CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

# Off-Site Education Visits Policy

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Contents

Statement of Policy ..... 2
Equalities Duty: Pupils with special educational and medical needs ..... 2
Aims and purposes of Educational Visits ..... 2
Approval Procedure and Consent ..... 2
Parental consent and information for trips ..... 3
Staffing ..... 3
Using an External Provider ..... 3
Behaviour ..... 4
Emergency Procedures ..... 4
Evaluation ..... 4
Guidance for Staff ..... 5
Competence of Group Leaders ..... 5
Guidance for Group Leaders ..... 5
Duties of the Group Leader ..... 5
Accompanying Staff and Volunteers must: ..... 6
Planning ..... 6
Supervision ..... 6
Parent Helpers ..... 6
Adult / pupil ratio guidance ..... 7
Risk Assessment ..... 7
Transport on trips ..... 8
Crossing roads and walking in public ..... 8
Coach/ bus hire ..... 8
First Aid and Medical Needs ..... 8
Insurance ..... 9
Categorisation of trips ..... 9
Types of visit ..... 9
Safety during Adventurous Activities ..... 10
Water-margin activities ..... 10
Coastal visits ..... 10
Residential Trips ..... 10
Weather and Clothing ..... 10
Emergency Procedures ..... 11
Introduction ..... 11
Recommended Procedures: ..... 11
Give full details of the incident to the Head Teacher or designated contact: ..... 11
Serious Incidents ..... 11
Charging for trips ..... 12
APPENDIX 1 - IN AN EMERGENCY ..... 13
APPENDIX 2 PARENT VOLUNTEERS ..... 14
Appendix 3: Aide Memoire for teachers - *Before I Book a Trip* ..... 15

# Off-Site Educational Visits Policy

## Statement of Policy

This policy supplements the guidance published by the Department for Education (DfE) February 2014 and the Health and Safety Executive (HSE), which the school has formally adopted, through the Governing Body. Links to these documents are given below.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

http://www.hse.gov.uk/services/education/school-trips.pdf

Additional guidance following best practice is related to Outdoor Education Advisers' Panel 'National Guidance': www.oeapng.info

COLPAI has a strong commitment to adding value to learning beyond the classroom and the school day. As the school grows, typical activities that will be arranged in support of the curriculum may include:

- Out of hours enrichment clubs (music, drama, art, science, sport, homework etc.)
- Fixtures and sports training KS2
- Common nearby visits (Barbican Children's Library, Museum of London, Barbican, Guildhall, shops, parks, place of worship)
- Day visits involving travel by public transport f (London Zoo, Science Museum, farms)
- Residential study visits (upper KS2)
- Adventure Activities, classed as higher risk, e.g. pond dipping.
- Trips and visits that support topic work/ the curriculum

## Equalities Duty: Pupils with special educational and medical needs

The Head teacher will not exclude pupils with special educational or medical needs from school visits; adaptations will be implemented to support pupils accessing the full, enriched curriculum offer. Every effort will be made to support pupils with additional needs whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Where poor pupil behaviour choices continue to present a health and safety risk after adaptations have been implemented, the Head Teacher reserves the right withdraw permission for the child attend, particularly if the child's behaviour compromises their or others' safety. The child will attend school and undertake appropriate study in the parallel or near age class.

## Aims and purposes of Educational Visits

Within each curricular programme of work, teachers plan educational visits and activities that support the students' learning. Parents/guardians are always informed of these in advance. Teachers identify clear aims and objectives for each visit and these are clearly communicated to the other accompanying adults, parents and pupils. Pupils will be well-prepared for the visit and, subsequently, put the experience to good effect as a stimulus for work in class.

## Approval Procedure and Consent

The Head Teacher has nominated Emily Robey as the Primary Educational Visits Co-ordinator (EVC). The EVC should be specifically competent, with practical experience in leading and managing a range of visits typically run by the school. The EVC will be trained as necessary.

The EVC will support the Head Teacher in ensuring that competent staff are assigned to lead and accompany visits, and with approval and other decisions.

Before a visit is advertised to parents/guardians the Head Teacher must approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit at a later date.

An exploratory visit should be made to the planned venue. If this is not practicable alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.

## Parental consent and information for trips

Parents/guardians will be asked to sign a general consent form when their child enters the school giving blanket permission for their child to take part in routine, local school visits. The information on this form is updated annually. Permission for short routine visits within the immediate locality of the school such as bi-weekly library visits, a trip to a local shop as part of maths work, observation of the natural or manmade environment as a writing stimulus etc.… will be covered by general parental consent on the Admissions Form.

