or isolated trees. • If you are near open water, move away from the water as water will transmit strikes from further away. | Low (as a forecast will provide advanced warning). | If a thunderstorm warning is issued by the Met Office, the activity leader will contact SLT to discuss the situation. | N/A | |
| Any situation deemed to be an emergency | Pupils and adults | If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. In the event on an emergency, the group leader will: <ul style="list-style-type: none"> • establish the nature and extent of the emergency as quickly as possible; • ensure that all the group are safe and looked after; • establish the names of any casualties and get immediate medical attention (a first aider in the first instance and emergency services if deemed necessary); • ensure contact is made with the school, ideally the headteacher, as soon as possible; • ensure that a member of staff accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together; | | | | |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none">• notify the police if necessary;• details of the incident to pass on to the school should include:<ul style="list-style-type: none">○ nature,○ date and time of incident;○ location of incident;○ names of casualties and details of their injuries;○ names of others involved so that parents can be reassured; action taken so far;○ action yet to be taken (and by whom);• write down accurately and as soon as possible all relevant facts and witness details (and preserve any vital evidence, if necessary).• keep receipts for any expenses incurred – insurers will require these. |
|--|--|--|

Claremont Primary School



Mrs Candi Roberts, BA (Hons)
NPQH

Banner Farm Road
Tunbridge Wells
Kent TN2 5EB

Tel: 01892 531395
admin@claremont.kent.sch.uk
www.claremont.kent.sch.uk

Dear Parent/Carer

Thank you for offering to use your own vehicle to assist us in transporting pupils from the school to local venues.

In order to fulfil our obligations under Health and Safety law I would be grateful if you could:

- complete and sign the attached form
- provide a copy of your valid insurance policy with business cover for the vehicle in which you intend to transport children
- provide the print out of the Driving Summary to share your driving licence information with us.
 - Please go to [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
 - enter your driving licence number, National Insurance Number, postcode.
 - Go to 'Get your check code' tab and click 'Get a code'. Underneath your code will be an opportunity to print or save your driving summary.

Please be aware that we are also required to check that the vehicle you intend to transport children in has a valid MOT certificate if it is over three years old.

Yours sincerely

Mrs Candi Roberts
Headteacher

APPENDIX 3: DIGITAL CONSENT ON EVOLVE IF TRANSPORTING CHILDREN DURING SCHOOL HOURS OR OUTSIDE OF SCHOOL HOURS ON BEHALF OF THE SCHOOL, ACTING AS A VOLUNTEER

TRANSPORTING CHILDREN IN A PRIVATE CAR

Dear Parent,

Thank you for offering to use your own vehicle to assist us in transporting pupils from the school to local venues.

In order to fulfil our obligations under Health and Safety legislation, please:

- o answer the questions below and submit the form,
- o provide documentation showing your valid motor vehicle insurance policy with BUSINESS COVER for the vehicle in which you intend to transport children, and
- o provide a current and valid copy of the Driving Summary to share your driving licence information with us.

There is no expectation or requirement for you to spend money on getting business cover on your motor insurance. Many companies will add it for free or for a small amount. It is not possible for us to cover these costs; therefore, if it is chargeable, it is your personal decision as to whether you incur those costs or withdraw the offer to drive children who are not your own. This cover is a requirement of the KCC insurance that we hold. It covers us under our insurance if a parent has business cover, as you are technically 'working' for us as a volunteer.

To print out your Driving Summary:

- o Please go to 'View or share your driving licence information' on gov.uk - <https://www.gov.uk/view-driving-licence>.
- o enter your driving licence number, National Insurance Number, postcode.
- o Go to 'Get your check code' tab and click 'Get a code'. Underneath your code will be an opportunity to print or save your driving summary.

Please be aware that we are also required to check that the vehicle you intend to transport children in has a valid MOT certificate if it is over three years old.

Yours sincerely

Mrs Candi Roberts
Headteacher

Validation for Voluntary Vehicle Use

Make and Model of the car you intend to transport children in: * Required Field

Registration number: * Required Field

Declarations:

By giving consent using this form,

I understand that I am not covered under Claremont Primary School's insurance for the use of my vehicle.

I will drive in accordance with The Highway Code.

I will ensure that I meet the legal requirements set out in 'The Highway Code: Rules for drivers and motorcyclists':

- o rule 89 - Vehicle condition'.
- o rules 90 to 94 - Fitness to drive'.
- o rules 95 to 96 - Drugs and alcohol'.
- o rule 97 - Before setting off'.
- o rule 102 - Children in cars, vans and other goods vehicles.

