



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

## **LALEHAM LEA SCHOOL & NURSERY**

### **EDUCATIONAL VISITS POLICY**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

#### **Person responsible for this policy:**

Maria Reece  
Acting Head Teacher



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## **Policy Statement on Educational Visits**

Educational visits are those activities arranged by or under the auspices of the school which take place outside the boundaries of the school.

Off-site visits are a valuable and integral part of children's education at Laleham Lea School. They are organised to support the curriculum that is taught, as well as to broaden children's experiences, skills and knowledge through activities and events they might not have otherwise been involved in. They offer pupils new learning opportunities and the chance to develop personal and social skills in an alternative environment. All pupils from Reception classes to Year 6 inclusive have the opportunity to take part in educational visits. For younger pupils activities to enhance their educational experience take place within the school grounds. (Paragraph 3.23)

### The purpose and Value of Educational Visits

- To raise achievement by boosting self-esteem and motivation
- To develop key skills
- To develop social education and citizenship
- To promote education for sustainable development
- To promote health and fitness
- To provide memorable and enjoyable experiences
- To widen educational experience in offering new and exciting challenges
- To gain skills in leadership and working as a team
- To enhance the curriculum
- To provide opportunities to experience and learn from real-life situations
- To provide opportunities to apply class room theory to practical situations

It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to "statutory procedures". Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This policy and the procedures detailed within it follows the advice and guidance contained within the following publications:

- DfES "Health and Safety; Responsibilities and Powers" 2001
- DfES "Health and Safety of Pupils on Educational Visits" (HASPEV) 1998
- DfE "Health and Safety on Educational Visits" Nov 2018
- HASPEV supplements (DfES 2002)
- Part 1: Standards for LEAs
- Part 2: Standards for Adventure
- Part 3: A Handbook for Group Leaders
- HSE Five Steps to Risk assessment (2000)
- AAIAAC Adventure Activities: Five Steps to Risk Assessment



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## **Equal Opportunities**

Every effort is made to ensure that school visits are available and accessible to all pupils who wish to participate irrespective of special educational needs, medical needs, ethnic origin or religion.

In some individual cases it may be necessary for the Head Teacher and/or deputy head to discuss with parents the needs of the pupil.

## **2. Roles and Responsibilities**

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad or hazardous should be approved by the Governing Body. Such visits involve a period of time of more than 24 hours, an overnight stay or journey by sea or air. Such approval should be recorded in the minutes of the Governing Body. The Head teacher will include details of these activities in his report to Governors at the meeting of the Governing Body.

If the school uses an outside organization to provide an activity, the EVC will check the organization have appropriate safety standards (e.g. Learning Outside the Classroom Quality Badge) and liability insurance. These checks along with associated Risk Assessments would be submitted to the Governing Body when seeking approval for overnight or adventurous activities away from school.

The Governing Body retains overall responsibility for the health, safety and welfare of pupils.

2.2 The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local daily or regular nature. The Head Teacher is responsible for ensuring that the visit is worthwhile and that the Party Leader is competent, and has paid, and will pay, due regard to the health and safety of all participants, the risks involved, the adequacy of adult supervision, and the need to communicate clearly with parents, pupils and staff about the implications of the visit, including contingency plans for unforeseen circumstances.

The Head Teacher should:

- ensure that visits comply with the school's Health and Safety Policy
- ensure that the visits comply with the school's educational visits policy document
- necessitate full compliance with any regulations and guidelines and will ensure that the Visit Leader is competent to undertake the activity.
- ensure that adequate child protection procedures are in place
- ensure that non-school staff accompanying the visit are appropriate people to supervise children
- ensure accreditation of external providers
- ensure that there is a contingency plan in place
- ensure emergency procedures are in place
- ensure that party leaders are allowed sufficient time to organise visits properly
- ensure all appropriate Risk Assessments have been reviewed and are in place prior to the visit



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- allocate time and resources for staff training
- ensure that seek the Governing Body is aware of planned trips that are residential, abroad or hazardous

2.3 The Educational Visits Co-ordinator (EVC – the SBM) will ensure that all off-site educational activities follow the correct procedures and meet the employer’s and school’s requirements. The person with these responsibilities will assess the competence of the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that Criminal Records Bureau disclosures Disclosure & Barring Services checks are in place where necessary
- Arrange Emergency Contact Duty officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near accidents”
- Review and regularly monitor procedures
- Ensure parents are informed and give consent

2.4 Visit/Group Leader - Teachers, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating, however, it is the Visit Leader who will have full responsibility for the safe running of the activity. The Visit Leader must have the skills, status and competence for the role, understand the risks and be familiar with the activity. The Group Leader is responsible for following the school’s policies and procedures. A risk assessment is necessary for all off-site visits and it is the group leader’s responsibility to ensure that this is completed, read and signed by accompanying staff and a signed copy given to the EVC. Significant risks and their control measures will need to be recorded and filed with the EVC.

