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Reach For The Stars

## **Educational Visits Policy**

## Our Motto

Reach For The Stars

## Our Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support **Articles 2, 12, 15, 19, 24, 27, 28, 29, 31** of the United Nations Convention on the Rights of a Child.

## Our Rights

- ★ **Article 19:** We have the right to be safe.
- ★ **Article 28:** We have the right to quality education.
- ★ **Article 12:** We have the right to give our opinion and listen to others.
- ★ **Article 15/31:** We have the right to join in and be part of a team.
- ★ **Article 29:** We have the right to develop our personalities, talents and abilities.
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## Our Values

★ **S**triving **T**eamwork **A**ll Included **R**esponsibility **S**uccess ★

### ★ Striving

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

### ★ Teamwork

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**
- **learns from each other**
- **listens to and respects each other's ideas**

### ★ All Included

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique**
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### ★ Responsibility

Our aim is that we are a school that:

- **takes ownership of the choices we make**
- **takes ownership/charge of our own learning**
- **looks after each other and our school**

Last Review Date: Summer 2023

Next Review Date: Summer 2024

### ★ **Success**

Our aim is that we are a school that:

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements**

### **Equal Opportunities and the Single Equality Scheme**

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

**This policy supports the school in addressing Article/s 14: of the UN Convention on the Rights of the Child.**

## Philosophy

We believe that visits are an essential part of a broad and balanced curriculum. Children in all classes at KS1 and KS2 will go on at least one visit every half term connected to their National Curriculum studies.

**All children will go on class trips. Children do not miss out on trips as punishment for inappropriate behaviour.**

Year 6 children will go on a school journey trip to Kingswood each year. This will be organised by the Trips coordinator and the UKS2 HOP. All children are expected to attend the residential trip, in order to develop their self-confidence, Growth Mind set, independence, broaden their real life experiences and collaborative team working skills. Also, their topic, literacy and numeracy learning will be linked to their residential.

All trips will be organised meticulously in accordance with this policy and the DFE booklet "Health and safety of pupils on educational visits".

Any school journey including an overnight stay other than a trip to Kingswood will be discussed at a Governing Body Meeting.

A member of SLT will attend the Educational Visits training annually.

### 1. Curriculum Framework

The main visits will be linked to our Creative Curriculum. Occasionally there may be opportunities for special visits for example when Business Partners etc donate tickets or when musical or art projects are offered to the school. These will be taken up where appropriate by the relevant classes.

### 2. Planning, Assessment, Record keeping and Reporting

Trips must be meticulously planned and agreed by the Phase Manager and approved by the Head of Phase.

Curriculum trips must be an integral part of the planning for the topic. There must be work undertaken in preparation for the trip. The follow up work must lead to an outcome e.g displays, work in books, an assembly etc.

- If you wish to go on a trip, check the calendar to avoid double booking with other key events.
- Discuss the trip and the day you want to go with HoP. HoP will check the calendar with you and will let you know if it is approved.
- If you need funding for a trip, please contact Asma with quotes. She will let you know if there is money in the budget to fund the trip.

- Once a trip is approved by the HoP, A TRIP PLANNING FORM and A RISK ASSESSMENT must be completed at least **three weeks** before the visit (for Rec-Year 6) and four weeks in advance (for nursery). HoP will put the date into the school calendar.
- If Packed lunch is required, this must be ordered using the packed lunch order form and handed into the office two weeks in advance of the trip date.
- Any trips within the green boundary on the map (see Appendix E) will be considered as a local trip. This means a trip letter with a permission is not required. However, you will be required to send a local trip letter home with no permission via email. You will need to let Thof know when you would like that to be sent (See Appendix A ).All Trip letters will be emailed home in the form of Google form. Parents/carers will need to give permission online. A text message can also be sent home.
- All trip letters will be sent via email whereby parents/carers can give permission via Google forms. Class teachers will need to check the list of children from the 'Trip' folder where the results of the google form will be kept.
- If you realise a local trip (for example a local walk) would be useful to support the teaching and learning, a trip planning form and risk assessment will be accepted by your HoP at least three days before the trip. This will not be the case for ALL local trips (as some local trips such as farms will require more thought and planning). Please speak to your HoP.
- **FOR NURSERY ONLY:** Investigate transport routes and calculate costs. Submit Trip planning form and Risk assessment to Habiba four weeks before the trip. **Habiba will book the transport and lunch. If you do not hand in forms four weeks in advance, the trip will be cancelled.**
- **FOR REC-YEAR 6:** Book the transport as soon as the trip has been approved. Please complete lunch form and hand in to the office at least two weeks before the trip.
- Teachers going on the trip must make a visit prior to the trip. If teachers have visited the venue in the previous year, it is still necessary as there are lots of road work/closures or footpath closures.
- The RISK ASSESSMENT MUST BE COMPLETED and signed by the Headteacher on the day of the trip. This must include all the places you are going, e.g stopping in a park on the way home, visiting Kensington Gardens after a Science Museum trip etc
- Additional adults must be organised before leaving, adults must be from relevant phase (see school booklet/teachers handbook), that they are aware of dates and times. Check with the HLTA because some classroom assistants

are also dinner supervisors. You must liaise with the SENCO if you need to take SEN TAs.

