



# **Muswell Hill Primary School Educational Off-site Activities Policy (Planning and Organisation)**

**Date Agreed: May 2021**

**Next Review: May 2023**

**Muswell Hill Primary School is a Rights Respecting School, based upon the UNICEF Convention of the Rights of the Child.**

**We believe that all children should grow up aware of these rights and respect these rights for themselves and for others. Being a Rights Respecting School underpins policies throughout the school. As policies are reviewed within the cycle, they are adapted to demonstrate this. Reviews started in the academic year of 2019/20. The school received the Bronze Award in July 2020 and is currently working towards the Silver Award.**

## **Vision & values**

At Muswell Hill Primary we have worked hard to create a successful, high achieving, happy, inclusive community. One we are proud of and one which enables us to work in partnership with others, celebrate our successes and empower our children to be the best versions of themselves. Our community is where friendships thrive and where children are encouraged to discover a world of possibilities in a challenging yet supportive setting. Here at Muswell Hill Primary School, we embrace the joy of learning every day, through our strong, rich, broad curriculum.

## **5 Golden Values**

**Respect** (for themselves and each other)

**Integrity** (acting with at all times)

Sense of **Resilience**

**Curiosity** (discovering the world around them)

**Creativity** (exploring their learning journey)

## **The following articles underpin our vision & values:**

Article 28: The Right to an Education

Article 12: Respect for children's views

Article 29: Goals of Education

Article 13 and 14: Freedom of Expression/Thought

Article 42: Knowledge of Rights

Article 27: Standard of living for Physical, Emotional and Mental Health needs

## **Commitment to our pupils**

**At Muswell Hill Primary School, the staff and governors are working every day so that by the time you leave us:**

1. You will love learning new things, feel ready for the future and want to keep on learning.
2. You will understand how you learn best, learn from your mistakes and how to persevere.
3. You will know what it feels like to be motivated to be good at something, and to have achieved your very best.
4. You will understand just how incredible you are! You will believe in yourself and have the confidence to follow your dreams.
5. You will have grown as healthy and strong as you can, and you will know how to look after your body and your mind.
6. You will know friendship and will have learned how to get along with other people.
7. You and your family will be supported and cared for if you struggle or meet obstacles during your time with us.
8. You will feel part of your community, proud of your school, and inspired to make a difference.
9. You will leave Muswell Hill with lots of good memories and be the best version of yourself.

Aims/Mission: ***Everyone belongs here, everyone has a voice, and everyone is heard.***

## **Introduction**

Muswell Hill Primary School is committed to providing school visits as a positive tool to enhance and develop learning, build a sense of community, develop individuals, stimulate pupils' imaginations, bring learning to life and provide an experience of the local and wider world to our pupils as they begin their learning journey.

Pupils derive a great deal of educational benefit from taking part in off-site activities. In doing so, they have the opportunity to undergo experiences not available in the classroom or on the school premises. Such activities help to develop a pupil's investigative skills and longer activities/visits in particular encourage greater independence.

Haringey Council, as the employer of staff at Muswell Hill Primary School and all other Community and Voluntary Controlled Schools, has the responsibility for the health and safety of pupils and staff and the actions of all employees while in the course of their employment.

All school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk(s).

This policy is designed to help staff to ensure that pupils stay safe and healthy on all off-site activities. This document has been produced to offer school staff and the governing body advice and support in the planning and organising of these activities.

## **Definition**

This policy refers to:

***“An educational, cultural or sporting activity that requires the pupils to leave the school premises **having been authorised to do so by the headteacher and/or the governing body.**”***

This includes occasions when pupils are involved in such activities as:

- Day visits to such establishments as museums, galleries, places of historical interest
- Sporting activities
- Swimming sessions
- Visits to the local library
- Visits to the local shops
- Musical activities
- Residential visits that require an overnight stay
- Adventurous activities
- Visits abroad

## **Aims and expectations**

All off-site activities have clear curricular or developmental relevance. The trip leader outlines the aims and expectations for the trip on the online risk assessment tool that the school uses: Evolve. These aims and expectations are explained to parents and carers, usually in the letter informing parents/carers about the trip.

