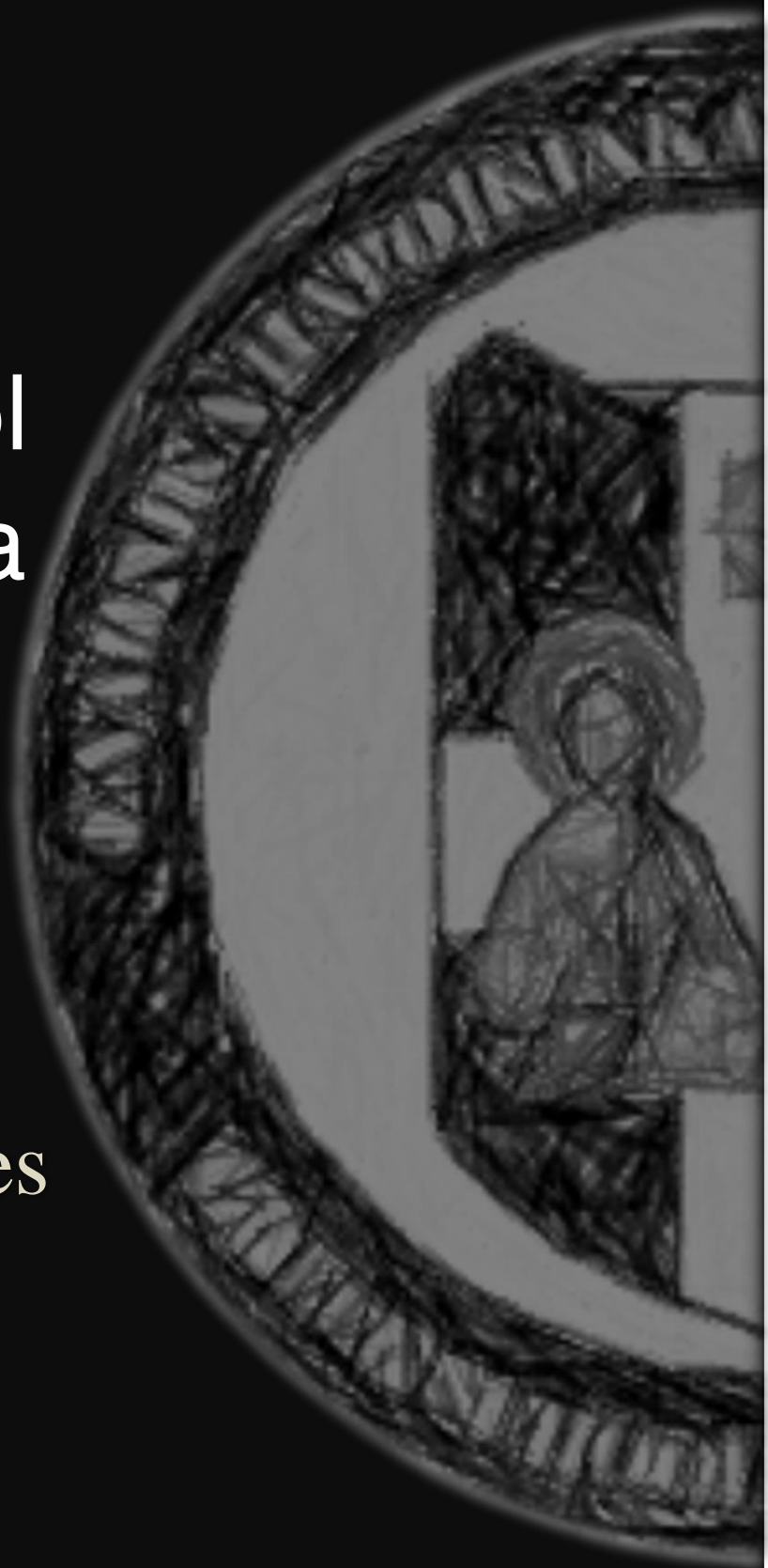


Greek School  
*of* Ayia Triada  
Birmingham

Off-Site Activities  
Policy



# Contents

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## **1. Rationale**

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## **2. Aim of the Policy**

---

## **3. School Procedures**

---

- Prior to the Day of the Visit
  - Before Departing on the day
  - During the Visit
  - Returning from the Visit
  - First Aid
  - Medical
- 