### Adult to Child Ratio

**Early Years:** at least 1 adult to 2 children but not exceeding 4

**KS1 classes:** 1 adult to 6 children (Min 5 adults depending on number of children)

**KS2 classes:** 1 adult to 10 children (Min 3 adults depending on number of children)

- Always plan to borrow additional TA(s) should parent(s) fail to attend the trip.
- It is the teacher's responsibility to book the trip venue/workshops and to arrange worksheets etc.
- Send a permission letter to parents – collect, record in the geek book and keep the signed slips – **NO CHILD MAY GO ON A TRIP WITHOUT THE PERMISSION OF THEIR PARENT** (except a local visit to the park, library or somewhere nearby, parent sign to give permission for local visits when their child is admitted.)
- Send a generic trip letter for local trips via email (with no reply slip)
- See Appendix B in the Educational Visit Policy for the map outlining local trip areas
- A copy of the letter must be given to the office, permission list from Google form, trip planning form and the risk assessment.
- Leave a list of the names of all children and adults on the trip in the office before you go. For children who are not going on the trip (because of an appointment) make sure you list the class they will stay in
- Inform Head, Deputy, or HOP if you are going to be back to school after 3.15pm
- Parents **MUST** be informed if children are arriving back after 3.15pm.
- Arrange to collect the money from the office on the day of the trip to buy the tickets or in advance so there is not a hold up at the ticket office.
- Brief adults and children – all adults will take an active role in the supervision of children on trips at all times. Allocate children to adults where appropriate – provide a copy of groups.
- Give children a safety talk about crossing roads, travelling, safety on the platforms, stranger danger, getting lost.

- Collect trip bag with first aid kit and mobile phone on the morning of the trip.
- A mobile phone must be taken on all trips outside the school – If you take your own mobile make sure that you leave the number in the office.
- An adult must check in to the office when the party returns.

### 3. **Monitoring of teaching and learning**

Trips are monitored by asking class teachers to add Tweets to the school website as and when trips take place. Tweets are monitored by the Trips Coordinator. The frequency, venue and impact of trips are reported to the Governing Body as part of the headteacher's report to the Governors.

### 4. **Special Educational Needs**

Children will go on trips whatever their special educational needs, provided that physical arrangements can be made. The SENCO must be informed in advance when you need to take an SEN TA with you.

### 5. **Early Years**

Trips and visits are an important part of the foundation stage curriculum. As with all educational visits, special care must be taken with health and safety issues. The ratio of children to adults must be at least 2:1. The trips will be appropriate for the age of children and will not involve long journeys by public transport.

### 6. **Resources**

Boards, pencils and or sketch books may be taken on visits.

### 7. **Health and Safety**

Before teachers plan educational visits they should read DFEE book "Health and Safety of Pupils on Educational Visits" available from the Headteacher, the relevant section in the school booklet and this policy.

A teacher who is going on the trip must visit the venue before the trip takes place.

Risk Assessments must be completed for every trip.

An appropriate number of adults must accompany the children.

A list of the names of every child and adult on the trip with their estimated time of return must be left in the office.

All adults must be briefed.

First aid kit must be taken – all classroom assistants have completed a basic first aid course.

A mobile phone must be taken on all trips.

All children must be reminded about sensible behaviour and given a safety talk (see Trip Checklist)

An adult staff member must accompany children to the toilets.

At present insurance is covered through our "all risks" policy.



## 8. Extra-curricular

When children are taken on extra curricular trips the same meticulous planning and health and safety measures will be taken.

## 9. Parental involvement

School trips are a vital part of children's learning at Osmani Primary School. Whilst we are **not obliged** to allow parents to accompany their children on school trips, we believe that it is important for parents to do so in order to engage and support children's learning. Parents may have the opportunity to accompany their child's class on trips at least once during their child's time at Osmani. **Parents going on trips is at the discretion of the school.**

All parents who wish to accompany children on trips **MUST** attend the school's **Parents on Trips training programme and abide by all the school's policies and procedures relating to the trip.**

- We put considerable effort into safeguarding all our children in and out of school and all adults accompanying children on trips have joint responsibility to ensure all children are safe.
- All adults including parents are included in the adult-pupil ratio; therefore, the school regards parents as **volunteers in the workplace**. As volunteers in the workplace, parents will be expected to adhere to all health, safety, security, communication and confidentiality policies of the school as expected of school staff.
- **EARLY YEARS:** Due to the need for a higher ratio of adults to pupils, the school may allow parents in the early years who have not had the training to accompany the class on trips **at the discretion of the school**. However, the parents **MUST** attend the training at the earliest opportunity.
- Parents **MUST** not take any videos or pictures of children, including their own, on trips on cameras or mobile devices.
- All parents who are part of the school party must depart from the school premises with the party. Parents are not allowed to join the school party enroute or at the venue regardless of whether they are paying for their travel or entrance fee as they are not part of the school's risk assessment for the trip.

## Parent Trip Selection

- To ensure all trip trained parents have an opportunity to go on trips with classes the following selection process will be followed:
  - *First, the parents of children with severe complex needs will be considered, e.g pre verbal (however this is dependent on the type of trip and the needs of the child). There is no guarantee that a parent whose child has severe complex needs will always go on a trip with their child. **This is at the discretion of the school.***