Each class should have at least one educational visit per term with a maximum of two per term. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this there may be sports trips which are in addition to the class allocations mentioned above.

### **Equal opportunities**

All activities are available to all children irrespective of needs, ethnicity, gender or religion.

### **Responsibility for organisation of off-site activities.**

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to be involved in the planning and management of these activities. The school's EVC is **Annette Atkinson**. The Headteacher approves all visits on the Evolve system (see below).

### **Approval of off-site activities**

All off-site activities inclusive of sporting events must be approved 2 weeks prior to the proposed date of the trip. The only exception to this is sporting events where a team has been given less notice. However, to ensure it is possible to secure a booking for a trip and appropriate transport we advise trip leaders to book as far in advance as possible.

Muswell Hill Primary School uses the web-based programme Evolve to manage the process.

#### **To gain approval:**

- Prior to using Evolve the Office Manager must be informed using the '*Notification of a Trip and Transport Request Form*.' This can be found in **Appendix 1**.
- The trip leader must cost the entire trip exclusive of transport and insurance; the Office Manager will provide both of these details.
- The transport is booked by the Office Manager and a total cost per pupil will be provided to the trip leader.
- The trip leader must book the trip exclusive of the transport.
- Once the trip is confirmed by the trip leader it is their responsibility to put the relevant information on the school's electronic diary. The Office Manager will alert the school kitchen.

#### **To use Evolve:**

- The URL is: <https://evolve.edufocus.co.uk> alternatively, Google: Evolve Risk Assessment Islington'
- Select 'London - Haringey Council'
- Your username is your surname.
- Your password will be provided on induction to the school or during the training attended.
- To create a trip for approval, select 'Add' and follow the process on the Evolve system.

- The trip will **only** be approved with the risk assessments for the travel and the activity are attached when prompted on the system.
- Please 'submit' the form when prompted to do so at the end of the process. This will be sent to Amanda Howells for approval and Annette Atkinson for information.

Approval for visits will ordinarily be provided by the EVC. However, if the numbers exceed 61 (in case of 2 classes attending a trip and a child has been admitted via appeal) Governing Body approval will also be sought. In addition, approval for visits involving residence, adventure activities, or visits abroad must be submitted to the EVC and the Governing Body at least **6 weeks** prior to the date of departure using the Evolve system. For any residential activities involving a parental contribution, the '*Notification of a Trip and Transport Request Form*' should be submitted 6 weeks prior to departure so the Office Manager can upload the relevant information to Parent Pay.

The EVC will request approval from the Governing body for any visits abroad, those involving residency or those involving adventurous activities.

### **Including Risk Assessments**

The school has uploaded risk assessments to the 'resources' tab on the Evolve system. These must be read, dated and adapted as appropriate. If there is a specific risk assessment provided by the trip provider this should be uploaded onto the Evolve system before submitting to the EVC.

### **Communications with parents/carers**

Parents and carers are entitled to be as fully informed as possible about the aims and planning arrangements of the proposed off site activity. Parents/carers must be informed in advance of every occasion that their child is taken off the school premises during the school day or on a school authorised activity out of school hours, this is usually done via Groupcall email but may take the form of a hard-copy letter. Typical contents are included in [Appendix 2](#).

Consent is necessary for non-routine activities such as class visits to places of interest, sports competitions and musical performances, where travel is involved. The email, where possible, must be sent home at least two weeks before the proposed non-routine activity. Consent must be received, where possible, at the school at least two days before the activity, teachers will be given a contact/information list to take on the trip with you.

Consent for routine activities such as swimming, should be gained at the beginning of each term/year and will cover all related activities for that term/year as specified. The Evolve system allows you to set an activity to take place regularly (every Monday, for example.)

A meeting is held for parents and carers for all off-site residential trips. This meeting is held well in advance of the departure date and includes all relevant details pertaining to the activity.

Emergency telephone contacts must be obtained for all pupils participating in residential activities along with parental consent form.

