



Threemilestone School

TMS Policy for Visits, Journeys & Outdoor Education

Ratified: 16th May 2023
Next Review Date: May 2024

Safeguarding

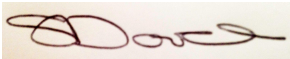
Threemilestone School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.

Steagle

_____ Dated 16.5.23
Author

Steagle

_____ Dated 16.5.23
Headteacher



_____ Dated 16.5.23
Chair of Governing Body

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1. Introduction

1.1. This policy relates to all visits or journeys undertaken by children, under the supervision of the staff of the School, which take them outside the physical boundaries of the School. This does not include visits where a class is taken off site on foot for no more than the normal duration of the lesson. In these instances, the teacher must inform the parents/carers in advance and inform the office of the group that they are taking out, the destination and the expected time of arrival back in school.

1.2. It includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within school e.g. rock climbing, canoeing, sailing, and camping. There may also be a residential element.

1.3. The policy covers the entire period between departing from and returning to the school or into the care of the parents/carers - whichever happens first.

1.4. The leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake.

1.5. A deputy leader should be involved in the preparation and organisation of the visit, should it be necessary to take over the running of the visit.

1.6. Low risk activities are those conducted away from dangerous environments, in which the actual

physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision.

1.7. High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons.

1.8. An Educational Visits file is held in the school office which contains copies of a Checklist for School Trips which is to be used by the trip leader as an aid to planning the trip. **Please see Appendix 1.**

2. Aims for children

2.1. We aim to ensure that children:

develop the ability to integrate socially; develop leadership skills, self reliance, a sense of responsibility, initiative and resourcefulness; increase their self-confidence, dignity and feelings of self-worth; learn to work purposefully in a team with respect for others; gain the necessary insight, skills and knowledge to pursue outdoor education in adult life; are enabled to meet challenges that are beyond their normal experiences; develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer.

2.2. From their start in school the youngest children have planned excursions which are linked to their classroom learning.

EYFS & Y1 Reception and Y1 do not stay away from home and outings are planned to coincide as far as possible with a normal school day.

Y2, Y3, Y4, Y5 Y6 Older children also have day visits out of school. We are aware that visits require financial contributions from Parents/Carers, so we make them relevant to the children's STAR learning.

Residential Trips

Residential trips are offered to all children in year 2 and above. The duration of the trip varies depending on the age of the children from a 2 day/1-night trip for the younger children up to a 3 day/2 night residential for the older children. Trips vary from visits to local Cornwall Outdoors camps involving adventurous activities to out of county visits to experience life in settings other than our local environment. While away from the unit, children undertake varied learning based on the National Curriculum, but with some further emphasis on adventure activities.

3. General Policy

3.1. Every attempt is made to encourage and support staff who wish to take children on field trips and educational visits. It is clearly recognised that in many cases these trips form an essential part of children's studies. At the same time, it is necessary to ensure that children are not withdrawn from timetabled classes too often.

3.2. Parents/Carers are informed in good time by circular letter, School Newsletter and website to enable planning and saving schemes to operate.

3.2.1.Charges for Day Trips

When organising day school visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the visit. All contributions are voluntary. If the school does not receive sufficient confirmation of commitment to pay, the visit may not be able to be run. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. The school does not treat these children differently from others. Sometimes the school will part-fund visits in order to make them accessible to all. Funding information is available upon request. The voluntary contribution requested will not include an amount to cover the costs of those children who are unable to pay.

3.2.2.Charges for Residential Trip

All residential trips will be optional. If the school organises a residential trip in school time, or mainly in school time, charges will be levied to cover the full charge of board, lodging and transport, plus additional costs for specific activities. Pupil Premium funding may be used to subsidise the cost of residential trips for children registered as Pupil Premium. Parents/carers who are experiencing financial hardship are invited to meet with the Headteacher. Charges will not be increased to cover the costs of those pupils who are unable to pay. If a child's place is cancelled by the parent/carer then the deposit will not be refunded. It clearly states on the offer letter that deposits paid are non-refundable. Any payments towards the residential trip made over and above the deposit will only be refunded provided it is more than 8 weeks before the trip is due to depart (date final numbers are to be submitted to the Residential Provider). If cancellation is within 8 weeks of departure no refunds will be made unless the place can be filled, or the school is not charged by the Residential Provider.