I will ensure that each young person will wear a seatbelt at all times, as set out in rule 99 of 'The Highway Code: Rules for drivers and motorcyclists - Seatbelts and Child Restraints'.

I will ensure that each young person travels using a recognised child car seat, as set out in rule 100 of 'The Highway Code: Rules for drivers and motorcyclists - Seatbelts and Child Restraints'. Only EU-approved child car seats can be used in the UK. These have a label showing a capital 'E' in a circle and either 'ECE R44' or 'R129' safety standard.

Under the terms of the Data Protection Act 1998, we must inform you of the following:

By submitting this form, you are giving your consent to Kent County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in Kent County Council in accordance with relevant legislation. This may involve sharing of information you provide with local regulatory bodies.

APPENDIX 4: SAMPLE SPORTING EVENTS LETTER

Claremont Primary School



Mrs Candi Roberts, BA (Hons)
NPQH
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Kent TN2 5EB
Tel: 01892 531395
admin@claremont.kent.sch.uk
www.claremont.kent.sch.uk

DATE

Dear Parents,

We would like to invite your child to a **name of event** on **date** at **venue** between **times**. The teacher who will be attending the event will be **xxx**. Your child will need to be collected from **venue** at **end time**. If you have arranged pick up with another parent, that is fine but please let me know below.

Since this event takes place off site, we are asking for help to transport the children to the event. Please could you indicate on the return slip below if you are able to provide transport, and complete the '**Transporting Children**' form (available on the school website) if you have not completed one this academic year. If you can help with transport, please be at **Claremont for a time departure**.

As part of the school's Acceptable Use of Technology policy, we ask parents not to take photos of **any** children.

Please can you also ensure that your child comes to school with their booster seat if they are less than 135cm tall so we can transport them safely in line with the government's requirements.

Please ensure your child has their school PE kit and trainers along with a filled water bottle and snack.

Please complete the form below and return to me ASAP. If I do not have your reply by **xxx**, I will have to offer the opportunity to another child.

Many thanks,

Mr Hume

My child **can/can't** attend the **event** on **date** (delete as appropriate).

Child's Name: _____ Class: _____

- I can help transport the children from Claremont to **venue** ..
 - If yes, I can transport a total of ___ children **including** my own child, and give permission for the school to check my insurance, driving licence, Vehicle Tax and MOT as per the '**Transporting Children**' form.
- I agree to my child being transported by another parent. ..

My child will be collected from the event by _____

- In the event that I help at this activity, I agree to abide by the school's Acceptable Use of Technology policy and not take photos of any children.

Signed: _____ Name: _____

Emergency contact number: _____

APPENDIX 5: CHECKLIST FOR ORGANISING A TRIP/ACTIVITY/SPORTING EVENT

CHECKLIST FOR ORGANISING A TRIP/ACTIVITY/SPORTING EVENT.

Please ensure that the below are done according to the following timeframe:

A – 1 month or more before the event.

B – 2-4 weeks before the event.

C – 2 weeks before the event.

D – 1 week before the event.

E – on the day.

| Timing | To do | Completed |
|--------|---|-----------|
| A | Check and put in diary | |
| A | Complete <i>transport booking form</i> (if necessary) – Jodi to get quotes and make bookings. | |
| A | Complete <i>trip costings form</i> – return to Tracy | |
| B | If you are using coach or train Complete <i>School Journey KCC Insurance form</i> – return to Tracy . You must ensure coach companies have a Risk Assessment. Coaches must have seat belts. If you are walking you will need to complete a <i>Claremont Insurance form</i> – return to Tracy . If parents are transporting , they will have cover through their <i>own car insurance</i> . You must ensure that they have a up to date and valid MOT, insurance and driving licence. Other schools and most other venues will have their own insurance cover for when you are there. | |
| B | Produce letter to parents - check with Jodi for pro forma/correct headed paper. And see over for points to include. Letter for Sporting Events to go out 3 weeks in advance. | |
| B | Paper copies of letter to Steph and Tracy : Email Office to inform kitchen if children are to be out over lunchtime – admin@claremont.kent.sch.uk Tracy to add payment onto Schoolgateway if necessary. | |
| B | Electronic copy to Jodi : Jodi to send out ALL LETTERS via Schoolcomms and add to website. Paper copy to go home with children (if appropriate). | |
| B | Complete paper <i>Risk Assessment form</i> for Candi to sign. | |
| B | Please see AHT re submitting your trip/activity information to KCC via Evolve – local area trips and events may not need one. | |
| B | Arrange for TPs to work all day as necessary. | |
| B | Ensure there is a member of staff accompanying the trip or activity who is a qualified first aider. | |
| B | Sporting events – make a register of children attending, together with transport and lift arrangements. Save on Sharepoint and send link to Steph and Jodi. Steph and Jodi to do driver/vehicle checks and will confirm with you once checks are complete | |
| C | Inform PE coordinator – so they can inform outside sports teachers, swimming lessons etc. | |
| C | Inform SENCo – so they can inform outside agencies. | |
| C | Inform ALL staff (including the office) of any changes to room bookings (hall, arts suite etc). | |