Last Review Date: Summer 2023

Next Review Date: Summer 2024



- *Then the names of all parents who sign up to accompany classes on trips will be put into a 'draw' and parents will be selected anonymously.*
  - *Class teachers will **only** inform parents who have been selected to accompany classes on trips ahead of the date of the trip. Parents who have not been selected will not be contacted.*
  - *If a parent is selected to go on a school trip and their plans change, parents must inform the school immediately. If we do not have enough adults, the trip will be cancelled.*
- After careful consideration, the school has decided to ask parents not to wear any item of clothing that obstructs full visibility of the face when participating in school trips. The school's reason for this policy is that:
    - **All adults, including parents, need to engage fully with all the children in the school party, in order to enhance their learning experience and this is facilitated through conversations, discussions and facial gestures, such as smiling.**
    - **We have many children who have hearing and communication difficulties and need to be able to see an adult's whole face.**
    - **It is extremely important for all children to be able to effectively communicate with all adults on school trips.**
    - **In an emergency, it is important that all children and all adults are able to recognise everyone in the school party easily.**

Appendix A: Local Trip letter

Appendix B: Lunch form

Appendix C: Rec – Year 6 Trip Planning Sheet and Risk Assessment

Appendix D: Nursery trip Planning Form and Risk assessment Form

Appendix E: Local Trip map

(Appendix A)

Date \_\_\_\_\_

## Local Area Educational Visit

Dear Parent/Carer,

On \_\_\_\_\_ the children in \_\_\_\_\_ class will be going on local area educational visit to

\_\_\_\_\_.

We will be leaving at \_\_\_\_\_ and expected back to school by

\_\_\_\_\_.

They will be accompanied by their class teacher and other staff from Osmani School.

Everyone will need a packed lunch. If your child has free school dinners this will be provided. **Tower Hamlets Catering Services will no longer be providing bottled water so the children MUST come in with a reusable water bottle that they can fill with water in school OR a bottle of water even if we are providing free school packed lunch.**

Packed lunches from home should contain a sandwich, some fruits and water. **NO FIZZY** drinks allowed. Do not send glass bottles.

We need parent volunteers for this trip. If you are able to join us please sign the form below.

Yours sincerely

*Remi Atoyebi*

Remi Atoyebi

Headteacher

I will be able to accompany the class on the trip as a parent volunteer

Name \_\_\_\_\_ Child \_\_\_\_\_ Class \_\_\_\_\_

(Appendix B)

Headteacher: Remi Atoyebi  
Deputy Headteacher: Penny Seymour



## School Packed Lunches Form

Please fill in this form for school packed lunches at least **TWO WEEKS IN ADVANCE**. Please make sure the completed form is given to **Habiba** ready to hand over to the kitchen staff. ***If the form is not handed over in time, the Kitchen staff cannot prepare the packed lunches!***

**Name of trip:** \_\_\_\_\_

**Date of trip:** \_\_\_\_\_

**Departure Time:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**How many School Packed Lunches needed:** \_\_\_\_\_

**Name of staff who completed this form:** \_\_\_\_\_

**Date when Office received this form:** \_\_\_\_\_

**Sign:** \_\_\_\_\_  
**(To be completed by Habiba ONLY)**

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(Appendix C)

## Trip Planning Form

Trips require in depth planning. Class teachers **MUST** ensure they follow the guidelines below.

- The Initial Visit document must be returned to HOPS **3 weeks** before the trip. Please note that HOPs must sign this document before you are able to complete the full risk assessment.
- **This form and any additional risk assessments MUST be completed at least 2 weeks prior to the visit taking place. Please return to your HOP, Phase Manager and Asma.**  
**Trips will not be approved until all information is filled in. This includes additional adults and parent volunteers.**
- Ensure that you are familiar with the school guidelines on class visits.
- **Travel for trips MUST be booked 2 /3weeks in advance.**
- Class teachers leading their classes on the trip must take part in the initial visit and complete the **Initial Visit document** and submit to HOP's before filling in this form. **Initial visits can be done during PPA** by one class teacher, whilst the other continues with planning.
- **The ratio of adults to children should be 1:10 for KS2 and 1:6 KS1, EYFS 1:2. Children who have one to one support should have adult support in addition to this.**
- **Packed Lunches are to be booked at least 2 weeks in advance. (Children who pay for School Dinners do get a School Packed Lunch so please include them on the form).**
- Make sure Packed Lunch forms are handed over to **Sheley/Habiba** directly and NOT to the kitchen! (Teachers Do Not sign these forms, they are for the admin team to sign!)
- **Class TAs and Teachers sort out all permission slips A WEEK BEFORE the trip; the Office Staff are NOT going to make any phone calls on the day.**
- **Teachers need to sort out adults helping out on the trip; Office Staff will not call parents to come to the trip last minute.**
- If it becomes clear that you are going to be late returning to school, call as soon as possible so that parents can be notified.
- Medication such as allergy relief and Asthma Pumps must be taken on the trip! – NO MEDICATION – NO TRIP.
- Please remember: all members of staff are to maintain professional conduct at all times during the trip.
- **All members of staff going on the trip MUST read the Risk Assessment (RA) and sign the page at the back of the risk assessment, prior to the RA being given to HOPs.**
- On the day of the trip, **class teachers(Not Support staff) MUST** go through the Health and Safety briefing on the last page of the risk assessment with the parents.
- Adult helpers are not DBS checked, therefore **MUST NOT** be left alone with children at any point during the trip.
- **At the end of the trip class teachers are to debrief with HOPs and discuss any incidents including minor accidents.**

**The ultimate responsibility for the health and safety of all children on trips remains that of the school adults.**

## Trips that need additional risk assessment

Name of trip	Additional risk assessment	Additional information that Must be printed off.
<b>Chalkwell</b>	Chalkwell Beach specific risk assessment	Tide times
<b>Kingswood</b>	Kingswood specific risk assessment	
<b>Olympic park</b>	Olympic park risk assessment	
<b>Chessington</b>	Chessington specific risk assessment	
<b>Ruislip Lido</b>	Ruislip Lido risk assessment	
<b>Go Ape</b>	Go Ape risk assessments	