3.3. There is an expectation that the children will exhibit exceptional behaviour while representing the school. Children's behaviour in school prior to a trip may be a deciding factor in their eligibility to participate.

4. Approval

4.1. Before planning the visit in detail, the Leader should discuss the proposed trip with Ms Teagle (Headteacher), Miss Hawken (Outdoors Educational Leader), and complete the relevant risk assessments with Mrs Shaw. In the case of visits incorporating overnight stays and/or hazardous activities this should be at least a term before and in all other cases at least a month before. Teachers/leaders should have a clear objective for the trip and be clear about their reasons for planning the visit.

4.2. If permission is granted in principle the Leader shall then discuss the activity with other members of staff attending the visit, complete all risk assessments and action plans and ensure parental consent has been gained.

4.3. Written parental consent for trips is gained when a child enrolls at the school and this applies to all visits and journeys which are carried out throughout the course of the child's time at Threemilestone School. A record of these are held in the school office. Specific consent forms are sent out for all residential trips. **Please see appendix 2 for consent form.**

4.4. Miss Hawken will advise the Headteacher whether the visit should proceed on the grounds of safety according to the policies and procedures

4.5. NO VISIT MAY PROCEED WITHOUT THE PERMISSION OF THE HEADTEACHER.

4.6. The Local Authority (Cornwall Outdoors) is required to approve all visits which fall into the following categories:

- Residential
- Foreign
- Adventurous
- Visits more than 50 miles from base This needs to be done via the electronic EV form. Miss Hawken and Mrs Shaw will be able to assist with this process.

5. **Insurance Guidelines**

5.1. Visits fall into a number of categories:

5.1.1. Regular sporting activities (fixtures, visits to swimming pools etc.) will automatically be covered by the academy's general insurance policy. Notification to County is not necessary and no separate payment needs be made.

5.1.2. Low risk activities, which do not include an overnight stay, will be covered by the academy's existing policy. No separate payment needs be made.

5.1.3. Visits, which involve special hazards or where there is an overnight stay, may need additional insurance cover. The leader should obtain the advice of the Headteacher. The cost of this cover must be included in the costing of the visit. The Leader must ensure that the insurance cover has been provided requesting that Mrs Shaw apply for it.

5.2. Visits or journeys, which require approval by Governors should have the position on insurance, made clear in writing. Organisers must satisfy themselves that appropriate insurance exists. Please note, no insurance for personal accident benefits are in place for children attending the County's schools, whether on the establishment premises or taking part in recognised activities off-site.

6. **Health & Safety**

6.1. The Leader is responsible for ensuring the safety of all members of the group. They must be fully conversant with the Emergency Procedures as laid down in the School Visits and Journeys Procedures. **(See**

Appendix 3) The Leader should take a copy with them on the visit.

6.2. All reasonable measures will be taken to ensure the Health and Safety of all children and staff participating in School Visits, Journeys and Outdoor Education ventures.

6.3. A risk assessment is to be carried out for all off-site activities whether it is a day visit to a local site, a residential visit to a centre or camp. This should be entered onto the school's risk assessment system - Mrs Shaw is available to assist with this.

6.4. Instructors will be appointed as required to ensure that appropriate safe instruction is given at all times, the cost to be included in the costing of the venture.

6.5. All ventures will follow the School Visits, Journeys and Outdoor Education Policy; the Emergency Procedures for all School Visits and Journeys and the Health and Safety Policy.

7. Management

Miss Hawken and Ms Teagle (Headteacher) will oversee the School Visits, Journeys & Outdoor Education Policy, monitor the planning of all School Visits, Journeys and Outdoor Education Ventures and make recommendations for possible future Outdoor Education Ventures.