- **Additional Guidelines for Carrying out Residential visits**

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- **Appendix**

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- **School Trips Form to Complete**
  - **School Trip Procedure Checklist**
-

## Rationale

At Greek School of Ayia Triada Birmingham we feel that school visits and offsite activities are an important part of the curriculum to which each student is entitled. These provide opportunities to see places and have experiences that support learning in curriculum subjects which are directly related to the Greek Language Culture, Customs and Traditions and/or develop personal and interpersonal skills. It is desirable that all can take part in one curriculum visit per year. It is an aim of the school that every pupil has the opportunity take part in one residential visit when this is organised by the school

## Aim of policy

To promote the safety of children and adults during school visits and to enhance learning.

## School Procedures

At the beginning of every school year all parents/guardians are asked to sign and return a consent form giving permission for their child to go on day visits or offsite activities for the academic year. Residential visits require completion of a 'loco parentis' form that includes medical information, emergency contacts and any additional needs of the child.

School visits and offsite activities must be planned well in advance, with careful consideration given to the aims and objectives of the trip and the nature of the activities to be experienced.

All activities offsite must be authorised by the headteacher.

We expect that, whenever possible, a prior visit should be made by the person organising the trip to plan the work, talk to staff and carry out a risk assessment. A copy of any risk assessments provided by the venue and any additional risk assessments made by the group leader should be given to the headteacher with a completed Risk Assessment Form (online form: <https://forms.office.com/r/sT7bKU2gL8> )

All parents are to receive a letter giving details of the trip or offsite activity, including time, place, clothing, lunch, planned activities and any special arrangements.

Coaches used for school trips must be fitted with seatbelts and staff must ensure that each child has their seatbelt on correctly before the coach moves. If private cars are used, these must also have a seatbelt for each child and if necessary for the child's age or height a booster seat. Parents must give consent for their child to travel in a private vehicle. In addition, the driver of the vehicle must ensure that their insurance covers them to carry children on school visits, and sign a form to say so. Two adults must travel in a car with children. (In Health and safety File 1 in staffroom).

Prior to the visit or offsite activity, the children should be made aware of the aims of the visit, organisation for the day (including what to do in an emergency e.g. if separated from the group) and expectations of behaviour.

**Any volunteer adults who accompany the group **must not be** left in sole charge of pupils. A parent of a child who is participating in the activity must not be included in ratios.**

**The following procedures must be followed when taking children offsite.**

## → **Prior to the Day**

### **Responsibilities**

Before a trip is to be booked the venue, timings and reasons for visit must be discussed with Team Leader firstly and then Head Teacher.

Each off site activity will require a Lead Staff member who will have oversight and responsibility for the whole visit. All staff should be fully aware and follow Offsite Activity policy and procedures. All staff and responsible adults should be clear of their role and responsibilities .

### **Documentation**

The Lead Staff member is to complete the Have the School Trip form and Risk Assessments prior to the visit, and have them signed by a Senior Leader a week prior to the visit.

Blank forms are found on School's TEAMS shared drive area (<https://forms.office.com/r/sT7bKU2gL8>). Where multiple classes are attending an event the Lead Staff member completes all information on the School Visits Registration forms which include all the necessary information for the participants including .

All staff/responsible adults on a visit should be fully briefed by the Lead Staff member, or when multiple classes are attending, by the group leader. They will shared a School Trip V

Each member of staff/responsible adult to be allocated a group of named children. The list of groups are to be included on the Have a Nice Day form (size of group dependent on ratio guidelines and activity).

### **Ratio Guidance**

This is dependent on the type of activity, proximity to school and risk assessment of the visit. Any deviation from guidelines must be risk assessed and agreed with a member of the Leadership Team.

## **LOCAL DAY TRIPS**

1:5 Nursery/ Reception children

Staff to child ratio Y1-Y6 (or 5-11 years old) is recommended wherever possible as:

1:6 for Y1-Y3

1:10 pupils in school year 4 (ages 9+) onwards(Government guidelines).