## Trip Planning Checklist

<u>Checklist</u>	<u>Tick</u>
<b><i>Please tick</i></b>	
Complete planning form and any additional risk assessments – detailed plan 2 weeks in advance.	
<b>Discussed with (not emailed) HoP and approved</b>	
Approved by Asma Ed Visits Co-ordinator	
Book free tube tickets at least 2/3weeks .in advance	
See the Admin Officer for train tickets approval.	
Inform kitchen of packed lunch requirements – 2 weeks in advance.	
Send out trip letter informing parents of the intended visit at least 3 weeks in advance <b>The trip letter is to be sent to Thof, so he can send it out via google Forms</b>	
Book and confirm parents for the trip 2 weeks in advance. Class teachers must inform parents if they have been selected to go on the trip.	
Carry out risk assessment-make initial visit to venue and complete risk assessment form- 2 weeks in advance. Use PPA time if needed and fill in the initial visit document.	
Ensure that all permission on the google forms are checked by the TA before the day of the trip. Phone permission or verbal permission is <b>NOT ACCEPTABLE.</b>	
Class teachers <b>MUST</b> ensure that all adults going on the trip read the risk assessment and sign the acknowledgement section at the end of the risk assessment <b>latest by the day before the trip.</b>	

On the day of the trip make sure that children are grouped with a responsible adult. Ensure the adult knows the names of the children in their group. Ensure adults and children are aware of your expectations of their conduct during the trip.	
On the day- class <b>teachers MUST</b> give children and <b>all adult helpers</b> a talk about behaviour expectations, stranger danger, if they are separated, safety on transport.  Class teachers <b>MUST</b> refer to the last page and discuss each health and safety point with parent/carer volunteers before the trip.	
Let the office know about the number of volunteers attending the trip.	
Ensure that you have First Aid/children's medicines if needed.	
Ensure Hi vis vests are collected and handed out for <b>children and adults!</b>	
Copy of Risk assessment taken on trip. Copy of class list taken on trip.	
On the day give to the office : <ul style="list-style-type: none"> <li>• Permission list from Google Forms and class list of number and names children attending trip</li> <li>• List of children left behind- and which classes they are in.</li> <li>• A copy of the Risk Assessment and any additional documents necessary e.g additional risk assessment signed by the HT or HoP in the absence of the HT.</li> </ul>	

Adults on the trip	Names	Approved by	Signature
Class based support staff (Approved by HoPs)			
Other Adults on the trip e.g LSA/LM/PL			
Child/ren with complex special needs			
Staff accompanying child/ren complex special needs			

Last Review Date: Summer 2023

Next Review Date: Summer 2024

Children with specific medical needs. E.g. asthma, allergies			
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## ADULTS AND GROUPS ON THE TRIP

(This should be printed and given to each adult)


This should be printed and given to each adult.

**Last Review Date: Summer 2023**

**Next Review Date: Summer 2024**



<b>Osmani school phone number 0207 247 8909</b>	
<b>School staff</b>	<b>Mobile Number</b>

## TRIP INFORMATION

<b>DESTINATION</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>ROUTE AND DESTINATION</b> <ul style="list-style-type: none"> <li>● including bus number, -route walked,</li> <li>● tube station</li> <li>● where you are departing from</li> <li>● tube line, interchanges, -tube station where alighting.</li> </ul>	
<b>A safe place to go if there is an emergency (near the venue)</b>	
<b>DEPARTURE TIME</b>	
<b>RETURN TO SCHOOL TIME</b>	
<b>What is the Curriculum link?</b>	
<b>What writing genre does this trip support?</b>	
<b>What is the intended outcome of this trip?</b> <b>How will you present this to the school/parents/phase</b> <ul style="list-style-type: none"> <li>● Assembly</li> <li>● Writing project</li> <li>● On the website</li> <li>● Display</li> </ul>	

## TRIP DAY

<p><b>1. Have you read the news on the day of the trip? Yes [ ]                      No [ ]</b></p> <p><b>Date:</b></p> <p><b>Are there any major incidents? Yes [ ]                      No [ ]</b></p> <p><b>Where:</b></p> <p><b>Areas the police have advised to avoid:</b></p>
<p><b>2. Hazard Identified (potential to cause harm)</b></p> <p>Pavements Traffic Allergic reactions and known medical conditions Bus stops. Buses Tube/DLR stations, Tube/DLR platforms, Tube carriages Strangers/abductors Coach accident Traffic accident</p>
<p><b>3. Consequences of the Hazard (i.e. what is the potential harm)</b></p> <p>Staff/child injured on the pavement – fall, cuts, grazes, bruises. Staff/child injured by car while crossing road – serious injuries Child seriously injured from coach accident/tube accident/train accident Child seriously injured from Traffic accident Child ill on trip Staff member ill on trip Staff/Child lost or abducted Staff/Child suffers allergic reaction or known medical condition e.g. asthma attack Staff/child tripping/slipping/falling on stairs in train/tube station Staff/child tripping/slipping/falling from platform/bus stop on to rails or in front of train/tube/bus Staff Child tripping/slipping/falling in moving vehicle</p>
<p><b>4. Current Controls (including legal compliance)</b></p> <p>Permission slips from parents Adult child ratio adhered to: - EYFS 1:2. coach 1:6    KS1 1:6    4 adults minimum KS2 1:10 3 adults minimum. Safety walking in pairs Children wearing Osmani wristbands/labels/hi vis vests <b>A staff member on the trip has traveled the route previously and visited the destination.</b> Children's medicines taken e.g. asthma pumps. First aid kit taken Copy of contact details of all school staff (Mobile phones) left in the office. Detail of route and destination listed</p> <p><b>1. Procedures for crossing the road</b></p> <p>a) When crossing roads, safe crossing places will be used wherever possible.</p>

