



Alleyne's Junior School

Policies & Procedures

Educational Visits Policy

Name of Policy	Educational Visits Policy
ISSR	Part 3: Welfare, health and safety of pupils
Reviewed by	Alleyne's Governing Board
Author/SLT	Mrs E Olley (Junior School Deputy Head)
Date of school review	September 2025
Date of next school review	September 2026

Policy Overview

This policy is applicable to all pupils at Alleyne's Junior School including those in the EYFS.

Aims

The aim of this document is to inform staff of the steps they need to follow and the issues that must be considered when planning a school trip.

It seeks to provide information for parents, such that they can be assured of the safety of their children on trips.

It outlines the responsibilities and expectations placed on the pupils partaking in such trips.

Rationale

We aim to offer our pupils a wide variety of fulfilling experiences to complement and extend the curriculum and enhance the learning process.

The Governors appreciate the fact that its staff are prepared to organise and conduct out of school visits.

We are conscious of the need for all visits to be properly considered and planned so as to minimise the likelihood of accidents or mishaps.

Types of Trips

Trips will fall into one of three different categories:

- **Local Regular Trips** i.e. visiting St Barnabas Church, Christ's Chapel or attending a regular sports fixture
- **Educational Day Trips** i.e. visiting a museum or gallery
- **Residential Trips** i.e. those for the Junior year groups

Our School Calendar will list all trips so that parents know in advance of upcoming fixtures, day trips or residential trips.

The Head, with the EVC, will ensure that:

- Adequate child safeguarding and protection procedures are in place
- All the necessary preparation has been completed before the visit begins
- The Trip Leader is using Evolve (our trips management system) correctly and all documents are uploaded in advance of the trip by the Junior School Administrative Officer
- A risk assessment has been completed and safety measures put in place
- The Trip Leader is suitably experienced to organise and run the trip
- The Trip Leader has been allowed sufficient time and support to organise the visit properly
- Supervision ratios are appropriate, and consideration has been given to both the venue and the age of the children
- Non-teacher supervisors (such as gap students and operational staff) are appropriate persons to supervise children
- Parents have signed a consent form if needed (parents sign a 'one day consent form' at the onset with additional consent only being sought for residential trips)
- Parents are alerted to forthcoming trips via Evolve, and have ticked to say they acknowledge this trip
- There are adequate arrangements and reasonable adjustments for medical needs and any special educational needs of pupils
- There are adequate first aid facilities and a qualified first aider has been allocated to the trip
- Travel arrangements are appropriate and travel times both out and returning are known
- The address and telephone number of the venue and the contact name are available
- The Trip Leader and all members of staff accompanying have a copy of the risk assessments and emergency contact information for the children, a list of all the children on the trip and the contact details of each staff member on the trip, stored on Evolve
- All residential trips will hold an information session for both parents and children so that all parties are well informed of the arrangements and details of the trip
- There is a pre-trip briefing for all residential trip staff
- There is a post-trip briefing with the Trip Leader for all residential trips, in order to debrief and discuss any lessons learnt that will inform the next residential trip

The EVC will:

- Work with the Trip Leader to help organise the trip
- Ensure the Trip Leader is using Evolve (our trips management system) correctly and all documents are uploaded in advance of the trip
- Ensure that the trip leader is experienced and competent in leading trips
- Ensure that a site visit and risk assessment have been completed and is signed off
- Keep the Head informed of any problems that occur either with the organisation of the trip or whilst the trip is happening
- Ensure that their training is up to date and that they are aware of any legislative changes appertaining to Education Visits

Planning and Approval

The category of trip will determine the amount of time needed for pre-planning. Residential trips will usually involve booking venues at least one year in advance, one day educational visits might be booked several months in advance whereas local trips and fixtures may be conducted with greater spontaneity.