Communications will be made in languages other than English for those who request this facility.

### **Finance**

The financial implications of the activity need to be discussed with the Office Manager and charges/voluntary contributions agreed.

Parental contributions will be made directly to the school via Parent Pay.

The amount for parental contributions must cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers etc. When calculating the charge, round up to the nearest 50 pence.

### **Insurance**

No activity can commence unless there is adequate insurance cover in place. The school uses Zurich Municipal as their approved insurer through Haringey's Health and Safety team.

### **Code of conduct**

The school's code of conduct remains in place during school visits and staff and pupils are expected to abide by it. Children should always be reminded about the Code of Conduct.

### **Clothing**

If the visit is likely to involve a lot of outdoor activities, for example, to the countryside, then a request should be made to parents detailing additional requirements such as appropriate outer clothing and footwear.

### **Managing the activity**

The EVC will assess the competence of the adults accompanying the activity. They will maintain a record of adults' training, experience and qualifications.

The appointed Trip Leader is responsible for managing the whole activity.

Supervising adults must be aware of the "duty of care" which is placed upon them. The overall responsibility rests with the Headteacher as overall manager of the school. The school's Child Protection & Safeguarding Policy will be implemented during all off-site activities.

Trip leaders must assess the risks and consider an appropriate safe supervision level for their particular group.

The following are examples of adult : pupil ratios that our school is committed to implement unless there are exceptional circumstances:

- visits involving children in Reception classes - 1 : 4 minimum\*
- visits involving children in Years 1 – 3 classes - 1 : 6 minimum\*
- visits involving children in Years 4 – 6 classes - 1 : 12 minimum\*

Years 4-6:

public transport is used	1 : 12 minimum*
pupils are involved in adventurous activities	1 : 10 minimum*
visits are residential	1 : 10 minimum*
visits abroad	1 : 10 minimum*

\*If a child with an Education Health and Care Plan is participating in the trip this pupil must have 1:1 support unless the child's plan outlines needs that can be supported in a group. High level needs must have 1:1 which is not included in the adult count.

Each off-site activity should be risk assessed to ascertain the level of adult supervision required. It is desirable that an adult of each gender should accompany mixed groups of pupils if possible. Residential activities for mixed groups require that adults of each gender accompany the group.

If the activity requires remote supervision, parents/carers must be informed in advance of the trip.

**Newly Qualified teachers must be accompanied by an experienced member of the teaching staff on their first visits.** Supervising adults must always include someone who has knowledge of basic First Aid. This is not statutory. Although, at least one adult who has a current paediatric first aid certificate must accompany children from the EYFS on an off-site activity.

Supervising adults must know of any special medical details relevant to a pupil.

An adult who has not been DBS checked should have a List99 check and **MUST NOT** be left alone with children during an activity.

Adults must never travel with children in their own vehicle.

Supervision is “full time”. There is no reduction in levels of supervision on routine or non-routine activities. Responsibility for pupils lies with the trip leader and staff at all times.

All “free time” must be planned for and supervised.

### **Safety and Emergency procedures**

Parents and children need to have clear expectations about the role of helpers on an outing. Please see [Appendix 3 - Advice for adult helpers \(to be given out on the day prior to departure.\)](#) The trip leader will brief the class and all helpers just before the class departs. During this briefing, they must make it clear that children assigned to groups must stay with the adult in charge of that group, children must follow all of the instructions of any adult helper and that all the adults have a collective responsibility towards all of the children. Further details are available in the ‘Advice for adult helpers,’ document.

Before departing the Trip Leader must ensure that all adult mobile numbers are shared with the Office Manager, only the school phone should be used on the day and helpers should not make direct contact with any children’s parents during the day – this is the job of the employed staff.