| | | |
|---|--|--|
| C | Inform volunteers/peripatetic teachers/work experience etc. | |
| D | Ensure that there are sufficient adults accompanying trip. This will depend on the type of activity undertaken, risks assessed and age and maturity of the children. | |
| D | Check medical needs of any children in the group (information in the office) and ensure any required medication is taken on the activity. | |
| D | If you are using parent transportation, ensure you know which children are under 135cm & will need a booster seat. Ask class teachers to measure heights and let you know. | |
| D | If you have parent volunteers, check with the office which ones have a DBS check. | |
| D | If you are using parent transportation, send out transportation arrangements to parents via school office and include the school mobile number. Request that booster seats are brought into the office on the day by parents if their children requires one. | |
| E | On the day, ensure you have: <ul style="list-style-type: none"> • Medication and first aid kit • Booster seats (spares in resources room) • Contact phone numbers for parents • School mobile – switched on and accessible • List of volunteer parents with a DBS • Teacher transports children with medical needs in their own car if covered by business insurance. • Teacher in charge supervises toilet visits. • If walking, take high vis vests for adults. • If walking, only school staff to stop traffic or supervise road crossings, not parents. | |

Please see the attached sample letters for a sample for sporting events. The office can send this to you via email. When you are writing the letters please consider the following:

- Date, timings and venue.
- Departure times from school if parents are being asked to help with transport/walking.
- Departure times from venue if parents are being asked to help with transport/walking.
- Return time to school.
- Arrangements for lunch/is a packed lunch required?
- Are booster seats required if parents are transporting?
- If payment is required, please include the following statement:

The cost of the event is £XXX per child. Please would you pay your voluntary contribution to help cover these charges via the online payments system, Schoolgateway by **XXX**. Anyone experiencing difficulties meeting the payment should contact the Headteacher so that arrangements can be made to assist.

Reply Slip - Please consider include the following:

Consent for their child to be transported by another parent (if appropriate)

Are parents likely to stay at the event?

APPENDIX 6: SPORTING EVENTS/TRANSPORTING CHILDREN – OFFICE PROCEDURES

3 weeks before event

- 1) Sporting event letter to go to parents at least 3 weeks prior to the event with 1 week deadline to return slip

2 weeks before event

- 2) Slips to be returned to the teacher organising the event, normally Oli, Jack or Hannah
- 3) Teacher organising event to put together spreadsheet on the Shared Drive under PE, Sporting Events showing:
 - Children attending event
 - Parents transporting children
 - Allocation of children to parents for lifts
 - Column at end of spreadsheet stating 'Transport Checks completed' (this will then be completed by office once done)
- 4) Once this spreadsheet is completed, teacher to inform Jodi and Steph so transport checks can be completed (this must be at least 2 weeks before the event)
- 5) Office will then check names of parents offering transport against the information held on the Transportation spreadsheet to check what information is required from the parent. This spreadsheet can be found on Sharepoint under PE, Parent Transport
- 6) Office will email parents for any outstanding information required i.e transport form, car insurance documents, Driving licence summary
- 7) Once all parent drivers have been confirmed the office will email the teacher organising the event to let them know all is ok or whether there are any issues

1 week before event

- 8) Once all has been confirmed, the teacher will put together an email to all parents with the arrangements for the event and the office will send this out
- 9) The school office will set up a group on the Inventory system so that children can be signed out easily on the day by the Group Leader

APPENDIX 7: ADVENTUROUS ACTIVITIES DEFINITION

Please see the below for full guidance: <http://www.national-library.info/download.asp?fileid=1637>

Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 The Activity Centres (Young Persons' Safety) Act 1995

Definition of adventure activity, as defined by Regulation 2

“adventure activity” means caving, climbing, trekking or watersports;

“caving” means the exploration of underground passages (other than those principally used as show-places open to the public) –

- (a) in parts of mines which are no longer worked; or
- (b) in natural caves where the exploration of those passages requires, in order to be carried out safely, the use of rock climbing or diving equipment or the application of special skills or techniques;