All proposed trips should be proposed to the Educational Visits Co-ordinator (EVC) via Evolve, and all initial documents completed. The EVC will discuss any changes to our agenda of residential trips with the Head who will make that approval as necessary. There is a calendar of all proposed Educational Trips and Outings stored on teacherpool (our shared storage system) that all staff can access.

Once the trip has been approved via Evolve, the Junior School Administrative Officer will be informed (via Evolve) and will then book the trip, in liaison with the Trip Leader. The Trip Leader must continue to plan the trip, including conducting a site visit in the event of a new trip and completing a risk assessment accordingly. The Trip Leader, in accordance with the Evolve documents required, should work with the Junior School Administrator to book the trip, transport and catering needed for the trip. The EVC will work with the Trip Leader to ensure adequate staffing appropriate to both the venue and the ages of the children.

At least one member of staff taking part in the trip **MUST** have visited the site. If the visit is a regularly visited trip but the outing has completely new staff on it, then one member of the new team (preferably the Trip Leader) must visit the site.

Risk Assessments

The DfE advises that a risk assessment need not be complex but it should be comprehensive. It does not generally require professional health and safety expertise, but some specialist information may be needed and the Head should ensure that the assessor is competent for the task. The advice states that the ultimate responsibility for risk assessment rests with the employer and not the employee. *Risk assessment is not just a paper exercise; it is a process involving legally binding documentation.*

The DfE advises that the leader should produce a plan for the trip, consider what could go wrong with the plan and then decide how that could be avoided. This thought process produces a risk assessment, following which the original plan may need to be modified. The risk assessment continues throughout the trip with the leader needing to continually reassess the risks as the trip unfolds and especially where there may need to be an unplanned change to the programme, a change in the weather or an accident or near miss.

The DfE encourages schools to involve pupils in the risk assessment process. If they have been involved in risk assessment procedures they will have a sense of ownership and understand why it is important to follow safety instructions. As a minimum requirement, staff outline to pupils what the safety rules and procedures are prior to the commencement of a trip or outing. In the case of trips involving overnight stays, a meeting is held between the organising staff and the parents to outline the trip procedures and pupils are asked to attend that meeting too. In this way, the whole community surrounding the trip is aware of expectations and how to ensure the safety of all involved.

Risk assessments should be completed, read and signed by the EVC at least 48 hours before a trip goes ahead and should be circulated and read by all accompanying adults.

The five stages of assessments involve the following questions:

1. What are the hazards?
2. Who might be affected by them?
3. What safety measures need to be in place to reduce risks to an acceptable level?
4. Can the Trip Leader put the safety measures in place?
5. What steps will be taken in an emergency?

When assessing the risk in relation to a school visit, the following factors are important:

- The type of activity and the level at which it is undertaken
- The age, competence, fitness and temperament of the group members
- Any special educational or medical needs of pupils
- Supervision ratios and the competence, experience and qualifications of supervisory staff
- The location, routes and modes of transport
- The potential risk of taking children into Central London
- Emergency procedures

Supervision

The DfE suggests that supervision works best when:

- The aims and objectives of the trip are identified and understood

- There has been proper planning and preparation
- Participants have been involved in the planning and risk assessment
- There are agreed standards of behaviour.

The Deputy Head ensures appropriate staffing for day trips. Ratios of staff to pupils are flexible dependent upon the nature of the trip and the composition of the group undertaking the visit. In general, there will be three staff members per class for Infant trips and two staff members per class for Junior trips, as a minimum requirement. Ratios of staff to pupils will be risk assessed before the staffing is confirmed. All trips are staffed with at least one first aider and all trips involving EYFS pupils are staffed with at least one first aider per class who is paediatric trained. It is expected that Form Teachers assume pastoral responsibility for the group and a gender balance for the staffing of residential trips is also addressed as far as practicably possible.

Where the needs of a pupil may dictate that a parent is required to accompany their child on a residential trip, appropriate safeguarding measures should be put in place and recorded on the risk assessment. This may include having the parent and child residing off site, the parent having a DBS, etc depending on the risk assessment.