This will take account of:

- Generic risks
- Event specific risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and risk assessment control measures.

The group leader is responsible for the conduct and supervision of the visit including direct responsibility for the pupils’ health, safety and welfare. They have overall responsibility for the control and leadership of staff.

2.5 Accompanying teachers and school staff have a duty of care for the pupils under their supervision, to act as any reasonably prudent parent would do in the same circumstances.

- They must take reasonable care of their own and others’ health and safety
- They must cooperate with their employers



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- They should be aware of the school's educational visits policy and follow procedures described within it
- Carry out duties and activities in accordance with training and instructions
- Inform the EVC and Head Teacher of any serious risks

2.6 All adults in charge of pupils during a visit have a duty of care to make sure they remain safe and healthy.

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

2.7 Pupils

The party leader should make it clear to pupils that they must

- Follow the instructions of the party leader, other teachers and other supervisors including those at the venue of the visit
- Not take unnecessary risks
- Dress and behave appropriately and responsibly
- Look out for anything that may hurt or threaten themselves or other members of the group and tell the party leader or other supervising member of school staff about it

### **3. Procedures Involved in Planning an Educational Visit**

All off-site activities must serve an educational purpose which is clearly related to the curriculum. They must be suitable for the age of the pupils having regard to their ages, abilities, needs and aptitudes.

Visits may only be arranged after approval has been granted by the Head Teacher. Permission should be sought by the member of staff responsible for the proposed visit (Group Leader) using Educational Visit form accompanied by a full risk assessment using form. The group leader should consult the school calendar to make sure there is no conflict between events.

3.1. Preliminary Preparations

Before arranging an off-site visit, the Group leader must:

- Have experience in the supervision of a comparable educational visit.
- Seek advice as necessary from experienced colleagues such as the EVC and other experienced group leaders.
- Consult filed risk assessments and evaluations from the EVC.
- Complete a full risk assessment as in 3.2 below. Wherever possible make a preliminary visit to the site in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the pupils, the size of the group, the time of year and probable weather conditions, and the suitability of the facilities. (The costs of such a visit should be included in overall cost of visit.)

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- If a visit includes activities at a water site such as swimming pool or beach, at a farm or involve travel abroad the group leader should consult the EVC and DfE guidelines for more specific advice. More information is available from <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

## 3.2 Risk Assessments

A full risk assessment should be completed by the group leader for every visit following procedures explained in the guidelines for completing risk assessments.

The group leader should consult risk assessment documents of external providers and if applicable quote their Adventurous Activity Licence number.

The risk assessment should remain on file for every visit. Group leaders must be able to prove that they have considered all the risks before undertaking the visit. All risks identified must be reduced to an acceptable level if the visit is to take place. Risk assessments should be completed in consultation with other staff involved in the trip and signed by all staff accompanying the pupils.

For programmes including adventurous/potentially hazardous activities it is the responsibility of the group leader to ascertain whether the provider has completed the appropriate risk assessments and that these are available to the group leader, the appropriate licenses required, that instructors are fully qualified and that equipment is correctly provided and maintained.

A school retains responsibility for their pupils even if a qualified coach is responsible for the conducting of the activity. Thus a teacher should always be present at the activity or in the vicinity.

## 3.3 First Aid and Medical Issues

First aid should form part of the risk assessment. Before the visit the group leader should assess what level of first aid might be needed and what medicines and hospital packs are required for individual pupils taking part in the visit. Request for a first aid check and first aid kits should be made to the secretary at least two weeks before the visit commences.

A Paediatric First Aider must accompany all visits with EYFS children and a qualified first aider must accompany all other visits. A first aid bag will always accompany any group off-site and basic first aid provision will be applied if required. The school minibuses are equipped with first aid kits.

If any first aid or medicines are administered, the party leader should ensure that parents are informed on return to school. Should a child's condition be more serious, then emergency services must be called. If a child requires such a service, an adult must accompany them and the parent must be contacted by either the School Office or the Visit Leader (if it is an out of school hour's visit). After school hours the school emergency contact must be informed. The party leader must ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together. Details of the incident to pass on to the school should include: nature, date and time of incident; location of





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incident; names of casualties and details of their injuries. On return to school the party leader should complete an accident report and submit this to the EVC.