“climbing” means climbing, traversing, abseiling or scrambling over natural terrain or outdoor man-made structures (other than structures designed for such activities) which requires, in order to be carried out safely, the use of equipment for, or the application of special skills or techniques in, rock climbing or ice climbing;

“trekking” means journeying on foot, horse or pedal cycle or skiing over terrain –

- (a) which is moorland or more than 600 metres above sea level; and
 - (b) from which it would take more than 30 minutes travelling time to reach any accessible road or refuge;
- but does not include ski-ing on a prepared and marked-out ski-run which is patrolled by persons engaged to assist in cases of injury;

“Watersports” means the use on specified waters of –

- (a) canoes, kayaks or similar craft propelled or steered by paddles held in the hand (but excluding rowing-boats propelled or steered by oars);
- (b) rafts (including those which are inflatable or which are improvised from various materials but excluding those propelled by means of a motor or towed by a motor-boat); or
- (c) sailing boats, windsurfers, sailing dinghies or other craft whose principal means of propulsion is the wind but excluding craft the construction, equipment and use of which is subject to a requirement for a certificate issued pursuant to the Merchant Shipping Act 1995(c) or any regulation or order made thereunder;

APPENDIX 8: ACTIVITIES DEFINED AS ADVENTUROUS / HAZARDOUS BY THE LA, REQUIRING GOVERNOR AND LA APPROVAL, AND THOSE DEFINED AS NON-ADVENTUROUS

List of Activities Requiring Employer Approval

The following list of activities is provided for employers to adapt and use according to their circumstances and risk assessments. It is intended to be neither exhaustive nor prescriptive.

KCC includes **trampoline parks** as adventurous and contact sports such as boxing, **theme parks/inflatable apparatus** on water and **Forest School** activities.

Climbing, trekking etc. (including on artificial structures)

- Abseiling
- Activities in rivers, gorges, ghylls, canyons etc.
- Bouldering*/traversing*
- Coasteering/sea level traversing
- Fell running
- Ice climbing
- Mountaineering
- Rock climbing
- Ropes/obstacle/assault courses*
- Scrambling
- Tree climbing*
- Via ferrata
- Walking on hills, mountains, fells, moors or near cliff tops
- Walking in lowland country more than a 30 minute walk from a public access point (e.g., car park, layby, built-up area)
- Zip wires/Tyrolean traverses.

Snowsport activities (including on artificial and indoor slopes)

- Skiing/ski touring/ski mountaineering/cross-country skiing
- Snowboarding/split boarding
- Tobogganing/sledging
- Ringos/tubing.

Underground activities

- Cave diving
- Caving/potholing (except show caves with an official guide)
- Mine exploration (except tourist mines with an official guide).

Water activities

- Activities in rivers, gorges, ghylls, canyons etc.
- Aqua/water park
- Pool jumping/tombstoning/plunge pooling
- Snorkelling/free diving/scuba diving
- Swimming/diving/bathing (except in a public lifeguarded pool)
- Use of all watercraft including boats, boards, rafts, floats, inflatables, skis etc. (except commercial water transport).

Except activities not involving powered craft where the whole body of water:

- is less than one metre deep;
- and is less than ten metres from land;
- and has no tides or currents.

Cycling

- BMX biking
- Cycle racing
- Cycle touring/bikepacking
- Gravel biking
- Mountain biking
- Off road cycling (except on designated cycle paths intended for road bikes).

Other activities

- Any visit outside the UK
- Any activity more than 3km or 30 minutes travel from a public access point (e.g., car park, layby, built-up area)
- Airborne activities (except commercial flights)
- All powered vehicles including motorbikes, quad bikes, karts, hoverboards etc.
- Archery
- Bridge jumping/bungee jumping
- Camping in remote terrain
- Camping involving the use of stoves or fires
- Grass skiing
- Ice skating (except on supervised managed rinks)
- Mountain boarding
- Orienteering (except in establishment grounds and public parks)
- Paint-balling/war games
- Pony trekking/horse riding
- Sand/land yachting
- Shooting/airsoft shooting
- Skateboarding
- Trampoline park
- Trapeze/high wire/tightrope walking*/slacklining*
- Use of fires/camping stoves
- Use of hazardous tools (saws/knives etc.)
- Use of power tools/chainsaws
- Use of hazardous substances/fireworks/pyrotechnics/explosives
- Weaselling
- Zorbing.

Farm visits which might have activities such as tractor rides or pond dipping will need a full risk assessment.

Activities marked * where participants' feet remain less than two metres above floor/ground level.