8. Planning the Visit

Discuss with staff to ascertain support and feasibility.

Always discuss preliminary plans with Miss Hawken and Ms Teagle.

Calculate cost (including transport costs) and arrange funding or payments (carried out by office staff)

Investigate sources of financial support.

Confirm insurance cover with the office staff.

Book facility and receive written confirmation.

Check details such as times, facilities for refreshments, toilets, hazardous areas, special clothing or equipment required.

Arrange transportation. (Minibus and Bus booking form available from the office).

Ensure Risk Assessments are carried out.

8.1. The Leader will:

- Compile register of children attending.
- Check staff child ratio.
- Ensure an adult in the party has working first-aid knowledge.

8.2. A letter to the Parents/Carers should include:

- Destination.
- Dates and times of departure and return.
- Method of travel (travel company/coach company).
- Names of leader, deputy leader and accompanying staff.
- Cost and what it covers.

- Payment details.

For residential trips, additional information is required:

- The date after which any deposit cannot be returned if cancelling.
- Medical information form to be completed, signed and returned.
- Kit list, equipment required.
- Amount of money advised to take (if any)
- Rules, including safety and emergency procedures (**See Appendix 3**) relevant to the trip.
- In case of an emergency, parents/carers are able to contact the school during school hours, or by the school email secretary@threemilestone.cornwall.sch.uk, which will be checked regularly during the period of a residential.

8.3. Alternatively, some of the information is more effectively given and received during an after-school meeting for parents/carers. For a residential visit a meeting is essential.

9. Preparing for the Visit/Journey

9.1. Arrange the school contact - a member of the Leadership Team prepared to be accessible by phone during the visit if out of school hours.

9.2. A comprehensive itinerary of the journey/visit including contact details, must be compiled by the leader and issued to:

- the Visits Leader - Ms Teagle/Miss Hawken
- the office - an up to date list of names going on the trip given to the office that morning.

9.3. Any major changes must be made known to all concerned.

9.4. Obtain a register from the School Office which should include:

- Name
- Medical information
- Emergency home contact names and telephone numbers

9.5. A copy of the register should be retained by the office staff who will inform the leader of the emergency contact arrangements at the School end. The leader will inform parents/carers, participants and staff of the procedures in the case of an emergency.

9.6. The school mobile phones should be used for the duration of the trip.

9.7. A first aid kit should be carried on the trip. These can be requested from the school office.

10. Safety and Supervision

10.1. Staffing Ratios - The ratios below apply to the supervision of children under the age of 18 and are set as a minimum requirement. They should be adjusted bearing the following points below in mind.

- age
- gender
- special needs and disability
- nature of activities, high or low risk
- experience and expertise of adults
- duration

10.2. Ratios of Adults

| Type of activity | EYFS | Years 1, 2 & 3 | Years 4, 5 & 6 |
|--------------------------|--|---|--|
| Local, Daytime, Low Risk | 1:3 | 1:6 | 1:10 then 1:15 thereafter, must include First Aider |
| Local Residential | 1:3 with a minimum of 2 adults. For mixed groups, there should be both male and female members of staff. | 1:6 with a minimum of 2 adults. For mixed groups, there should be both male and female members of staff. <i>N.B. Y1 will not make residential visits</i> | 1:15 with a minimum of 2 adults. For mixed groups, there should be both male and female members of staff. Must include First Aider |
| Adventurous activities | 1:3 | 1:6 | 1:10 must include First Aider |

10.3. Where a party is subdivided, each division must have a nominated supervisor. They must have clear, well-defined, written instructions clarifying their role and detailing arrangements,

11. Risk Assessments

11.1.

A risk assessment should be carried out for all off-site activities. A pre-visit to venues is desirable and sites that are frequently visited should be reassessed on a regular basis, at least annually. The frequency

of assessment will depend upon a number of factors (e.g. weather, nature of group, experience of staff, location). The process is quite simple and should involve the following:

- identify the hazards;
- identify who is at risk;
- decide the possible outcomes and their likelihood;
- identify existing controls.