However, anyone attending a trip would be considered to be undertaking a supervisory role with clearly articulated responsibilities. It is essential therefore that they receive a copy of the risk assessment, which will inform them of any pupils who are likely to require special attention. It is also vital that they have knowledge of the itinerary, the venue and emergency procedures as well as carrying a list of all group members, checking regularly that everyone is present and knowing where to access first aid as appropriate.

Expectations of staff/staff conduct

All staff accompanying trips must be aware that their primary responsibility is the care of the pupils in their charge. Staff should be mindful of following guidance provided in the Staff Code of Conduct, e.g. relating to professional conduct, supervision of children, consumption of alcohol, taking of illegal substances etc. Staff should never be under the influence of alcohol when supervising children. The Trip Leader should establish a 'dry rota' for appropriate occasions during the trip, notably the evenings and night times. This rota should clearly identify which staff are to be alcohol-free on which day. For any member of staff, the excessive consumption of alcohol on school trips is unacceptable, and a clear breach of the Staff Code of Conduct.

Under no circumstances should staff consume illegal substances or drugs when on a trip.

Mobile Phones

Each trip leader is to collect a school mobile phone from the Junior School Administrative Officer before the educational trip departs. Key phone numbers, as listed on the Critical Incident Checklist, are kept in the wallet of the phones and should be referred to in case of an emergency occurring during the educational trip.

It is not appropriate for staff accompanying a trip to give their own personal mobile number to pupils or parents. Pupils are not allowed to take mobile phones, or other electronic devices on a trip.

Residential visits

The Deputy Head will assign staffing for residential trips based on who have sufficient experience to take responsibility for leading those trips. On every trip there is a nominated Deputy Trip Leader who could take over in an emergency. Where necessary, the Head might advise that additional training is appropriate. When making decisions about the staffing for each trip, consideration of experience, first aid requirements, how well staff will work together, the ratio of male/female staff and the overall ratio of staff to pupils will be considered.

Regular Residential Trips are currently:

- PGL, Marchant's Hill (Year 3 Trinity Term)
- Hindleap Warren Activity Centre (Year 4 Trinity Term)
- UKSA, water sports Activity Centre, Isle of Wight (Year 5 Trinity Term)

- Chester Trafford Hall (Year 6 Trinity Term)

Travel

For both residential and day trips, reliable and well-established coach companies should be used. The Junior School Administrator takes responsibility for arranging transport by liaising with Senior School Reception. For rail travel, timetables for later trains are advisable, to deal with unforeseen delays. For residential visits, the telephone numbers of airline/ferry/ coach companies are essential.

Staff booking trips, whether abroad or in the UK, should specify that the coaches must be equipped with seat belts. Staff are responsible for insisting that pupils use seat belts. Staff must keep checking this and there must be a member of staff positioned at the rear of the coach near the emergency exit when travelling with whole class groups and more. On double decker coaches, staff will be positioned on both levels of the coach. Pupils need to be counted onto and off the coach as a check to make sure nobody has been left behind.

When pupils are being transported in a minibus there are always two members of staff in attendance. It is expected that one will drive and the other will assume responsibility for ensuring the safety and well-being of the pupil passengers as far as is possible.

Visits abroad require especially careful advanced planning and increased staffing. Parents are given clear advice and plenty of notice in order to provide the school with the documentation and additional items required, such as health cards, passports and currency. Parents are given a detailed itinerary for the trip and are encouraged to raise any concerns they might have over the safety and wellbeing of their child whilst they are away. Alleyn's Junior School will take any practicable steps necessary in order to ensure the successful completion of a trip for each individual pupil. In extreme cases this may include a parent travelling alongside the school party (see above) or additional staff being assigned to support the needs of an individual child.