COLPAI will seek specific parental consent for all other visits. A parental consent form must be returned for each child in the group. Parents will be given information about the purpose and details of the visit at least two weeks in advance.

Parents need to be aware that the teachers on all visits will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.

For residential trips, parents will be invited to a briefing session where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

If parents wish to withhold consent, they will be invited to meet with the Head teacher or senior leader to discuss their concerns. If consent is withheld, the school will respect parents' wishes and the pupil will not be taken on the visit. Where ever possible, the curricular aims of the visit will be delivered to the pupil in some other way.

## Staffing

The School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a School visit.

The EVC and group leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The School will ensure that Disclosure Barring Service (DBS) screening is carried out for volunteer adults assisting regularly or on residential study visits. See Section 3.6 on Supervision for further guidance.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## Using an External Provider

An 'External Provider' is one that provides an element of instruction, staffing, or guiding, such as an activity centre

The decision about the use of an external provider is the responsibility of the Group Leader, EVC, and Head Teacher.
To confirm that all aspects of the operation of the provider are satisfactory, the school will ensure The Provider holds accreditations the LOtC Quality Badge.

## Behaviour

COLPAI's Behaviour Policy applies to all pupils on or off-site visits. The trip leader is responsible for good behaviour on all visits. Where a pupil's behaviour falls short of expectations, it may be necessary to exclude that child from taking part in the visit. If their conduct places their own or another child or children's' safety at risk, they will be withdrawn from the trip.

## Emergency Procedures

The School will appoint a member of the Senior Leadership as the emergency contact for each visit. All major incidents should immediately be relayed to the School office, the office will relay the problem to the Senior Leadership, and especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency contact and the school main office, including the home contact details of parents/guardians and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the School reporting systems.

The School will have emergency funding available to support the Group Leader in an emergency.

## Evaluation

All visits will be evaluated by the Group Leader with the EVC. A yearly summary of all visits will be made to the Governing Body. The EVC will ensure that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit to assist with the risk management on all future visits.

## Guidance for Staff

### Competence of Group Leaders

The competence of the Group Leader is the single most important contributory factor in the safety of participants. The EVC and/or Head Teacher will consider the following when assessing the competence of a member of staff to lead a visit:

- What experience has the leader in leading or accompanying similar or other visits?
- Is the leader competent in planning and managing visits?
- What are the leader's reasons for undertaking the visit?
- Does the leader have the ability to manage the pastoral welfare of participants?
- Does the leader exhibit sound decision making abilities?
- What experience has the leader of the participants he/she intends to supervise?
- What experience has the leader of the environment and geographical area chosen?
- Does the leader possess appropriate qualifications?
- If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- Is the leader aware of all relevant guidelines and able to act on these?

### Guidance for Group Leaders

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent/guardian would do so.

Group leaders will be selected by the Head Teacher in conjunction with the EVC and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff. Refer to appendix 3 for a checklist for group leaders.

Following the visit, the Group Leader should record any significant issues as a note on for both reference and to inform future visits.

### Duties of the Group Leader

The Group Leader must ensure that they suitably manage the visit by ensuring that:
The school policies and guidelines are followed.

- The school has a general annual/ specific informed consent form for each student.
- All required paperwork is submitted to the Head Teacher and EVC for approval before the visit goes ahead.
- All accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities.
- They are suitably competent to instruct/supervise students in any planned activity.
- They are suitably familiar with the visit location and centre.
- They understand child protection issues.
- They allow sufficient time to undertake the planning and organisation of the trip.
- They check their school journey insurance policy to establish the level of cover required.
- They undertake and complete a comprehensive risk assessment.
- They adequately brief parents/guardians and students.
- They obtain sufficient information about the students to assess their suitability for the visit and the planned activities.
- They ensure all accompanying staff are briefed on the nature of the group, age, health, capabilities and any special educational needs.
- They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities.
- They have sufficient competence and confidence to assess risks as they change throughout the visit and to make a decision to stop activities if the risk becomes unacceptable.
- They have adequate emergency procedures in place that are known to all relevant parties.
- They provide details of the activity for parents/guardians and students with an option to opt out of the activity and to obtain updated medical information if appropriate.