Where these are seen to be inadequate, note the actions required to bring them to the necessary standard.

11.2.

Generic Risk Assessments are held on the Educational Visits File for:

- Educational Visits
- Coach Travel
- First Aid

11.3.

In addition, for Residential Visits, the following Generic assessments are held:

- Residential Visits and Accommodation

11.4.

The Leader must read the Generic Risk Assessments and sign the record sheet to say they have done so and communicate their content to all necessary parties.

11.5.

Completed Risk Assessments for the specific location must be signed and logged with Mrs Shaw. The originals must be placed on the Trip files held in the office along with checklists and other necessary information once the trip has been completed.

12. Duty of Care

12.1.

When staff take a party away from school, they are 'in loco parentis'. The duty of care expected is that of a reasonably careful and prudent parent applying his or her mind to the school situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to children under the age of 18 and parental consent is required for off-site ventures for people under that age.

13. Volunteers

13.1. The role of the helper, whether parent or specialist instructor, must be considered. In addition, the responsibility delegated to accompanying adults should be clearly understood by all. Thorough briefings to accompanying adults are vital.

13.2. When a volunteer assumes the role of instructor, it is essential that he/she is appropriately approved for the activity and relevant insurances are in place.

14. Protection of Children

14.1. The planning and organisation of all ventures, and particularly those of a residential nature, must include precautions to protect children from abuses such as racial, sexual or physical harassment from either adults or other children in the group. Staff should remember that the law now requires all adults who have significant contact with children to disclose any cautions, bind overs, and convictions or pending convictions of a criminal nature. Whilst those adults who are already in the employment of TPAT will have made a declaration at the time of their appointment, it is essential that any voluntary adults who may be assisting are also asked to make a similar declaration and a Police check made (DBS checked).

14.2. If a caution or conviction is disclosed, then the Headteacher must be informed and a decision made on the suitability of the adult to take part in the ventures with young people.

15. Lost child

In the event of a child being unaccounted for the following procedures will be followed:

- Inform contact at school base.
- Gather vital information about last sightings of the child and inform all staff.
- All available adults to begin local search.
- Inform all emergency services.
- Inform parents/carers.
- Ensure the safety of the other children is not compromised.

16. First Aid

16.1. Make sure there are adults in the party with a working knowledge of first aid and that sufficient first aid kits are carried, i.e. one per vehicle or one per sub-group.

16.2. Medical Consent Forms must be completed by the parent/carer of any child participating in the activity who may require some form of medical treatment during the activity. The Form must be authorised by the Headteacher and be for GP prescribed medicines only. The Medical Consent Forms must be carried by the Group Leader, and the date and time the pupil received the medicine must be recorded on the Form

which is returned to the parents at the end of the visit.

16.3. Sufficient medication for the visit must accompany the group and be in the custody of the leader or children if appropriate.

17. Use of Transport

17.1. When journeys are planned by road, the organiser should be aware of the need for two drivers for long journeys, the need to break the journey at regular intervals and the need for a responsible adult in addition to the driver to help supervise a group unless the journey is local. An example of this might be where a leader is prepared to drive and supervise a small group of children in a minibus on a short journey.

17.2. The number of passengers carried on a coach or minibus, whether operated under a minibus permit or not, must not exceed the seating capacity indicated on the vehicle. Where seat belts are fitted, they must be worn. The number of persons seated must not exceed the number of seat belts provided.

17.3. If children are being transported in a car Volunteer Driver Forms must be completed. These are available from and held within the school office. A copy should be retained with the Trip Planning. Volunteer drivers will only be used when absolutely necessary and the driver will have had necessary safeguarding checks. Volunteer drivers will need to undergo a DBS check and also have appropriate insurance.