Staff to child ratio in EYFS must be adhered to : 1:5 for Nursery and Reception Years children (EYFS Statutory Framework),

## **TRIPS ABROAD**

**Nursery/ Reception-Y3:**

**No attendance by children – Residential Trips abroad**

2 adults for every 6 pupils year 1 to 3(under 5's Reception classes should have a higher ratio) -UK

2 adults for every 10 pupils in school year 4 upwards

## **→ Before Departing on the Day**

### **Registration**

A printed copy of the register for a class visit, or a list of children, to be checked through a roll call by the group leader or the Lead Staff member for the individual class as they line up to leave the building.

A copy of the completed register, or list of children, to be given to all adults before leaving the school site.

The School Trip to be amended and finalised to reflect the register, any changes to adults present or groupings.

Children to be lined up in partners by each adult in the pre agreed groups as stated on the school trip form

All staff must be satisfied that the number of children on the register is accurate and that all children are present and lined-up before leaving the building.

### **Departure**

Priority should be given to ensuring children are safely seated on the bus. Lunches or other equipment/resources could be taken to the bus prior to the children leaving the classroom or left in the building until children are on the bus.

A thorough sweep of the building EE to be completed by at least one designated member of school staff, appropriate to the number of children attending, once the children are on the bus or have left the building. The staff member/s completing the sweep must check all areas thoroughly.

A final roll call will then be completed by the group leader or the Lead Staff member, and a head count will be undertaken by another member of staff. The role call and headcount check should then be cross-referenced with the register once children are on the bus, or before they leave the school site.

Before departing an accurate record of all adults and children on the trip to be given to a member of the Administrative Team (Admin) and signed by the Lead Staff member and Admin. This is to be kept in the office on a clip board for the duration of the visit .

**The designated first aider must carry first Aid Kit at all times.**

### → During Visit

Regular roll calls and head counts to be undertaken by group leaders throughout the course of the visit, particularly at times of transition e.g. moving between activities , after lunch and comfort breaks .

### → Returning From Visit

Children to be lined up in partners by each adult in the pre agreed groups as stated on the School Trip Form

A final roll call will then be completed by the group leader or the Lead Staff member, and a head count will be undertaken by another member of staff. The role call and headcount check should then be cross-referenced with the register once children are on the bus, or before they leave the school site.

All staff must be satisfied that the number of children on the register is accurate and that all children are present and lined-up before returning from the visit.

It is a priority for children to be escorted safely back to school by members of staff before resources and equipment are taken back into school. If additional staff are needed to support this, teachers must make prior arrangements as part of their planning for the visit.

Wherever possible children will be dismissed from a classroom and not from transport or school gates. There may be exceptions to this if the trip is unavoidably delayed or access to school is not possible.

When the return time is scheduled to be after school hours, special arrangements must be made for children to be collected by their parents at the school entrance

On arrival back at school the leader of the visit to sign and complete the return back to school section of the form

( See Appendix 2 - A checklist for Children's Offsite Activities )

### → **First Aid**

Whenever possible one of the adults accompanying the group should hold a current first aid qualification. A first aid kit must be carried on every off site . Each staff member should carry mini first aid kit, including plasters, wipes, gloves and a bag for suitable disposal of used materials.

It is an essential requirement by the local authority that at least one qualified first-aider must be present amongst the school's supervisory staff accompanying a residential visit.

If an accident happens when offsite it should be recorded in the accident/Injury record book on return to school.

If an accident happens within another building or site such as a museum or hostel that has an accident book, the accident should be recorded in that book and, if possible, a photocopy taken back to school and attached to the completed record in the school Accident/injury record book.

### → **Medical**

Any medicine needed by the children should be clearly labelled and carried by a designated adult. A consent form to administer the medicine should be completed and signed by the parent or guardian. Whenever medication is admitted it must be recorded on the relevant school form (please see Supporting Pupils at School with Medical Conditions policy) and signed by the adult giving it and an observer. All medicine except inhalers should be kept in a safe place away from children. A member of staff will carry a spare emergency inhaler.

According to the Health Protection Agency guidance children who have symptoms of diarrhoea and vomiting must be free of symptoms for 48 hours prior to any activity or residential.