## 3.4 Supervision

All staff accompanying the visit should be made aware of their role and responsibilities and arrangements for the trip in advance, either in writing or at a meeting. A deputy leader should be appointed and fully briefed on the arrangements for the visit. It may be appropriate for all adults to be given a copy of the risk assessment. Each adult should be given a register of all pupils participating and those in their immediate care/ focus group. Details of medical conditions should be given to teaching staff and to a parent helper supervising that child if appropriate.

Parents should not be directly supervising their own child as a member of their group. This will be outlined in the parents

## 3.5 Supervision – DBS checks

It is desirable that non-school staff, parents should have DBS clearance. However, if this is not available these parents may accompany the pupils at the Head Teacher's discretion. Legally any other adult, not including school staff, does not need DBS clearance providing they will not have sole responsibility for any pupils or be alone with them. Parents accompanying a trip should be listed on trip Risk Assessments with DBS or Head Teacher's discretion recorded.

- Staff make the decision as to which voluntary helpers accompany a visit and ensure their suitability.
- Every volunteer accompanying the visit should be emailed the 'School Trip Parent/Carer Helper Procedures' (see Appendix 3) two weeks before the planned visit. They should also be given a paper version of these procedures in person on the morning of the visit. This is because they must know precisely what their role is and understand the responsibility that they have to ensure that they carry out their role.
- Each helper must be made aware of their responsibilities in advance of the visit.
- Each helper must be given relevant contact numbers for the school, activity leader via (school mobile number) etc. which must be confidentially disposed of at the end of the visit.
- Volunteers must understand that they have a responsibility to follow the instructions of the Visit Leader who must be a member of staff.

A list of parents who have the necessary clearance is held by the SBM.

## 3.6 Supervision – Staff/Pupil ratios

The level of supervision will always depend on the type of visit, the age of the pupils, the profile of the group and other variables such as the weather, the time of day and the activities. Adult: pupil ratios as a minimum will be set according to national guidance but will be dependent on the activities and the level of supervision required. Ultimately, ratios need to be determined by a sound risk assessment. There should always be a minimum of at least two teachers/teaching assistants to accompany a group. Governors and parents may also help. A qualified First Aider must accompany every visit.



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In addition to the teacher in charge there should be enough supervisors to cope with an emergency.

## Pre-school and Reception children

Children under five participating in a school trip require very close supervision. There should be one adult for every two children so that each child can have their hand held.

## Years 1 to 3

There should be one adult for every 6 children with a minimum of two adults.

## Years 4 to 6

There should be one adult for every 10 to 15 children with a minimum of 2 adults. On residential and trips abroad this ratio should be 1 to 10 pupils. A female member of staff must always be present.

If potentially hazardous activities are involved there must be sufficient supervision to ensure the safety of all participants and include qualified instructors as appropriate. See <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> for further information. These are minimum recommended ratios and ratios should be determined by a sound risk assessment. The quality and nature of the supervision must be planned and active, this is more important than merely having the correct supervisory ratio. Group leaders should assess the risks and consider an appropriate supervision level for their particular group.

Minibus drivers who are not participating and coach drivers should not be included in the ratio.

## 3.7 Insurance

For all day trips both pupils and staff are covered by the school's liability insurance. If a visit involves potentially hazardous activities or travelling abroad the group leader should arrange for suitable insurance cover to be taken out as necessary, either through the SBM or the Visit Provider. A copy of this should be available to parents.

For residential visits and visits abroad the group leader should carry the school's insurance card. This can be obtained from the SBM.

## 3.8 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision. Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Parents must be informed and give consent to all modes of transport by which their children will be journeying.

Coaches should only be booked from reputable coach companies. Coaches can be booked through the school Secretary/SBM. Only coaches with seat/lap belts can be used. Each child must have their own seat and seat belt. It is the responsibility of staff to check that pupils are wearing a good fitting properly fastened seat belt before



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the journey commences. Pupils should be made aware of the importance of keeping the seat belt fastened during the journey.