Appendix 1

Checklist for School Trips

Proposed Trip:

Leader:

Deputy Leader:

Class:

Date:

One month before the trip:

- Obtain approval from the Headteacher.
- Notify the Outdoor Ed Coordinator. (IB)

Signed:

Signed:

Prior to the trip:

- Complete a Bus Booking Form and pass to office staff.
- Complete Trip Costing Sheet and pass to office staff.
- Read generic risk assessments and sign the sheet in the folder. (Appropriate content must be communicated to all adults attending the trip)
- Complete the trip specific risk assessment on Smartlog.(see Shelly for help) (Appropriate content must be communicated and signed by all adults attending the trip)
- Complete any risk assessments for children with SEND if necessary. (Content must be communicated and signed by all adults attending the trip)
- Confirm safe place to embark/disembark the coach.
- Send information letter to parents (include: places to be visited, method of travel, activities, cost/donations, supervision, clothing & food, departure and return times)
- Complete record of staff going on the trip and pass to office staff.
- Obtain print out of class emergency contact/medical details and photo permissions from the office staff.
- Ensure you have correct adult/child ratios (Foundation 1:3, Y1-3 1:6, Y4-6: 1:10-15)
- All adults briefed on risks identified in the risk assessments.

On the day:

- Brief children on risks and how to keep safe.
- Whistles given to each adult
- Allocate a first aider for the visit (At least one adult trained in emergency aid)

- Emergency Procedures Info
- Sick bucket/bags
- Spare clothing
- Water

First Aid Kits

Register of children & adults / groups

EpiPen or other medication

Mobile phone

Packed Lunches (FSM)

**Red Medical Bag with
Asthma inhalers**

Give a register of everyone on the trip to the office.

Ensure all children use seatbelts and no children are seated in front seats on the coach.

Upon return, a copy of all information regarding the trip is to be placed on the trip file in office.

Residential Trip – Parental Consent Form

Residential Visit...

Dates of Visit

Pupil Name

.....

Address

.....

.....

Tel No Home: Work..... Mobile.....

Date of Birth Age.....

Class.....

Personal Information – Please give details requested below or personal information which might be relevant.

Has your child, to your knowledge been in contact with any infectious illness in the last three weeks?

Yes No

If yes, please give details

.....

Does your child suffer from asthma, diabetes, migraine, epilepsy, sleepwalking, bed-wetting, travel sickness or any other illness or disability?

Yes No

If yes, please give details

.....

.....

.....

Is your child allergic to anything (e.g. Antibiotics, Penicillin, Elastoplast, Aspirin or any such medicines, any particular food/drink)?

Yes No

If yes, please give details

.....

.....

.....

Is your child receiving any medical treatment at present?

Yes No

If yes, please give details

.....

.....

.....

My child is up to date with his/her tetanus injections.

Yes No

Does your child have any special dietary needs?

Yes No

If yes, please give details

.....

.....

.....

If your child has a headache or something similar are you happy for us to administer Calpol?

Yes No

Name and Address of own Doctor

.....

.....

.....

Telephone No

Insurance: Please note that there is a limited amount of cover for personal accident and loss of personal belongings through School Journey Insurance. Participants are covered by TPAT insurance in the event of negligence by one of its employees or agents.

PARENTAL CONSENT

i. I have read the information provided and agree to my son/daughter taking part in the above activities. I acknowledge the need for him/her to behave responsibly at all times.

iii. I understand that the staff responsible for the activities will take all reasonable care of participants.

iv. I consent to any emergency treatment necessary. I therefore authorise the party leader(s) to sign on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child’s health or safety.

v. I consent to my child travelling in a motor vehicle driven by a member of staff or other adult in the event of an emergency and in accordance with associated LEA guidance.

Name of Parent/Guardian

Signature

Please return this form to the school office.

Data Protection Act. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under the Department of Education and Skills guidelines. This data will not be disclosed to any external sources other than in an emergency.

Appendix 3

Please [click here](#) to see Emergency Procedures for Educational Visits from Cornwall Council.