If a pupil participating in a visit has an Individual Health Care Plan (IHCP) the group leaders must have copies so that they can ensure that any necessary support and resources required to support the pupil with a medical condition are in place. All staff who will be in contact with the pupil must be made aware of the IHCP and the procedures required.

### → **Additional guidelines for residential visits**

The following guidelines supplement the information already given for day visits. In the 'staff shared work' area of the computer network in a folder called 'Visits' there are

examples of forms and letters that have been used in the past. The staff to pupil ratio for residential visits must be fit for purpose and will depend on the activities included.

- At least one member of supervising staff should be a qualified first aider.
- The school has a liability insurance currently in effect.
- Additional insurances will apply on the day of the trip (transport insurance, venue of visit insurance etc)

**The following course of action is for a residential visit:**

- Discuss the proposed visit with the headteacher and the CEM and gain permission in principle for the visit to go ahead.
- Carry out an initial planning visit to the venue/location to research the suitability of the location, accommodation, access, local amenities and activities.
- Plan and record the details of the visit, aims, venue, accommodation, itinerary, staffing, health & safety issues etc. and forward to the headteacher and chair of governors for approval.
- Complete and send an endorsement request , including risk assessments, (which must be approved and signed by the headteacher) to the Local Authority's Educational Visits advisor as soon as possible in advance of the visit.

[School trips to parks | Events, school trips and group visits in parks | Birmingham City Council](#)

- Send first letter inviting children to apply.
- Send letter offering places to selected children and explanatory letter for reserves.
- Send consent forms and any medical or other forms required by the venue home to be completed.
- Hold meeting for children and parents to give further details about the visit. At the meeting give out an Itinerary, travel arrangements, kit list and procedures to follow in case of an emergency.
- Make sure tickets, passports, permission to travel and European Health Insurance Cards are ready and up to date for visits outside of the United Kingdom.



- Meet with all staff concerned to share information and make sure roles and responsibilities are understood.
- Have reserve staff on standby in case of last minute problems e.g. illness.
- The Designated Safeguarding Lead must be fully aware of the visit and the staff attending, and any changes to arrangements or staffing must be reported to them.
- Make sure participating staff have information regarding children and adults in case of illness/accidents e.g. emergency contacts, relevant medical information such as allergies, G.P's name and number. Where appropriate, Leaders must be provided with copies of a pupil's Individual Health Care Plan (IHCP) detailing any necessary contingencies required to support pupils with medical conditions.
- Make sure money is arranged if required e.g. currency if travelling abroad.
- Have a kit/luggage check the day before departure.
- Have a member of staff who is the designated point of contact at school/home throughout the visit. Take their phone number/s and leave details of accommodation, lists of children travelling, contact numbers and itinerary with them.
- As soon as possible after arriving at the residential venue, make sure children are aware of emergency exits and procedures in case evacuation of the building is required. Recap on rules and expectations and explain what they should do for specific problems and/or emergencies e.g. enuresis, feeling ill during the night etc.

# Section A

Teacher/ Group Leader:		Class or Year Group:
Number of Staff:	Number of Volunteers:	Total Number of Adults:
Number of Children:		

Venue/s:	Date of Visit:
Departure Time:	Return Time:
Contact Person at Venue:	Contact Number:
Have you checked Venue Liability Insurance: Y N NA	
Do you have a copy of the venue's risk assessment / H&S policy: Y N NA	
Is the venue LOTC ALAA accredited ? Y N NA	

Transport: Coach/ Train/ Car	Other:	
Transport Company:	Confirmed: Y N	Date:
If walking, please confirm have risk assessed the route? Y N		
If walking, please write down the route:		
Have you sent a letter with details of the visit to parents? Y / N		
Aims of the visit:		
Itinerary:		
Wet weather alternative:		
Toilets available at:		

# Section B

Parents/ Helper Briefing	
Date:	Where:
Briefing Notes:	
Person/s responsible for first aid:	

Children and Staff with Additional Needs			
Name:	Need e.g. medical, physical	Additional Planning/action required	Person Responsible

Contact Details of All Adults Going to the Visit		
Name	Contact Number	Emergency Contact

