



Trips and Visitors Policy

Phase of school this policy relates to (*please highlight*)

Early Years	Primary	Secondary	Whole School
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Date created:	01/07/2022
Date reviewed:	13/12/2024
Next review date:	Autumn 2 2025/26
Policy lead staff member:	Alice O'Reilly
Policy link governor:	Cecily Hewlett

Policy Contents:

- Introduction / Frame of Reference
- Main body of policy

Educational Trips and Visitors Policy

Alice O'Reilly is the named member of staff leading on education trips and visits. All trip requests, risk assessments and questions to be directed to Alice.

Funding enrichment trips and visitors

All families will be charged a one off sum of money at the start of the academic year to fund trips and visitors for the year ahead. This is then pooled into a whole school budget to fund for the full academic year. Parents will be charged a one off payment of £100 but no child will be excluded for financial reasons.

NB. Any overnight residential stays would come at a separate cost.

Transport

Request to book the minibus for travel on a trip needs to be made with as much notice as possible so the drivers can be approached for the job. Minibuses seat between 15- 16 people. Where possible use public transport, which is free when booked in advance. The cost of paying the minibus driver/s will be taken from the allocated trips budget (at a cost of £20 p/hr)

Transport for London offers free travel for schools through the [Schools Party Travel Scheme](#). Tickets must be applied for 14 days before you want to travel. You can apply up to 3 months in advance.

The log in details are:

Username: Liberty2707SM4

Password: TubeTrain2022

Risk Assessment

The member of staff planning the trip must carry out a risk assessment and send it through to Alice 1 week in advance of the trip commencing. If this deadline cannot be met, please see Alice.

Ratios and Staffing

Staffing ratios for each trip will depend varying on the age and context of the group. As a rough guide:

- Reception- 1:4 (at beginning of school year) and 1:6 from Spring term
- Y1 through to Y4- 1:6
- Y5 through to Y9- 1:8

This is a guide only and every trip will be considered on an individual basis.

In planning for staffing for a trip teachers can expect to have the support of their LA. Any other adults required need to be sought through parental support so as to minimise impact on the rest of the school. If more adults are required, please speak to SLT to see if this is feasible with staffing.

Parent helpers

We encourage parents to join us on school trips. The role of the parent is to support the lead staff member, to encourage positive behaviour, communication and

participation. Parents/ carers will be invited to sign up as helpers to accompany trips and agree to the school's 'Protocol for parents and carers helping on school trips' (see below) which will be shared in advance of the outing. Parents will be asked to refrain from using their mobile phones for the duration of the trip and to keep them in personal bags unless there is an emergency.

Equal Opportunities

Educational visits form an integral part of the child's education. All pupils, including those with disabilities, medical or specific needs will be included in trips and visits. It is the school's responsibility to inform the venue in advance if special arrangements need to be made to accommodate a pupil. If a child's behaviour causes concern the school will make provision for the child to support their improved behaviour. The parents will be informed from an early stage. It may be a consideration to encourage the parent to accompany the child and to take sole responsibility for them on the trip. If the parent is unable to accompany the child the headteacher will assess the risks to the child and to others on the trip.

Steps for organising class trips:

1. Speak with your line manager to discuss the proposed trip or visitor**
2. Once confirmed with the line manager, make the booking, add it to the school calendar as well as the 'Trips and Visits Tracker'.
3. Make plans for transport. Bus drivers need to be booked as far in advance as possible and TFL tickets at least 14 days before the trip.
4. At least 2 weeks in advance of the trip:
 - Write a comms to send to parents which includes the date and timings of the trip, purpose and planned learning outcomes as well as asking parents/ carers to register their interest on Seesaw with their SLA if they are keen to help.
 - Send a draft of this to Alice to read through and they will send it on to the admin team once approved.
5. At least 1 week before:
 - visit your planned trip destination to complete your risk assessment. Once completed, send this to Alice to review.
 - Confirm your parent helpers for the trip with your line manager.
 - Share the guidance (below) for parent helpers via Seesaw or in person. Ask parents to confirm they have read through and agree to the guidance.
 - Let Fatima know the date and numbers of packed lunches required for the trip.
 - Discuss with your line manager about whether it is appropriate for upper KS2 to take trip money.
 - Discuss with Alice about allocating a phone to take for emergencies when you are off site.
6. On the day of the trip (or in advance):
 - Briefly review the guidance for parent helpers (below) in person.
 - Share the schedule of timings (including your plans for activities), risk assessment and groupings for the day with all adults.
 - Collect the 'Trips first aid kit' from the medical room.

- Collect packed lunches from Fatima.
- Take a personal phone with you for emergencies only. Use a school tablet or work phone for photos.
- Add your trip details to the 'Trips and Visits tracker' including costs, links to the curriculum and careers (where appropriate)

****Visitors/experts** who are sharing content with pupils are expected to provide this content to the relevant teacher in advance to ensure it is appropriate and non-discriminatory/non-partisan.

Protocol for parents and carers helping on school trips

It is the responsibility of the group leader/class teacher to share the expectations below via Seesaw with their parent helpers before they come to school for the trip.

Groups leaders/ class teachers then need to verbally brief parents on the day of the trip before they leave site so they have verbal confirmation that parents will follow the expected code of conduct. The groupings for the trip are made by the class teacher in the best interest of the children. The number of parents/carers who are needed on the trip is determined by the school. The final decision on who will accompany the trip will be made by the school.

Guidance on accompanying school trips (to be shared with parents via Seesaw and then verbally)

As a parent/ carer accompanying the trip, I agree to:

- Follow the direction of the class teacher.
- Refrain from using a personal mobile phone during the course of the trip and keep personal devices away in bags/ pockets. *If you need to take a call or text in an emergency, please let the class teacher know so they can arrange supervision of your group for that time. The class teacher will take photos and videos on a school device only.*
- Be a positive role model to the children of what is expected of them e.g. please use appropriate language
- Be vigilant when supervising the children to ensure children are kept safe.
- Ensure all children eat only the food that is provided for them in order to keep those with allergies safe as well as ensuring no children are at a disadvantage.
- Raise any concerns about a child during the visit with the class teacher (including reporting any behaviours that are dangerous)
- Engage with the children, encouraging them to take interest and ask questions during their visit. Model how to interact politely with members of the public and to be curious about their learning experience.

Thank you for giving your time generously to support the children at Liberty Woodland School.