- They liaise with the location/centre to inform them that a visit is planned for a specific date.
- They ensure that transport is arranged in sufficient time (if required) using only school approved and reputable bus/ coach hire companies. The school office will book the transport. Having checked the company has appropriate documentation such as insurance, MOT, road tax for private vehicles transporting students is checked.
- They the Provider is in possession of a LoTC Quality Badge.
- They leave full details of all students and accompanying adults on the visit with the emergency contact and the school main office.
- Ensure that travel first aid kits are carried by the first aiders as well as spare medication along with details of students with medical needs.
- The visit is evaluated with the EVC and a termly summary of all visits is made to the Governing Body.
- That significant issues are recorded for both reference and to inform future visits.

**Accompanying Staff and Volunteers must:**

- Follow the instructions of the Group Leader.
- Help to maintain control and discipline.
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable.
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment and an Enhanced DBS clearance obtained.
- Inform the Group Leader if concerned about the health and safety of students during the visit.

**Planning**

Risks are expected to be reduced to an acceptable or tolerable level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Visit planning should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event.

Alternative arrangements should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option. It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk.

**Supervision**

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Group leaders will also need to consider the needs of students with SEN and/or physical disabilities. Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group. Known behaviours, learning and physical needs should also be taken into account. The Group Leader should discuss this with the EVC to ensure any judgement is proportionate and not prohibitive.

**Parent Helpers**

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit and be given a written list of the children in their group. As part of our partnership with CLSG, Sixth Former students may support visits as part of their leadership programme. All helpers will be properly briefed on their responsibilities and especially on safety procedures. Helpers who are not DBS checked will not be left alone with children and must be guided and supervised by school staff at all times.
Volunteers must be DBS checked if:

- volunteering regularly (more than once per week/ 3x per month)
- not supervised 100% of the time
- on a residential visit

## Adult / pupil ratio guidance

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children are recommended and the group must be led by a teacher:

| Age | School ratio |
|---|---|
| Nursery | 1:2 |
| Reception | 1:4 |
| KS1 | 1:6 |
| KS2 | 1:10 |

In practice, the ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, and transport and weather conditions. Residential visits and adventure activities will require higher levels of supervision and will be confirmed through a risk assessment. The above acts as a minimum guide only.

## Risk Assessment

Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.

The Head Teacher in conjunction with the EVC will ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the group leader must record the significant findings of the assessment.

The school will take a common sense and proportionate approach remembering that risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

A risk assessment is **required every time** an activity is undertaken including visits which usually form part of the school day, for example, taking pupils to a local venue which is frequently visited, such as a swimming pool, library or place of worship. A draft model may be used as a starting point but each visit requires the model to be reviewed for each particular activity and group of pupils to ensure it remains suitable and sufficient. Where appropriate, amendments must be made. The risk assessment must be dated and signed.

The risk assessment should identify the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Teacher complete the risk assessment proforma on the Evolve platform which is then signed off by the EVC,Ms Sam Li. Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

Risk assessment is not a one-off exercise. The visit leader should, where required, carry out a dynamic risk assessment while the visit is taking place. They should consider modifying or stopping the visit if the risk to the children is unacceptable. Visit leaders should put in place procedures (Plan B) for such an eventuality. Group Leaders and the EVC should note that for providers that hold a LotC Quality Badge, activity risk assessments do not need to be completed by the School. The risk assessments pertaining to the activities organised and led by the provider have been externally assessed and they have been awarded the LotC Quality Badge. The School are still required to complete a risk assessment covering transport to and from the venue, the individual needs of the students, supervision and emergency arrangements.

When planning an activity that will involve adventure activities such as: canoeing, abseiling, high ropes etc.… the EVC must check that the provider holds a licence as required by the Adventure Activities Licensing

Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

### Transport on trips

We use a variety of transport methods and make a risk assessment and decision for each trip, balancing cost, ease of journey, cumulative cost of previous trips and time of travel. We are well situated to use the tube and bus network for which we can apply for free tickets:
http://www.tfl.gov.uk/schoolparty

Username: xxxxxx

Password: xxxxx

We have an abundance of world class arts and cultural venues in both Islington and the City which are on the door step of the school and therefore easily reached by walking.

Parents are informed of all trips and the journey is part of the trip; the only circumstances where a child may travel separately is if there are compelling special needs that make group travel on foot/ public transport difficult. In the event of a parent not giving permission for the trip we will always respect this and make arrangements for the child to be in another class.

We discuss with all parent helpers what to do in the event of a security alert whilst traveling but we would not proceed with a trip if we were alerted of any heightened security risk prior to leaving.