**The Trip Leader must hand in a register before leaving and also sign everyone out of the building via the main reception area. The office MUST know how many adults and children are present.**

The following must also be adhered to in order to minimise risk:

- The trip leader must refer to the emergency plan for each visit. This can be found in [Appendix 4](#)
- The trip leader must organise all of the First Aid materials at least one day prior to departure and ensure everyone knows which children have care plans or their own risk assessments/behaviour plans. All medication should be accounted for and managed within the groups. Older children can/should carry their own medication. For example, inhalers. All first aid materials **must** be returned to the Welfare Room, to the correct named boxes, after the trip.
- Trip Leaders must ensure they have all of the right cleaning and first aid materials to manage sickness, accidents or for the disposal of rubbish.
- **When walking along a pavement, children must be in a line in pairs, though in a busy place a single line may be necessary.** The visit leader should be at the rear of a “crocodile”; another adult who knows the route should be at the front. Other helpers should walk alongside the crocodile; ensuring children keep up and do not go too close to the road.
- Always have a Plan ‘B’ in case of bad weather, accidents, etc.
- **Plan B’s must include a different route home and be recorded in the risk assessment.**

- A list of all participants – children and adults – is held at the school and by each adult taking part in the activity.
- Regular head counts must be taken. Give older children numbers so you can do a quick roll call at regular intervals, post toilet trips or lunches for example.
- Children should wear emergency arm bands with the school number on and wear hi-vis vests when out on the road, tube, bus etc.
- “Lost child” procedures must be established and understood by all adults involved in the activity.
- Safety briefings must be held regularly

### **Lost Children**

Prior to an educational visit, children will be briefed about the importance of staying with their partner and trip leaders. They will be reminded to encourage each other to be aware of what is going on and stay with the group.

Children will be instructed on what to do if they are separated from the group, e.g. they must STAND STILL so that the Trip Leader can re-trace their steps to locate the child, or if a child has been left on the tube/train, they are to get off at the next station and STAND STILL.

Children will be advised that many adults are there to help them, therefore if they are approached by a person in uniform e.g. a station attendant, zoo keeper, the police, etc, or a parent with children, they can talk to the person and let them know what is happening. Under no circumstances must they go with the person - they should remain where they are and ask that their message is taken so that it can be conveyed by loud speaker or the school telephoned.

In the unlikely event of a child being separated from the group, the Trip Leader will call the register to ascertain that the child is missing. The Trip Leader and one other member of staff will search the immediate vicinity, going to places where the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.

The Deputy Trip Leader will assume overall responsibility for the group during the absence of the Trip Leader to maintain the safety and well-being of the other children.

**If the child is not found after approximately 20 minutes, the Trip Leader will contact the school by telephone to notify them and ascertain whether they have any information. The school will notify the parents/carers.**

The Trip Leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The Trip Leader will remain with the police to comfort the child when found and maintain regular contact with the school.

The Deputy Trip Leader and remaining staff will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain why the incident occurred and revise the risk assessment procedures where appropriate.

If there is any accident or incident on a school trip the Trip Leader should complete a ‘Accident/Incident Reporting Form on a School Trip.’ This can be found in [Appendix 5](#).

## Most recent Government Guidance - Covid Addendum

### Educational visits

DfE recognises the significant benefits of educational visits for children's educational development as well as their mental health and wellbeing and is taking steps to allow children to enjoy visits in line with the government's roadmap. The [roadmap](#) is driven by data, not dates. The government will only move from one step to the next when it is safe to do so and based on 4 tests.

For that reason, all dates are indicative and subject to change. This advice has now been updated to reflect the Prime Minister's announcement regarding step 2. Advice will continue to be updated in line with the roadmap.

### Educational day visits

In line with the roadmap, schools can resume educational day visits from 12 April.

Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.

Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.

Schools should consult the [health and safety guidance on educational visits](#) when considering visits.

### Domestic residential educational visits

In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May.

The roadmap is driven by data not dates. The approach to domestic residential visits is dependent on the roadmap and is subject to change.

#### *Existing bookings*

Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May.

Any domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

#### *New bookings*

Schools may begin planning for new domestic residential educational visits to take place. Should step 3 commence as planned, new visits will be possible from no earlier than 17 May.

Schools are advised not to enter into any new financial or contractual commitments at this stage. This advice will remain under review and updated at the earliest opportunity.