Standards for Adventure Activities

One part of the DfE advice covers standards for Adventure Activities. These activities have intrinsic hazards over and above normal day-to-day risks and therefore require particular supervision. The DfE recommends that although schools are not required to be licensed if they provide Adventure Activities, they should adopt the same standards as licensed providers. It is suggested that Adventure Activities be categorised to identify when special procedures are needed. Category A activities are those with no special risks that can be carried out under the school's standard procedures, e.g. walking in non-remote country paths. Category B includes activities for which the leader has been assessed as a "competent person", e.g. walking in open country. Category C includes activities for which the leader requires a recognised qualification as well as relevant experience, e.g. hill walking and swimming in the sea or inland waters. Environmental factors such as weather conditions, the terrain and whether the activity is close to open water need to be taken into account in deciding which the appropriate category is.

Managing an Educational Visit

Parents sign to give the school permission to take their children on day visits for the duration of their time in the Junior School.

Parents are notified via Evolve before all trips and outings, and Evolve requires them to acknowledge their child will be going on a day trip. The Junior School Administrative Officer advises the EVC of any parents who have not acknowledged each trip, and they will follow up accordingly. Parents have the opportunity to withdraw their child from a trip if they wish.

The information provided by Evolve gives parents an outline of the trip, including dates, venue and methods of transport. Parents are reminded that we use our school database for all medical and dietary issues and that they should inform the office immediately if anything changes for their child in this regard.

In the case of residential trips, parents are asked to sign a consent form specific to the trip via Evolve and provide

specific information required to ensure welfare and happiness of the children whilst they are away. This could include information such as bed wetting, sleep walking or night terrors.

Pre-Residential Trip Meetings

All parents will be invited to school to an information session when full details of the residential trip will be given. When the group will be visiting an established residential centre, a suitable representative from the centre is often invited to talk to parents and pupils together. There is always an opportunity for questions and an invitation to parents to talk to both the Educational Visits Co-ordinator and the Trip Leader, in confidence, about any further concerns they might have. These meetings also provide an opportunity to inform parents and pupils together of what will happen in the event of either homesickness, illness during the trip, or instances of behaviour that put either that pupil or others at risk.

Final information is sent to parents via Alleyn's Post, with copies of the presentations shared at the information meeting and final details of coach departure times, the expected return times, any last minute reminders and emergency contact details.

The Trip Leader should also arrange a meeting for staff accompanying the residential trip (which the EVC should attend) so that the risk assessment and trip arrangements can be discussed. Teaching staff on the residential will be granted access to the trip information on Evolve.

Pupil data

Trip leaders need to carry vital pupil information such as medical and dietary needs as well as emergency contact numbers.

This information is stored on Evolve and kept on secure, password-protected iPads. Alleyn's Junior School follows guidance from the ICO, which recommends that:

- Schools carry the minimum amount of data whilst on educational visits;
- Schools review the data carried immediately prior to leaving school premises to ensure they have the minimum amount of data required ensuring it is necessary and not excessive;
- Schools apply appropriate security measures to any documents held on the tablet, for example, password protecting the documents on the file in addition to the password that would be required to access the tablet itself;
- Staff who regularly handle personal data are aware of their responsibilities in respect to data protection and that this is supplemented with more localised training in specific tasks such as carrying personal data when not on school premises;
- When a school's educational visits policy and associated risk assessment documents are updated they are circulated to all staff so they are implemented consistently across the organisation.

If the iPad were to be misplaced, the trip leader should alert the EVC immediately, who will then inform the School's Chief Operating Officer. It is also vital that staff report any loss or theft to the IT department immediately, to enable IT to track and/or wipe the iPad **to their best ability**.

Attendance and Accommodation

It is expected that all pupils will attend all the trips and outings that are organised by school for their particular age group. The cost of all these visits is included in the school fees. Girls and boys will be accommodated in separate rooms and, where possible, in separate areas on residential trips. When making a booking, we try to ensure that if other schools are going to be on-site at the same time, that their children are a similar age to ours and housed in separate areas.