- b) If zebra or pelican crossings are used, an adult will proceed to the center of the crossing only when vehicles in both directions have stopped and the teacher in charge will lead the children across the road.
- c) Deploy adults to the front, rear and middle of the group. **Adults walk close to kerb NOT children.**
- d) If a pelican crossing is being used, a judgment has to be made on whether to cross in smaller groups.
- e) The teacher in charge must be leading the group at all times with a member of school staff at the back of the line.
- f) Whilst walking on the footpath, adults should be closest to the hazard e.g. the roads

## **2. Procedure for deploying adults during the journey**

- a) The lead teacher must lead the group at all times
- b) A member of school staff should be at the rear of the line
- c) Deploy adults to the front, rear and middle of the group

## **3. Procedure for getting on/off the bus or the train**

- a) Teacher in charge lead the children into the bus/train
- b) Children should sit down if seats are available
- c) Children who are standing must hold on to the rails
- d) Two members of staff to complete a head count once everyone is on
- e) Check the bus/train before leaving, ensure all children have exited safely
- f) Two members of staff to complete a head count once everyone has disembarked

## **4. Procedure for taking children to the toilet**

- a) Only member(s) of staff must supervise children in the toilets
- b) Small groups should go into the toilets at one time
- c) Parents or volunteers must not be left alone with children in the toilets at any time
- d) Children new to the English language should be shown how to use the lock on the toilet door
- e) A child must not be left unsupervised in the toilets at any point

## **5. Procedure for the end of the trip**

- a) Once the trip has ended, call the school to inform the office that the group has left the venue
- b) Call the school to give an update of the progress of the journey – inform school if there are any unexpected delays.
- c) Provide an estimate return time
- d) Call the school once off the last train or bus
- e) The teacher in charge should lead the group back to school throughout the journey with a member of school staff at the back of the line
- f) **DEBRIEF TO HoP**

## **6. Procedures if somebody need to go to the hospital**

- a) One adult to escort child to hospital
- b) Inform school who will contact parent/carer
- c) Remain with them until parent/carer arrives

## **7. Procedure if somebody is sick whilst out of school**

- a) One adult to escort child to hospital or return child to school
- b) Inform school who will contact parent/carer
- c) Remain with them until parent/carer arrives

**8. Procedure if a child is lost whilst out of school**

- a) Inform establishment that is being visited
- b) Inform Police
- c) Inform the school

**9. Procedures for a coach accident**

- a) contact emergency services
- b) Inform school of injured children/adults
- c) School to inform parents of injured children/adults first then other children.

**10. Procedures for a road traffic accident.**

- a) Discuss with children the importance of standing on the pavement furthest away from the road
- b) Go over 'Green Cross Code'

**11. Dealing with children with specific needs**

- a) Allocate specific adults where necessary to ensure the child has appropriate support and supervision with regards to Health and Safety.

**12. Covid 19 Precautions**

- a) Wash hands

**13 Severity Outcome (tick as appropriate)**

- Minor/slightly harmful injury or illness
- Harmful injury or illness incurring time loss from work or subjects
- Serious injury or illness
- Life threatening or fatal injury or illness

**14. Probability of harm (tick as appropriate)**

- Unlikely/Improbable  Likely  Highly Probable  Certainty

**15. Final Assessment of Risk (tick as appropriate)**

- Low  Medium  High  Very High

**16. Action Required (continue on separate sheet if required)**

- Permission slips collected and collated.
- Adult child ratio adhered to
- First aid bags checked and refilled where necessary
- Sick bags and bin liners taken
- Mobile phone numbers left in office
- Class list and number of children going left in the office
- List of children left behind- and which classes they are in.
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- Safety talk given to parents and volunteers
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# STAFF RISK ASSESSMENT ACKNOWLEDGEMENT CONFIRMATION

**All school adults must read the risk assessment, and any additional risk assessment, thoroughly and sign the section below. Please speak to the class teachers if you need clarification on any information contained within this document.**

**By signing the section below, adults agree that they have read, understood, and will adhere to the content of this document.**

Date	Name	Sign


## **Class Teacher Health and Safety talk with Parent/carer volunteers attending trips**

**For Health, Safety and Safeguarding reasons, we ask that you abide by the following rules in line with the school's trip policy:**

1. Mobile phones **MUST** be on silent whilst helping on trips and you must not take calls or texts as your role on the trip is to always supervise and support children's learning.
2. Parents **MUST NOT** take any videos or pictures of children, including their own, on trips on cameras or mobile devices.
3. Parents are not permitted to purchase pictures on trips of any children including their own.
4. It is important that children see your face and mouth for **communication purposes** – you will be involved in lots of talking with the children as you support their learning on trips.
5. **The safety of all our children and staff is a priority.** As you will be part of the school group, it is important that staff and children can recognise you quickly. Therefore, we ask that you do not wear a face covering during school trips/visits.
6. All parents are responsible for their whole group and not for just their child.
7. You must wear the school's green Hi Vis Vests so that the children and the public are aware of who you are.
8. You **must not** give food or drink to any of the children - they may have an allergy that you do not know about and it could have serious implications on their health.
9. Hot beverages are not to be brought or consumed whilst on the trip.
10. We ask that you do not smoke while on the trip as you are responsible for a group of children at all times.
11. **For safeguarding reasons**, only school staff are allowed to accompany children to the toilets.