### Crossing roads and walking in public

Pupils should walk 2 abreast, with staff members at the front and rear. Road crossings should be used where possible and the group leader should be aware of all potential hazards en route. The children should be reminded of road safety principles, and should be reminded to show courtesy to other users of pathways. At all times, they must be expected to behave in a manner consistent with their own and others' safety, and to behave in a way that gives a good impression of their school.

### Coach/ bus hire

When hiring buses and coaches it is essential that the company used is reputable, therefore, Group Leaders must book coaches via the school office manager who will arrange transport using a school approved company. In selecting a reputable coach company for approved school use, the school will request copies of Insurance certificates and assurances from the company about the competency of their drivers. Third party companies used regularly will be expected to provide copies of their insurance certificates on an annual basis or when there is significant change.

The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for school trips. Vehicles should meet all safety standards as required by law.

If public transport is used, the trip leader will to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

### First Aid and Medical Needs

The requirement for first aid cover is subject to the findings of the risk assessment. Where there are students or staff present with a pre-existing medical condition, or where there may be a need for emergency medication to be administered, a first aider should be in attendance. First aiders must also be in attendance on residential study trips.

In year 1 to Y6 at least one 'Emergency First Aider' must accompany routine urban visits, however the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. Travel first aid kits should be carried by the first aiders as well as spare medication along with details and equipment of students with specific medical needs.

In keeping with statutory EYFS requirements, at least one paediatric first aider must accompany trips involving EYFS aged pupils.

## Insurance

The City of London Academies Trust School provides insurance cover for school trips. Additional cover may be required for activities which are higher risk and the Head Teacher will check with the Trust Finance Officer that there is sufficient insurance coverage for e.g. school journey.

## Categorisation of trips

***Category A Trips*** -

This includes all trips such as:

- Museums
- Local Library
- Local Park
- Art galleries
- Music venues
- Swimming classes (as part of the National Curriculum where there is a life guard present).
- Farms, Zoos…

For each of these trips, the EVC Ms Li, or Head Teacher/ DHT must authorise the visit and teachers are required to complete trip RA proformas, which detail travel arrangements, adult support, medical needs/ first aid and particular risks they have assessed. All risk assessment forms are completed and signed off on the Evolve platform.

***Category B Trips-Adventurous Activities***

This category would include:

- upper KS2 weekly residential trips e.g. to Cardfields
- an activity centre such as PGL that offers adventurous activities like archery, abseiling, high ropes, canoeing etc.…
- any day trips that involves work near ponds, rivers, the sea, and other waterways
- seaside trips

Governors and the COLAT must be notified and approve of all trips involving adventurous activities.

## Types of visit

***Farm visit***

COLPAI recognises that farms can be dangerous therefore farm visits will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

***Swimming lessons***

- At COLPAI we aim to ensure pupils by the end of Y6 swim competently, confidently and proficiently over a distance of at least 25 metres;
- can use a range of strokes effectively [for example, front crawl, backstroke and breaststroke] and,
- can perform safe self-rescue in different water-based situations

At COLPA, pupils attend swimming lessons in Year 4 at COLSG swimming pool located a short walk from COLPAI. Pupils will attend weekly sessions for a term block of lessons. Pupils may be offered 'top up' swimming sessions in Year 6 following SATs, depending on availability. Parents / guardians will receive information on school swimming before their child starts swimming lessons. In the best interest of the child it is the duty of parents / guardians to inform the class teacher and/ or Head Teacher with regard to any health condition that may affect the child in the pool and the school will liaise closely with parents to double check

pupils' medical needs.

Health and Safety issues
Children will walk to and from a local swimming pool with their teacher and two other supervising adults, pending a risk assessment to confirm adequate supervision specific to the group. They will be supervised at all times. Pupils will be required to behave at all times in a manner that ensures the safety of all involved, while walking, crossing at traffic lights, in the changing rooms and while swimming. The Health and Safety Guidelines outlined by the pool authorities will be checked and strictly adhered to. Best practice in relation to the supervision, instruction and child protection procedures will be adhered to at all times.

## Safety during Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the COLAT must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. The responsibility for the safety of participants in many types of adventurous activity will rest with an external provider. Any external provider must hold a LotC Quality Badge. Where the responsibility for the safety of participants rests with the provider, the accompanying staff must continue to retain a 'pastoral' duty of care. Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, will be withdrawn from the activity.