Any new domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.

We are working with Public Health England and the sector on what coronavirus (COVID-19) secure residential visits will look like at step 3, and further advice will be provided.

Adopted on: May 2021

Review date: May 2023

**Appendix 1 - Notification of a Trip and Transport Request Form**

Notification of Trip & Transport Request Form

Class		
Teacher		
Venue incl. Postcode		
Costs:	Venue entrance: Activities: Educational Packs: Other:	
Date of proposed trip		
Time:	Leave school:	Arrive at venue by:
Time:	Leave venue:	
Number of seats on coach/bus required:		
Public Transport (Please indicate if you would like the office to book this)	Transport for London School Free Travel User name: Muswell45N10 Password: MHPSPassword (all case sensitive)	Ref: Journey:

<https://evolve.edufocus.co.uk>

**Please give this completed form to Annette in the office.**

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Your coach has been booked for (Date) \_\_\_\_\_

Pick up from school \_\_\_\_\_ Pick up from venue \_\_\_\_\_

Coach company \_\_\_\_\_ contact \_\_\_\_\_

The total cost per pupil will be \_\_\_\_\_

Kitchen has been informed, they will provide \_\_\_\_\_ free packed lunches.

Dated \_\_\_\_\_

**Appendix 2 – Example letter to Parents/Carers to seek permission – either to parents/carers by Groupcall or hard copy**

Dear Parents/Carers,

**Where?**

**When?**

**Year?** Plan to take their classes to **Where, When**, to support and enhance **what? (Why are you going?)**

The children will leave school at 9:30am and will need to be in school for registration at 8:55am sharp. We will return to school before 3.30 pm. **(Check times!)**

For their visit the children will need a packed lunch (in a named carrier bag please which is lighter and easier to carry than a lunch box) and a bottle of water (please do not send tins or glass bottles).

**Pocket money is not allowed and should not be sent.** If your child requires any medication please make sure the class teacher is aware. For their visit the children will need comfortable clothes, their school coloured T-shirt or sweatshirt if they have one, as well as sensible footwear.

We may need parents to help supervise groups of children. Please note that volunteers **may not necessarily be** placed in a group with their own child. If you are able to assist in this way, please fill in the slip below and we will contact you as necessary.

The contribution we are asking you to make, on this occasion, is **£?** which includes the cost of travel, activities and insurance cover. Payment must be made via Parentpay by **At least 2 weeks before trip.**

No child will be prevented from going on any visit because their parents are unable to pay this contribution.

*However, if we do not receive sufficient contributions further trips will not be possible.*

Please fill in the permission slip below and return electronically or to the class teacher, by **At least 2 weeks before trip.**

Yours sincerely,

**Who?**

-----  
**Year ? OUTING TO: Where? on When?**

I give permission for my child \_\_\_\_\_ (Name) in \_\_\_\_\_ (Class) to accompany her/his class on their outing.

Any medical conditions \_\_\_\_\_

**I have spoken to my child regarding behaviour and conduct whilst on a school trip. They have agreed to follow instructions from their group leader at all times; otherwise they may be excluded from future trips.**

If your child is entitled to free school meals and they require a packed lunch for this trip please tick:

I would like to be considered to help on this trip  contact me on \_\_\_\_\_

Emergency contact number whilst trip in progress \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

**Appendix 3 – Advice for adult helpers (to be given out on the day prior to departure)**

# MUSWELL HILL PRIMARY SCHOOL

## Educational Visits – Advice for Adult Helpers

Dear Helper,

Thank you very much for offering to help on this trip. It would not be able to take place without the assistance of volunteers. We hope you have an enjoyable day and are not too exhausted by the end of it! We would like to ask you to bear our ten tips for trips in mind.