12. We ask that you do not lift, carry or physically move children.
13. Please do not administer First Aid to children but instead let the class teacher know straight away and they will deal with it.
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**A final reminder that the main duties of parents and carers on trips and visits are:**

- To ensure the safety and security of all children.
- To engage with the children in order to enhance their learning experience.
- To help ensure that all children, including their own, participate fully and independently in all activities.

**FAILURE TO ADHERE TO THESE EXPECTATIONS COULD RESULT IN YOU NOT BEING SELECTED FOR FUTURE TRIPS.**

Class teacher signature:	Date:
--------------------------	-------

**Please tick**

**Are risks adequately controlled**

- Yes
- No

If NO, list additional controls and actions required:	Additional controls	Action by:

Last Review Date: Summer 2023

Next Review Date: Summer 2024

<b>Headteacher's Name</b>	<b>Signature</b>	<b>Date</b>

## Appendix D

### **NURSERY TRIP PLANNING FORM**

Trips require in depth planning. Please ensure you follow the guidelines below.

- The Initial Visit document must be returned to HOPS **5 weeks** before the trip. Please note that HOPs must sign this document before you are able to complete the full risk assessment.
- **This form and any additional risk assessments MUST be completed at least 4 weeks prior to the visit taking place. Please return to your HOP, Phase Manager and Asma. Trips will not be approved until all information is filled in. This includes additional adults and parent volunteers.**
- If you need funding for a trip, please contact Asma with quotes. She will let you know if there is money in the budget to fund the trip.
- This form should be completed at least 4 weeks prior to the visit taking place. Please return to your HOP and Phase Manager.

**Trips will not be approved until all information is filled in. This includes additional adults and parent volunteers.**

- Please note that it takes at least 3 weeks for travel permits to be booked with Transport for London therefore, this completed form must be handed to Habiba/Sheley 4 weeks before the trip.
- Please ensure that you are familiar with the school guidelines on class visits.
- Class teachers leading their classes on the trip must take part in the initial visit and complete the **Initial Visit document** and submit to HOP's before filling in this form. **Initial visits can be done during PPA** by one class teacher, whilst the other continues with planning.
- **The ratio of adults to children should be at least 1:10 for KS2 and 1:6 KS1, EYFS 1:2. Children who have one to one support should have adult support in addition to this.**
- Please note that if it becomes clear that you are going to be late returning to school, call as soon as possible so that the borough transport can be notified.
- **Habiba will book the packed lunches. (Children who pay for School Dinners do get a School Packed Lunch so please include them on the form).**
- **Please ensure Class TAs and Teachers sort out all permission slips A WEEK BEFORE the trip; the Office Staff are NOT going to make any phone calls on the day.**
- Please sort out travel arrangements for those who use the Tower Hamlets FOX transport to travel to school if you will be late coming back from the trip.
- **Teachers need to sort out adults helping out on the trip; Office Staff will not call parents to come to the trip last minute.**
- Medication such as allergy relief and Asthma Pumps must be taken on the trip! – NO MEDICATION – NO TRIP.
- Please remember: all members of staff are to maintain professional conduct at all times during the trip.
- **All members of staff going on the trip MUST read the Risk Assessment (RA) and sign the page at the back of the risk assessment, prior to the RA being given to HOPs.**

Last Review Date: Summer 2023

Next Review Date: Summer 2024

- On the day of the trip, **class teachers(Not Support staff) MUST** go through the Health and Safety briefing on the last page of the risk assessment with the parents.
- Adult helpers are not DBS checked, therefore **MUST NOT** be left alone with children at any point during the trip.
- **At the end of the trip class teachers are to debrief with HOPs and discuss any incidents including minor accidents.**

**The ultimate responsibility for the health and safety of all children on trips remains that of the school adults.**

- 

## Trips that need additional risk assessment

Name of trip	Additional risk assessment	Additional information that Must be printed off.
<b>Chalkwell</b>	Chalkwell Beach specific risk assessment	Tide times
<b>Kingswood</b>	Kingswood specific risk assessment	
<b>Olympic park</b>	Olympic park risk assessment	
<b>Chessington</b>	Chessington specific risk assessment	
<b>Ruislip Lido</b>	Ruislip Lido risk assessment	
<b>Go Ape</b>	Go Ape risk assessments	

<b>Date of visit</b>	
<b>Destination:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	

<b>Type of place:</b>  Please bold, underline and highlight the option	
<b>What is the Curriculum link?</b>	
<b>What is the intended outcome of this trip?</b>	
<b>What will be the impact on children's writing?</b> <b>How will you measure this?</b>	
<b>Which writing genre will this trip help develop?</b>	
<b>How will you present this to the school/parents/phase</b> <ul style="list-style-type: none"> <li>● Assembly</li> <li>● Writing project</li> <li>● On the website</li> <li>● Display</li> </ul>	