## Use of school minibus

The school minibus can be booked through the school office. Staff eligible to drive the minibus must

- be over the age of 25 years
- in possession of a full, valid driving licence for a minimum of 2 years
- have passed their driving test before 1997
- be acquainted with the guidelines on the use of minibuses
- staff who have taken their driving test after 1997 are required by law to take an appropriate test for this size of vehicle carrying passengers.
- an extra test is required for driving a minibus with 17 or more seats
- there should be 2 drivers on any minibus involving a journey of more than 3 hours.
- it is the responsibility of the party leader to ensure that one of the School's authorised drivers is driving the minibus on school visits.

## Public Transport

The use of public transport is encouraged for school trips from Year 2 and above. Effective supervision of the pupils must be ensured on public transport at all times. The adult: pupil ratio must be increased dependent on age of the children involved. This must be discussed with the EVC and authorised accordingly by the Head Teacher.

When travelling on public transport the leader must contact a member of staff at the station to inform them that they are on a school trip and ask to escort/signpost them to the correct platform and to inform them of their destination. Leaders must ensure all children and staff are on the public transport and board once it is safe. Once the children have boarded the transport, they must be seated wherever possible, all staff and volunteers to give priority to the children. If at any point whilst using the transport that a group of children are left behind with an adult- the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school immediately or whenever possible.

## 3.9 Funding

Day Trips - The cost of all visits should be met by parental contribution and or budget allocation. Any costs met by the school budget must be agreed with relevant budget holder in advance of the trip being booked. This income must meet the complete cost of the visit. This will be calculated based on the overall cost of the visit divided by the number of pupils attending. Where it is feasible to use public transport to reduce the overall cost of the trip, this will be the first option. Free train tickets using the TFL scheme must be booked at least 14 days in advance.

Accurate records should be kept of all income and expenditure associated with a visit. These should be submitted to the EVC for approval.



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Residential Trips- Charges will be applied based on the overall cost of the trip including costs of adults attending, divided by the number of pupils attending. Care will be taken to achieve best value and avoid making trips prohibitively expensive.

### 3.10 Seeking Permission

The permission of the Head Teacher is sufficient to begin research and risk assessments. Teachers should complete the 'Laleham Lea Educational Visits Proposal Form' (appendix 1) which the Head Teacher will approve if the trip is deemed appropriate.

### 3.11 Making Bookings

Once permission has been granted, bookings can be made with outside venues or providers and for transport. It may be necessary (mainly for residential visits) to make provisional bookings initially until numbers have been confirmed by parental consent.

### 3.12 Internal Communications/internal approval

Once the agreement of the Head Teacher has been obtained the visit must be entered on the School Calendar. The group leader should ensure that details of the visit are entered correctly in the school diary and school calendar on the intranet.

Details must also be passed to the EVC, the School Secretary and the lunch supervisor needs to be informed.

It is also courteous at this stage to inform all staff who may be affected. Peripatetic teachers can be informed through the directors of music and drama. The group leader must ensure that the implications of the visit are understood by teachers whose lessons will be affected, those who have practices or events with which the visit might clash, including the SENCO.

The 'Education Visits Checklist for staff' should be used to ensure all the relevant steps have been completed in the booking of a trip (Appendix 2).

### 3.13 Communication with Parents

Parents must be provided with sufficient information to enable them to make informed decisions regarding their child's participation. This should include:

- Brief details of the activities to be undertaken and their educational/social value
- Any outside agency involved (e.g. museum, PGL etc)
- Transport arrangements
- Accommodation arrangements if applicable
- Catering arrangements
- Dates and timings, including any arrangements parents may have to make to deliver/collect their daughter to or from specified locations.



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- Supervision arrangements including details of any personnel other than school staff who will be instructing or leading activities
- Contact name for further enquiries
- Cost and method of payment
- Dress and equipment required
- Emergency contacts if different from normal
- Expectations regarding behaviour on the visit

All letters should be checked by the EVC and submitted to the Head Teacher for approval.

### 3.14 Obtaining Parental Consent

Signed permission forms must be obtained from parents/guardians for all off-site visits. The standard formats should always be used, one for day visits and one for residential visits. Forms must include date and destination of visit, name of child, and mode of transport and be signed and dated by the parent or guardian. It should indicate parental approval for medical help to be sought if necessary and require parents to pass on to the group leaders medical information about their children. This form should be approved by EVC/Head Teacher before being sent out.

### 3.15 Information Meetings for Parents

If appropriate a briefing meeting for parents should be organised.

For residential visits a meeting should be held for all new trips in the preliminary stages.

For established trips parents should be given the opportunity to meet with the group leader before information is sent out.

In the final few weeks before the trip takes place an information meeting should be held to acquaint parents with final arrangements.