1. All adults need to be alert to potential and real danger which can occur quickly and easily. Crossing roads, children running or not looking where they are going, can all lead to problems.
2. We ask each adult to be responsible for a small group of children but you should keep an eye on others from the party as well.
3. Children must never be allowed to wander off on their own, whatever their plea.
4. Please do not bring younger children with you as your responsibility is for the children you are escorting.
5. Do not be afraid to reprimand the children in your charge if their conduct is unacceptable.
6. If children have spending money for the trip (this is rarely allowed) please be vigilant in the shop. We have had complaints from parents where children have spent all their money on sweets. Please encourage your group to spend their money wisely!
7. Please make sure you are aware of the itinerary for the day and follow it as closely as possible.
8. Never leave children unattended.
9. Please do not give the children in your group any 'special treatment'. This can, quite rightly, upset other children. Please be aware we have children with a number of different allergies, therefore you should not give any children anything to eat. All children will have a suitable packed lunch prepared for them by their parents.
10. **If in doubt – ask one of the teaching staff for advice!**

Children from Muswell Hill Primary School are usually very well behaved and sensible on trips and we are sure that you will enjoy your day. We all appreciate your offer of support.

Thank you,

Mandi Howells  
Headteacher

**INFORMATION FOR ADULT HELPERS**

**DATE:**

**OUTING TO:**

**CLASS/TEACHER:**

SCHOOL DETAILS	<b><u>MUSWELL HILL PRIMARY SCHOOL</u></b> MUSWELL HILL LONDON N10 3ST <span style="float: right;">TEL: 0208 444 8488</span>
GROUP LEADER (Adult Helper)	
CHILDREN IN YOUR GROUP (any medical conditions)	
PROPOSED OUTLINE OF TRIP Times/Meeting points	
ANY OTHER RELEVANT INFORMATION	
COMMENTS FROM YOU TO THE TEACHER	

In an emergency when the Group Leader (Teacher) cannot be reached please call the school for advice.

*Please hand this form back to the Class teacher at the end of the trip.*  
Thank you for your help.

## Appendix 4 – Emergency Plan

### Emergency Plan

#### Immediate Action

**Establish the nature and extent of the emergency  
Account for the entire party and protect them from  
immediate danger  
Call emergency services and render first aid**

#### At the incident

Give emergency service details of the Incident, including

- Time of incident;
- Details of injuries;
- Number of injured;
- Names of injured or missing;
- Action taken;
- Contact number for group leader.

Restrict access by pupils to telephones.

Remove remainder of party to safety and give reassurance and support.  
Ensure that a teacher accompanies pupils to hospital.

One adult should remain at incident to liaise with emergency services.

Advise other groups of the incident and ask them to return to base.

Refer press to LEA Emergency Planning Officer.

**DO NOT MAKE STATEMENTS TO THE PRESS**

Legal liability should not be discussed.

Complete accident forms.

Write report of events, times and contacts while still fresh in the memory.

#### Contact School - 02084448488

Give school contact as much information as possible, to include:

- Time of incident;
- Names of injured or missing;
- Details of injuries;
- Action taken
- Action to be taken.

Establish lines of communication between Incident - group leader - school - LEA Emergency Planning Officer.

School contact should inform headteacher EVC, LEA Emergency Planning Officer.

Headteacher should contact parents of those involved giving a full factual account of incident.

For serious incidents, all the parents should be contacted in order to give reassurance.

Media should be referred to the Press Office.

Legal liability should not be discussed.

Notify insurers which may include emergency assistance.

**Appendix 5 – Accident/Incident Reporting Form on a School Trip**

ACCIDENT/INCIDENT REPORTING FORM ON A SCHOOL TRIP

DATE & VENUE OF TRIP	
NAME OF INJURED	
TIME	
DETAILS OF INJURY	
ACTION TAKEN	
WITNESS NAME & CONTACT	
PARENTS CONTACTED?	
SCHOOL CONTACTED?	

ACCIDENT/INCIDENT REPORTING FORM ON A SCHOOL TRIP

DATE & VENUE OF TRIP	
NAME OF INJURED	
TIME	
DETAILS OF INJURY	
ACTION TAKEN	
WITNESS NAME & CONTACT	
PARENTS CONTACTED?	
SCHOOL CONTACTED?	