<b>Class/es:</b>	
<b>Number of children:</b>	
<b>Trip Leader:</b>	
<b>Other Adults:</b>  <b>List names:</b>	<p style="text-align: right;">These have been approved by HoP      sign <input type="text"/></p> <p style="text-align: right;">Midday Meals Supervisors on trip Names      sign <input type="text"/> <i>Approved by HLTA (Shazna)</i></p> <p style="text-align: right;">Child with complex special needs name: _____ staff accompanying child _____ <i>Approved by Penny</i>      sign <input type="text"/></p>
<b>Accompanying Parents:</b>	See attached list
<b>Travel Route.</b> <b>List details from school to venue</b>	

<b><u>Journey details</u></b>  Date of travel (dd/mm/yy)  Ticket type (please underline and highlight option)  <b><u>Outward journey</u></b>	Single or Return																													
	<table border="1"> <thead> <tr> <th>Start time</th> <th>Transport</th> <th>Bus route No(s)</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Start time	Transport	Bus route No(s)	From	To																								
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<b>Group size</b>	<b>Total number of children (under 18)</b> <b>Total number of Adults</b> <b>Special requirements</b>																													
<b>Departure time from school:</b>																														
<b>Time returning to school:</b> (If you are running late – you must call the school)																														
<b>If returning late</b> <b>Names of bussed in children:</b>	N/A																													
<b>What provision has been made for their trip home?</b>	N/A																													
<b>Children with specific medical needs. E.g. asthma, allergies</b>	<b>Names:</b>	<b>Medical needs:</b>																												
<b>Cost of trip –</b>  <b>Note budget to be used.</b> <b>Budget holders approval Y/N</b>	None																													

<b>Number of packed lunches</b>	
---------------------------------	--

<b>Osmani phone number 02072478909</b>	
<b>Staff member:</b>	<b>Contact number:</b>

Please group children with an adult in the below table (insert adult's and children's names):

Adult 1 Names of children	Adult 2 Names of children
Adult 3 Names of children	Adult 4 Names of children
Adult 5 Names of children	Adult 6 Names of children
Adult 7 Names of children	Adult 8 Names of children
Adult 9	Adult 10



Names of children	Names of children
Adult 11	Adult 12
Names of children	Names of children
Adult 13	Adult 14
Names of children	Names of children
Adult 15	Adult 16
Names of children	Names of children
Adult 17	Adult 18
Names of children	Names of children
Adult 19	Adult 20
Names of children	Names of children
Adult 21	Adult 22
Names of children	Names of children
Adult 23	Adult 24
Names of children	Names of children
Adult 25	Adult 26

**Last Review Date: Summer 2023**

**Next Review Date: Summer 2024**

Names of children	Names of children
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This should be printed and given to each adult

### Trip Checklist

Checklist	Tick
<b>Please tick</b>	
Complete planning form – detailed plan 4 weeks in advance.	
Discussed with (not emailed) HoP and approved	
Approved by Asma Ed Visits Co-ordinator	
Submit trip planning form and risk assessment to Habiba so she can book transport and lunch at least 2 weeks in advance.	
Send out trip letter informing parents of the intended visit at least 3 weeks in advance <b>The trip letter is to be sent to Thof, so he can send it out via google Forms</b>	
Book and confirm parents for the trip 2 weeks in advance. Class teachers must inform parents if they have been selected to go on the trip.	
Carry out risk assessment-make initial visit to venue and complete risk assessment form- 4 weeks in advance. Use PPA time if needed and fill in the initial visit document.	
Ensure that all permission on the google forms are checked by the TA before the day of the trip. Phone permission or verbal permission is <b>NOT ACCEPTABLE.</b>	
On the day of the trip make sure that children are grouped with a responsible adult. Ensure the adult knows the names of the children in their group Ensure adults and children are aware of your expectations of their conduct during the trip.	
On the day- class <b>teachers MUST</b> give children and <b>all adult helpers</b> a talk about behaviour expectations, stranger danger, if they are separated, safety on transport.	

Last Review Date: Summer 2023

Next Review Date: Summer 2024

Class teachers <b>MUST</b> refer to the last page and discuss each health and safety point with parent/carer volunteers before the trip.	
Let the office know about the number of volunteers attending the trip.	
Ensure that you have First Aid/children's medicines if needed.	
Ensure Hi vis vests are collected and handed out for <b>children and adults!</b>	
Copy of Risk assessment taken on trip. Copy of class list taken on trip.	
On the day give to the office : <ul style="list-style-type: none"> <li>• Permission list from Google Forms and class list of number and names children attending trip</li> <li>• List of children left behind- and which classes they are in.</li> <li>• A copy of the Risk Assessment and any additional documents necessary e.g additional risk assessment signed by the HT or HoP in the absence of the HT.</li> </ul>	

<b>Adults on the trip</b>	<b>Names</b>	<b>Approved by</b>	<b>Signature</b>
Class based support staff (Approved by HoPs)			
Other Adults on the trip e.g LSA/LM/PL			
Child/ren with complex special needs			
Staff accompanying child/ren complex special needs			
Children with specific medical needs. E.g. asthma, allergies			