## Water-margin activities

Where pupils participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the DCFS 'Group Safety at Water Margins' will be followed.

## Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. **Swimming in the sea on a coastal visit will not be allowed.** Paddling will only be allowed as part of a small group and highly supervised activity and only in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

## Residential Trips

Upper KS2 Residential trips will be planned well in advance and arrangements will be overseen by the EVL. The Visit Leader will be an experienced, senior member of staff and a reconnaissance visit will be made by a senior leader and or EVL lead prior to embarking on a school visit to a residential centre. Residential trips must be approved by the Governing Body and by the COLAT.

## Weather and Clothing

Where appropriate, the Group Leader must obtain and act upon recent weather forecasts. Participants should be adequately clothed appropriate to the nature of the visit and the environment, the time of year and expected weather conditions. Participants must wear suitable shoes for the activity. It is primarily the responsibility of the Group Leader, in consultation with other staff where appropriate, to modify or curtail the visit or activity to suit changed or changing circumstances, for example, over-busy lunch area, rain, etc.

## Emergency Procedures

### Introduction

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the group leaders. Adequate provision for minor first aid must be available when the party is `in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid.
Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.

### Recommended Procedures:

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and safe.
- If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the names of the injured and call whichever emergency services are required.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies the injured child/children to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to the academy.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all students and staff are accounted for.
- Control all access to phones (particularly students) until contact is made with the Head Teacher emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved.

### Give full details of the incident to the Head Teacher or designated contact:

- Name;
- Nature, date and time of incident;
- Location of incident;
- Details of injuries;
- Names and telephone numbers of those involved;
- Action taken so far;
- Telephone number for further contact.

### Serious Incidents

For serious incidents where the media may be involved, try to identify alternative telephone numbers as other lines will quickly become jammed. It is not for the Group Leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

The Head Teacher or designated senior staff member should alert the CEO and the PA to the CEO at The City of London Academies Trust (COLAT) giving details as above. The Trust may identify further actions or help required (which might include financial assistance). Alternative and additional phone lines may need to be identified at an early stage.

The Head Teacher or designated senior staff member should arrange to contact parents/guardians of those involved. For a serious incident, the Head Teacher or designated senior staff member should contact parents/guardians of all party members. It is also his/her responsibility to act as a link between the groups involved, the Chairman of Governors, COLAT and parents/guardians.

If it is necessary to talk to the media, the COLAT Press Office will do this initially. A member of the Press Office staff will be designated as the point of contact for the media and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.

The Group Leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

Legal liability should not be discussed or admitted. All accident forms should be completed as soon as possible and Insurers, the Health and Safety Executive and the COLAT should be informed as appropriate.

## Charging for trips

The school reserves the right to make a charge for trips and residentials that are deemed as optional extras but significantly enhance learning experiences as part of a broad and balanced curriculum. The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head Teacher will authorise remission in consultation with the Chair of Governors. The School has separate polices for 'Charging and Remissions' and 'Equality and Diversity' which applies to all educational visits.

**APPENDIX 1 - IN AN EMERGENCY**

Staff are expected to have done a pre-visit and simple risk assessment with regard to the journey in particular.

You need to arrange a 5-10 minute meeting with your parent helpers and any other staff – 8.50am on the day is fine – to go over the protocols.

You need to have all the mobile numbers of the adults with you and have the school mobile with you. All adults on the trip should have their own copy of these numbers.

Make sure you know by heart the school number/have it in your mobile.

Have clear groups, with children attached to an adult, for the journey. Make sure all adults have a copy of this list. Always put a child with their own parent.

Always have a large bottle of water or two. Children will be asked to include a small bottle of water in their lunch as a matter of course.

In the event of an emergency such as an evacuation each adult is responsible for getting their group to safety.

If you are on a trip and there is a security alert, the guidance is to:

- Find a safe place – a public building is suggested
- Find a land-line and call school (worth checking you have some loose change)
- To stay put following local emergency services advice

If you get a call through to school we will then take responsibility for contacting parents.