Special Needs

Consideration is always given to any of our children who have special medical or dietary needs. Wherever possible we try to make reasonable adjustments to enable all children to access a trip. Together with the residential centre, we would try to put in place special measures that would keep the pupil safe but still allow them to participate as fully as possible. Alternative activities will be arranged where some are deemed unsuitable.

Behaviour and Pupil Preparation

In the days just prior to departure of all residential visits, the accompanying staff will have a meeting with all the pupils they are taking on the trip. They will remind pupils of the behaviour that will be expected whilst they are away.

We reserve the right to exclude pupils who behave in such a way that threatens either their own safety or the safety of others. It is made very clear to the parents and pupils that such behaviour will not be tolerated and that parents would be expected to collect their child from the trip should matters not improve.

Pupils are prepared at school for the activities they will be required to undertake whilst on their school trip. The nature of the preparation required will be at the discretion of the trip leader and form teachers attending the trip.

Insurance

The School's insurance is comprehensive and wide reaching but staff must check that all proposed activities are covered. The Bursar's Office will deal with specific enquiries.

There are two policies with particular relevance: The Public Liability Policy, and a Travel Insurance policy which covers not only travel but activities such as skiing etc.

The school's insurance is likely to be at least as comprehensive as that offered by a travel operator and in some cases the school may be able to reduce the cost of the trip by relying on the school travel cover rather than buying a policy through the operator which provides no better cover. If the school has to use insurance provided by a travel company or similar, they will ensure that it extends beyond the proposed date(s), so that, if there is a delay, the insurance is still valid. A card giving contact details for the school's travel insurance and a summary of cover is taken by each trip leader on all school trips. If activities are added during the trip, care must be taken to check that those activities are included in the policy.

The school carries a substantial insurance against claims by any Third Parties for any loss, damage or injury caused by negligence or any other legally proven cause. Staff, employees and adult supervisors accompanying the trip are similarly indemnified. Whilst appropriate instructions and 'rules' will be made clear, and all reasonable supervision given, pupils must themselves behave in a sensible and mature manner at all times. The School and members of staff are unable to accept liability for a pupil's irresponsible or wayward personal behaviour, or any loss, damage or injury caused thereby.

Should emergencies arise, members of staff may be required to take urgent action without being able to contact parents or guardians beforehand this may include sanctioning emergency treatment OR administering emergency medication. This information is included in the Overnight Visit Consent Form which parents are asked to sign before their child takes part in a residential trip.

Refund of cost of trip

In the event of circumstances beyond the School's control causing a cancellation of the planned trip, it may not be possible for parents to receive a reimbursement of money already paid towards the trip.

Medical

Parents provide the school with medical details at the onset of their child's time at Alleyn's Junior School. Every six months, they are requested to update Evolve with any changes in medical needs. This information is accessed by staff leading a trip.

Parents must advise the organisers of the trip of any particular medical conditions from which their child is suffering and advise of any particular routines or actions necessary.

Parents are asked to indicate any medicines that their child is allergic to prior to residential trips and parents consent to first aid trained staff on residential trips administering over the counter medication as deemed appropriate.

Where a child needs to receive prescribed medication or regular over the counter medication, staff will administer medication as consented by parents.

Parents are asked to provide full written details of timing, dosage and administration methods for all medication.

The Trip Leader expects all medication to be handed to staff on commencement of the trip.

A record of all medication or treatment given during residential trips is logged.

Identified First Aiders on trips carry a First Aid kit appropriately packed for the type of outing.

Additional smaller First Aid kits may be carried containing immediate First Aid equipment i.e. wipes and plaster.

The treatment of all injuries that happen on day and residential trips are recorded on a separate document. These are then given to the School Nurse on the trip return who enters the information for each pupil on ISAMS.