## TRIP DAY

<p><b>1. Have you read the news on the day of the trip? Yes [ ]                      No [ ]</b></p> <p><b>Date:</b></p> <p><b>Are there any major incidents? Yes [ ]                      No [ ]</b></p> <p><b>Where:</b></p> <p><b>Areas the police have advised to avoid:</b></p>
<p><b>2. Hazard Identified (potential to cause harm)</b></p> <p>Pavements Traffic Allergic reactions and known medical conditions Bus stops. Buses Tube/DLR stations, Tube/DLR platforms, Tube carriages Strangers/abductors Coach accident Traffic accident</p>
<p><b>3. Consequences of the Hazard (i.e. what is the potential harm)</b></p> <p>Staff/child injured on the pavement – fall, cuts, grazes, bruises. Staff/child injured by car while crossing road – serious injuries Child seriously injured from coach accident/tube accident/train accident Child seriously injured from Traffic accident Child ill on trip Staff member ill on trip Staff/Child lost or abducted Staff/Child suffers allergic reaction or known medical condition e.g. asthma attack Staff/child tripping/slipping/falling on stairs in train/tube station Staff/child tripping/slipping/falling from platform/bus stop on to rails or in front of train/tube/bus Staff Child tripping/slipping/falling in moving vehicle</p>
<p><b>4. Current Controls (including legal compliance)</b></p> <p>Permission slips from parents Adult child ratio adhered to: - EYFS 1:2. coach 1:6    KS1 1:6    4 adults minimum KS2 1:10 3 adults minimum. Safety walking in pairs Children wearing Osmani wristbands/labels/hi vis vests <b>A staff member on the trip has traveled the route previously and visited the destination.</b> Children's medicines taken e.g. asthma pumps. First aid kit taken Copy of contact details of all school staff (Mobile phones) left in the office. Detail of route and destination listed</p> <p><b>1. Procedures for crossing the road</b></p> <p>a) When crossing roads, safe crossing places will be used wherever possible.</p>

- b) If zebra or pelican crossings are used, an adult will proceed to the center of the crossing only when vehicles in both directions have stopped and the teacher in charge will lead the children across the road.
- c) Deploy adults to the front, rear and middle of the group. **Adults walk close to kerb NOT children.**
- d) If a pelican crossing is being used, a judgment has to be made on whether to cross in smaller groups.
- e) The teacher in charge must be leading the group at all times with a member of school staff at the back of the line.
- f) Whilst walking on the footpath, adults should be closest to the hazard e.g. the roads

## 2. Procedure for deploying adults during the journey

- a) The lead teacher must lead the group at all times
- b) A member of school staff should be at the rear of the line
- c) Deploy adults to the front, rear and middle of the group

## 3. Procedure for getting on/off the bus or the train

- a) Teacher in charge lead the children into the bus/train
- b) Children should sit down if seats are available
- c) Children who are standing must hold on to the rails
- d) Two members of staff to complete a head count once everyone is on
- e) Check the bus/train before leaving, ensure all children have exited safely
- f) Two members of staff to complete a head count once everyone has disembarked

## 4. Procedure for taking children to the toilet

- a) Only member(s) of staff must supervise children in the toilets
- b) Small groups should go into the toilets at one time
- c) Parents or volunteers must not be left alone with children in the toilets at any time
- d) Children new to the English language should be shown how to use the lock on the toilet door
- e) A child must not be left unsupervised in the toilets at any point

## 5. Procedure for the end of the trip

- a) Once the trip has ended, call the school to inform the office that the group has left the venue
- b) Call the school to give an update of the progress of the journey – inform school if there are any unexpected delays.
- c) Provide an estimate return time
- d) Call the school once off the last train or bus
- e) The teacher in charge should lead the group back to school throughout the journey with a member of school staff at the back of the line
- f) **DEBRIEF TO HoP**

## 6. Procedures if somebody need to go to the hospital

- a) One adult to escort child to hospital
- b) Inform school who will contact parent/carer
- c) Remain with them until parent/carer arrives

## 7. Procedure if somebody is sick whilst out of school

- a) One adult to escort child to hospital or return child to school
- b) Inform school who will contact parent/carer
- c) Remain with them until parent/carer arrives

**8. Procedure if a child is lost whilst out of school**

- a) Inform establishment that is being visited
- b) Inform Police
- c) Inform the school

**9. Procedures for a coach accident**

- a) contact emergency services
- b) Inform school of injured children/adults
- c) School to inform parents of injured children/adults first then other children.

**10. Procedures for a road traffic accident.**

- a) Discuss with children the importance of standing on the pavement furthest away from the road
- b) Go over 'Green Cross Code'

**11. Dealing with children with specific needs**

- a) Allocate specific adults where necessary to ensure the child has appropriate support and supervision with regards to Health and Safety.

**12. Covid 19 Precautions**

- a) Wash hands

**13 Severity Outcome (tick as appropriate)**

- Minor/slightly harmful injury or illness  
 Harmful injury or illness incurring time loss from work or subjects  
 Serious injury or illness  
 Life threatening or fatal injury or illness

**14. Probability of harm (tick as appropriate)**

- Unlikely/Improbable  Likely  Highly Probable  Certainty

**15. Final Assessment of Risk (tick as appropriate)**

- Low  Medium  High  Very High

**16.Action Required (continue on separate sheet if required)**

- Permission slips collected and collated.
- Adult child ratio adhered to
- First aid bags checked and refilled where necessary
- Sick bags and bin liners taken
- Mobile phone numbers left in office
- Class list and number of children going left in the office
- List of children left behind- and which classes they are in.
- Route and destination given to the office.
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- Safety talk given – stranger danger/lost/walking
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**FAILURE TO ADHERE TO THESE EXPECTATIONS COULD RESULT IN YOU NOT BEING SELECTED FOR FUTURE TRIPS.**

Class teacher signature:	Date:
--------------------------	-------

**Please tick**

**Are risks adequately controlled**

- Yes
- No

If NO, list additional controls and actions required:	Additional controls	Action by:

--	--	--

<b>Headteacher's Name</b>	<b>Signature</b>	<b>Date</b>



(Appendix E)