E-Mail works whilst mobiles tend to go down although texting can get through after a delay. Worth knowing school's e mail
office@islingtonprimary.cola.org.uk

## APPENDIX 2 PARENT VOLUNTEERS

School Trips - Note for Parents Thank you for coming to help on the trip! These are a few notes so that we ensure there is consistent practice from all parents, and, as you are being presented to the group as a safe adult you need to be one! We would ask that you:

- Enter into the spirit of the trip and enjoy it!
- Expect high standards of the behaviour on the trip/journey and keep the children calm
- Listen to the teacher when asked and model this to the children too
- Do not smoke in front of the children or eat/chew during work sessions
- Do not give your child, or any other child, money for a treat, or buy one for them
- Do not leave your group unattended
- Do not take photos of your group with phones: the priority is supervising the trip and supporting the teacher. Teachers will always post photos on the school website after the trip.
- Do not post any photos on social media.

You will be given a group of no more than 6 children for the journey. Please ensure that they are with you at every stage of the journey.

In the unlikely event of a security alert, please lead your group to safety following emergency services advice. Do not be concerned if you become separated from the rest of the group.
If you are on a trip and there is a security alert, the guidance is to:

- Find a safe place – a public building is suggested
- Find a land-line and call school (worth checking you have some loose change)
- To stay put following local emergency services advice

You need to have all the mobile numbers of the adults with you and have your own mobile with you.

If after today you have any safeguarding concerns with regard to another child, please raise these concerns directly with Kim Clapham Head Teacher and Designated Safeguarding Lead (DSL), or Deputy Head Teacher and DDSL Katherine Mills. In the absence of the afore mentioned DSL s, please speak to one of the deputy DSLs: Emma Crocombe (AHT) or Catherine Holley (SENCO).

Make sure you know by heart the school number (020 7504 0556) and have it in your mobile.

**Appendix 3: Aide Memoire for teachers - *Before I Book a Trip***

| **Before Booking** | |
|---|---|
| Have I checked? | |
| • All school events (concerts, visits etc) – Check with School Diary | |
| • TA working hours (can they come for the whole trip?) | |
| • Are there any implications for Support teachers, interventions, visiting therapists? | |
| • Swimming | |
| • Are there any clashes with school visitors, e.g. gardening volunteers, puppeteer etc… | |
| • Volunteer readers cancelled | |
| • PPA time | |
| • Hall time/availability (if a visitor needing the hall) | |
| • Any duties and/or assembly – swop if necessary | |
| **After Booking** | |
| • Have I booked travel tickets? http://www.tfl.gov.uk/schoolparty Username: City28EC1 Password: C0Lpai17 | |
| • Have I let the school office know? | |
| • Have I let Kim Clapham, Head Teacher and Tina Chawla, EVC know and have they authorised the visit? | |
| • Have I cancelled dinners if necessary and booked relevant packed lunches, including spares? | |
| • Have I written a letter home to inform parents and put reminders in the school newsletter? | |
| • Have I emailed the date and time of trip to the school office as well as the names of all | |
| • Have I given a copy of the letter to the school office for information? | |
| • Have I communicated with The Office Manger regarding parental contributions for the trip so this can be added to ParentPay;<br>➢ Trip title<br>➢ Contribution amount<br>➢ Due date | |
| • Have I completed my risk assessment on evolve, two weeks ahead of the trip and has it been authorised by the Head Teacher? | |
| • ASSESSMENT (visited the place and done the journey both ways and used this to inform the Evolve Risk Assessment. | |
| • Do I have enough adults and a reserve person just in case anyone drips out last minute? | |
| • Ensure that you have access to one of the schools mobile phone for the duration of the trip that is charged and ready for use. | |
| • For trips further afield, have I got coach booking details and contact numbers from the school office? | |

| **On the Day** |
|---|
| • Have I met with all adults? |
| • Have I collected the packed lunches from the school kitchen |
| • Have I disseminated my risk assessment to all party volunteers and helpers? |
| • Have I checked travel and weather news for that day? |
| • Have I got my tickets? |
| • Have I got all first aid kits, spare clothes and cleaning materials/ items? |
| • Have I got all pupils' medication in the 'high viz' bag? |
| • Have I organised pupils into groups with a supervising adult? |
| • Have all pupils got a sticky label/wrist bands showing the school name and address/ telephone number? |
| • Have all adults and volunteers received a copy of the school's contact details? |
| • Have all children been to the toilet before departing? |
| • Have all children been reminded about rules, safety and the day's organisation? |
| • Have I got a register/ copy of grouping and completed a final head count before leaving |
| • Note any absences and adjust groupings of children and accompanying adults where necessary. |
| • As you leave give a list of children and accompanying adults to the School Office. |
| **After the trip** |
| • Have I checked all pupils' medication back into the dedicated medical cupboard and made a record of it's safe return |