Additional Precautions		
High Vis hats to be used? Y/N		
High Vis jackets to be used? Y/N		
Wristbands with contact details to be used? Y/N		

# Section C

Group Organisation Supervision	
Adults	Children

# Section D

All staff on the offsite activity have read the school's visits policy and lost child policy Y / N		
Signed on approval :	Group Leader	Date
Visit approved by:	Headteacher/ Assistant Headteacher	Date
Signed on departure :	Group Leader	Date
Signed on departure:	Lead Staff member	Date
Signed on departure:	Admin	Date
Time of Departure :		

# Section E

Return		
Signed on return :	Group Leader	Date
Signed on return:	Lead Staff member	Date
Signed on return:	Admin	Date
Time of Return :		
Comments		


# Procedure for Off-site activities checklist

<b>Prior to Day</b>	
Offsite activity discussed with Team Leader and then Headteacher	
School Trip & Risk Assessment forms completed and to Headteacher week before offsite activity	
Electronic copy of forms	
Forms to all staff on offsite activity	
Pupil adult ratio is correct	
<b>Prior to Day- Transport</b>	
Transport Company Contacted	
Transport Company Risk Assessment Forms & Insurance copies requested	
Transport Company Emergency Contacts and Details taken:	
<b>On the day</b>	
SIMS register completed and checked by Lead Staff member - copies to staff on offsite activity	
Children allocated to an adult and lined up	
Roll call & head count completed by Lead Staff member and additional member of staff before leaving classroom	
Roll call & head count completed by Lead Staff member and additional member of staff once on bus or before leaving site	
Amended record of all adults and children on the visit signed by Lead Staff member and given to Admin to also sign	
<b>During Visit</b>	
Regular roll calls & head counts to be undertaken whilst out of school	
<b>Return to School</b>	
Roll call & head count completed by Lead Staff member and additional member of staff once on bus or before returning to school	
Children escorted back to school before being dismissed from the classroom	
Lead Staff member and group leaders to sign and complete Section E of the Have a Nice Day form and hand to Admin	
14	

# Risk Assessment Form

<https://forms.office.com/r/sT7bKU2gL8>

Questions Responses 1



## SCHOOL TRIP RISK ASSESSMENT

N.B. No more than one school or setting should be visited each day. Employees have been instructed to follow latest Public Health England advice in relation to developing symptoms and Test and Trace. This checklist is to be used in conjunction with the Risk assessment for visits to school sites

COMPLETE THE FORM PROVIDING AS DETAILED INFORMATION AS POSSIBLE

Section 1

### SECTION A: DETAILS OF TRIP AND PERSON COMPLETING FORM

Complete the form as thoroughly as possible:

1 School Setting: \*

Enter your answer

2 Name of Person(s) completing the form: \*

Enter your answer

### SECTION C: TRANSPORT

ACTIVITY AND HAZARDS IDENTIFIED:

19 School uses transport for this trip?

- Yes  
 No

20 Transport type:

- School owned Mini Bus  
 Contracted Coach Company  
 Parents travel to venue

21 Transport Drivers are DBS checked?

- Yes  
 No

22 Contracted Transport presented valid insurance

Questions Responses 1

### SECTION B: BEFORE THE VISIT

15 Following a request for involvement, confirm details and purpose of the visit via email or telephone call - including nature of visit and precautions in place with relevant staff member.

Yes  
 No

16 People involved/participated in the trip contacted:

Yes  
 No

17 Consents Received?

Yes  
 No

18 When visiting an education setting, confirm receipt of a copy of its risk assessment, guidelines/policy/procedures for receiving visitors. This should be received at least 48 hours prior to the visit. We have obtain Risk Assessment Form from the venue/place/educational setting of visit

Yes

24 Activity and Hazards Identified:  
INDICATE BELOW Risk Factor Likelihood/Consequence \*

	LR	MR	HR
1. Pupils cannot board/depart vehicle safely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Risk of injury from other vehicles if bus or transport vehicle parks away from school entrance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Pupils cannot board/depart vehicle safely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Risk of injury if wheelchairs pushed between moving vehicles without drivers seeing them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25 Responsibility: \*

School  
 Teachers  
 Contractor

The full version of the form on shared drive