Emergency procedures

In the event of an incident or full-scale emergency, there is always a nominated person who remains in 24-hour contact with the Trip Leader. This person is usually either the Head or the Deputy Head. They would be responsible for liaising with appropriate members of the wider Alcey's SLT to follow the protocol and guidance offered in the whole School's Critical Incident Plan.

Pupils wear red wristbands with the School's name and telephone number on them for all day and residential trips. Pupils are clearly briefed on what to do if they become separated from the group.

Staff attending a trip all carry emergency cards which state clearly what they should do and who they should contact in the event of an emergency.

The School office communicates with parents on a regular basis via ISAMS, SMS and e-mail, to inform them of safe arrivals and other relevant information. In the event of communication needed outside of school hours, it is the responsibility of the trip leader to communicate with parents, for example a late plane departure.

All residential centres have their own emergency procedures. On arrival, these are explained to the pupils during their 'welcome talk'. They are also taken on a tour of the site to familiarise the pupils with their new surroundings. A practice emergency evacuation may be carried out during this time and pupils are shown where they should assemble in the event of the fire alarm sounding.

Residential centres have a Duty Officer who is available 24 hours of the day. They would co-ordinate any emergency action that needed to be taken whilst the group was resident at the centre and enlist the help of the centre management and emergency services if necessary.

In the event of any pupil needing to visit a doctor or a hospital, the Trip Leader or one of the trip first aiders will take them. The Trip Leader carries emergency contact details and consent forms of all pupils. The Deputy Trip Leader assumes responsibility for the overall organisation of the trip for the duration of the absence of the Trip Leader. The residential centre and relevant staff also have copies of consent forms and emergency contact details as necessary.

On all residential trips, there are always sufficient numbers of accompanying staff enabling the Trip Leader to deal with emergencies without the visit being compromised in any way for the other pupils. Should a member of staff become ill, the Trip Leader will make suitable arrangements for their care and the school will arrange for a replacement where it is deemed necessary by the Trip Leader.

Should parents need to make urgent contact they would be provided with the telephone number of the centre and with the school mobile number of the Trip Leader, after consultation with the Deputy Head and Trip Leader. Parents are

asked to telephone only in an emergency. At the discretion of the Trip leader, and discussion with parents, pupils would be allowed to speak to their parents if they are homesick or unwell.

Emergency details, such as contact numbers and next of kin of all staff are kept in the school office and will be used as necessary.

Before a trip commences it is the responsibility of the Trip Leader to ensure that the EVC has a signed copy of the risk assessment prepared for their trip and that all information required has been uploaded onto Evolve via the Junior School Administrative Officer. The School office will retain all other information regarding the trip; this will include information on time of departure and return, the names of the pupils involved and their consent forms in the case of residential trips, names of accompanying staff and their mobile telephone numbers and copies of dietary needs that have been agreed with the centre.

Attachments:

1. Generic Risk Assessment
2. Sample copy of the Permission to Administer Medication Form

ALLEYN’S JUNIOR SCHOOL RISK ASSESSMENT

VISIT DETAILS.....

ISSUE	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
Consider venue, activity, group, transport, plan B etc	What procedures will we have ? (Control measures)			

EVC signed: _____ Date: _____

Alleyn's Junior School Townley Road, Dulwich, London SE22 8SU

t 020 8557 1519

e juniorschool@alleyns.org.uk w alleyns.org.uk

Consent for administering and storing prescription and non-prescription individual pupil medication at school

If your child requires their own individual medication (eg inhaler, epipen, antibiotics etc) please complete the form below to allow staff to store and administer the medication.

Name of Child	Form
Condition/Ailment	
Name of medication	
Dosage, time and method of medication to be given	

**MEDICATION MUST BE IN THE ORIGINAL PACKAGING, WITH A PRESCRIPTION STICKER AND A
MANUFACTURER’S INSTRUCTION LEAFLET ENCLOSED**

Parent/carer name.....

Contact tel. no.....

Signature..... Date.....