### 3.16 Communication with pupils

As the time for the visit approaches students will need information regarding their involvement and responsibilities.

Two to three days before the visit the students will need reminders of times, transport arrangements, clothing, equipment and food required. If appropriate they will need advice on how much pocket money to bring and how to look after it. For juniors this should be written in their homework diary. For infants this can be displayed prominently on the classroom door or windows. Reminders about standards of behaviour and safety considerations should be made clear.

On the day of the visit the students should be given clear instructions about behaviour, times and rendezvous points. Each pupil should carry a card with the school name and telephone number, the Group Leader's name and



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the Laleham Lea mobile phone number. They should be given clear instructions of what to do if they become isolated.

## 3.17 Emergency procedures

All adults accompanying a party are made aware, by the party leader, of the emergency procedures which will apply. Each adult is provided with an emergency telephone number. This will usually be the school number, but where an activity extends beyond the normal school day (include times with aftercare) the mobile/ home number of a designated emergency contact should be provided. In the event of an accident or other emergency the school's emergency procedures should be followed. These can be found in the staff handbook.

## 3.18 Information required on the visit

The following information must be carried by the group leader throughout the visit.

Day Visits (i.e. taking place during normal school hours)

- Emergency contact numbers for school
- Contact numbers for staff on trip
- Details of medical conditions affecting all participants and details of any medication to be brought on the visit and its administration
- First aid kits
- Mobile phone- arrangements for the use of this should be made with the school secretary for the use of the school mobile phone.
- Residential Visits U.K.
- Details of medical conditions affecting all participants (including staff) and details of any medication to be brought on the visit and its administration.
- Copy of emergency procedures including 24 hour contact numbers of member of SMT who is emergency contact
- School insurance details and contact numbers

Residential Visits Abroad

Including the above

- photocopies of each child's passport
- European Health Insurance Card (EHIC) for visits to countries within the EU for every participant with an EU Passport (For pupils with a passport outside of the EU parents may wish to provide a copy of their family travel insurance.)
- A qualified first aider should be included on all residential visits.

## 3.19 Contact with school

All relevant information should be lodged with the Head Teacher. This must include:



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- Visits within school hours
- Full details of the itinerary
- Address and telephone number of destination
- Transport arrangements
- Contact number for party leader (mobile phone number)
- List of all participants including adult helpers
- Emergency contact numbers for all participants
- Visits outside school hours
- All of the above

A senior member of staff must act as the school contact and be given the above information and the name of provider, accommodation details and travel company.

### 3.20 ICT Equipment

Check the availability and condition of equipment to be used.

### 3.21 Dress code

Correct school uniform is always the preferred dress code. This includes a school blazer. Visits which involve outdoor, practical activities or physical activities may be the exception. Approval for this should be sought from the Head Teacher.

### 3.22 Early Years Foundation Stage

Pupils younger than Reception classes do not take part in external/off-site visits. Activities to enhance the wider educational experience of these younger pupils take place within the school grounds. A full risk assessment is completed for each activity. If Reception class go out on a visit then one of the paediatric first aider trained staff will also go on the trip, leaving behind the other trained persons to remain with the rest of the EYFS pupils.

3.23 Conclusion The purpose of all educational visits is to enhance children's learning experiences, to give opportunities for sensitive and purposeful interaction with peers and other adults in a safe and supportive framework,. When carefully prepared and sufficiently supervised, they provide long lasting memories for all who took part.

Revised Jan 2024

Review date: Jan 2026



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## Appendix 1

### Laleham Lea Educational Visit proposal form

Trip Leader:	
Visit to:	
Date:	
Year group/s & total number of students:	
Staff Ratios required:	
First Aider/s:	
Additional staff required	
Parent help requirements	
Curriculum Links:	
Packed Lunch needed?	
Departure time:	
Estimated return time:	
Method of Travel: Include Coach Company details if relevant Attach train/tube/walking routes if relevant	
Proposed itinerary:	
Cost Breakdown: Travel  Entry  Other  Total proposed cost & cost per child	
Medical needs:	
Approved by:	

Ratios - Pre-school and Reception children 1:2 so that each child can have their hand held. Years 1 to 3 1:6 children with a minimum of two adults. Years 4 to 6 1:10-15 children with a minimum of 2 adults. On residential and trips abroad this ratio should be 1:10 pupils. A female member of staff must always be present.





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## Appendix 2

### Laleham Lea Educational Visit proposal check list for staff

Visit to: \_\_\_\_\_ Date: \_\_\_\_\_

Year group/s & total number of students: \_\_\_\_\_

1.	Check the date in the school diary to ensure no clash with other school events	
2.	Ensure the proposed visit is linked to an area of the curriculum being studied at the time of the visit.	
3.	Check adult to child ratios referring to the 'Educational Visits Policy' in order to arrange an appropriate number of accompanying adults. One member of staff must be a qualified First Aider.	
4.	Arrange a suitable means of transport and get a quote if required: Coach: Contact a hire company for a quote and availability. Minibus: If you plan to use our minibus, check availability and that a driver is also available. Make sure minibus checks have been organised with the School Caretaker (15 students max).	
5.	Calculate the total cost of the trip.	
6.	Fill in 'School Visit Information Form' and get approval for trip by Head Teacher	
7.	Write a letter to parents and have approved by Head Teacher.	
8.	Send a copy of the visit letter to all parents.	
9.	Collect in and check permission slips. Retain the slips to be attached to Risk Assessment	
10.	Visit to destination before your proposed trip in order to carry out a risk assessment – complete Risk Assessment and have approved by Head Teacher.	
11.	Ensure the following are all aware of the trip at least 2 weeks before trip takes place – Kitchen (including packed-lunch requirements) Music Teacher (to inform Periteachers), PE Staff, any other staff whose timetable may be impacted by the trip.	
12.	Email 'Laleham Lea - School Trip Parent/Carer Helper Procedures' to all parent volunteers two weeks before the trip	

On the day of the visit:

- Complete register. Inform the School Office of any absent pupils.
- Collect Medical kit/any medication required and school phone
- Collect packed lunches from kitchen.
- Provide each adult and the School Office with a sheet detailing names of all participants (children and adults), groups and all relevant telephone numbers including the school's number.
- Hand out another copy of sheet 'Laleham Lea - School Trip Parent/Carer Helper Procedures' to parent helpers (they would have previously received an email version).
- Have a copy of the completed Risk Assessment Form and easily accessible on your person for the whole visit.
- In the event of an emergency always contact the School (020 8660 3351).



**L A L E H A M L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Mrs. M Reece

### **Appendix 3**

#### **Laleham Lea - School Trip Parent/Carer Helper Procedures**

The staff of Laleham Lea thank you for volunteering to help on school visits as we appreciate we cannot offer such opportunities to the pupils without your help.

We would greatly appreciate it if you would follow these guidelines in order to ensure the safe and smooth running of our offsite visits:

1. Once it has been confirmed that you are able to help on the school trip, please inform the class teacher if you are no longer able to help. There are ratios for adults to children that to be adhered to and in the event of you cancelling then a replacement parent helper will be needed or the trip will have to be cancelled.
2. It is the Visit Leader's responsibility to make sure that you are made aware of the purpose and itinerary of the visit (including timings of workshops, toilets etc, and lunch arrangement details), any relevant maps, our expectations of pupils' behaviour and that you are provided with all relevant contact details.
3. All parent helpers must be given by the teacher before the group sets off: a list of the children in their group and any maps as needed, any details regarding times, workshops, toilets etc, and lunch arrangement details.
4. Parents are not allowed to have their own child in their group (SEN children can be 1:1 with their parents in special circumstances).
5. Your role is to accompany an allocated 'group' at all times. Please do not leave them unsupervised for any reason e.g. to talk on mobile phone, comfort stop etc. If you do need to leave the pupils for any reason, please arrange this with the Visit Leader.
6. You need to be aware of the well-being and safety of the pupils in your group at all times. Please listen out for any specific instructions given by the Visit Leader (e.g. crossing a road, walking along a busy pavement etc.)
7. Parents are asked to bring their mobile phones on school trips for emergency use only. Parents are kindly asked not to use their mobile phones for social / work calls for the duration of the trip. The parents need to be always focussed on their responsibility for the children in their group.
8. It is important that whatever happens on a school trip should remain confidential. Even positive comments can be misinterpreted. Please do not discuss children to other.
9. Please do not accompany children to the toilet – members of the school staff will do this.
10. Parents are not permitted to take photos of the children on their own personal devices. The visit Leader may request that you take photos for school use on the school device.
11. Parents are asked to support children to follow the school expectations of behaviour. In the event of any concerns about a child's behaviour in their group, the parent must refer to the Visit Leader.

Thank you again for offering your time and following these guidelines.

We hope you have an enjoyable visit!