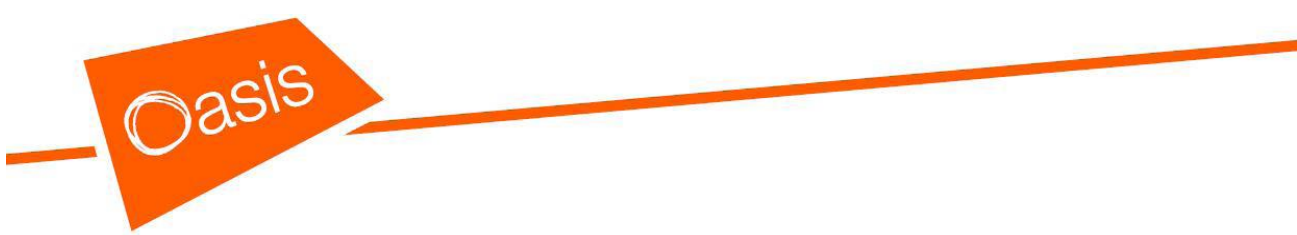


# **TRIPS & VISITS GUIDANCE**

## **OASIS ACADEMY JOHANNA**

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SEPTEMBER 2016



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## **OASIS ACADEMY JOHANNA**

### **Risk Assessments for Educational Visits**

#### **Guidance September 2016**

This guidance is to supplement the OCL policy on trips and visits and provides more specific guidance on the academy's individual procedures for assessing and managing risks on trips and visits.

#### **Aims**

The aim of a risk assessment should be to limit the potential of serious injury (or loss of a child) by planning preventative actions. Therefore, a Trip Leader is expected to plan for probable risks and appropriate actions to protect from this risk.

#### **Procedure**

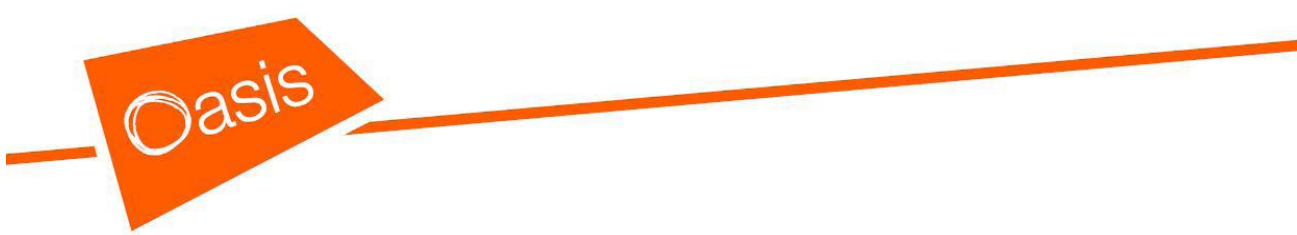
- Trip Booking Form (Appendix 1) to be completed at least one week before the day of the trip (one month if lunches and transport needed).
- Risk Assessment Form (Appendix 2) to be completed (following a pre-visit to the destination) and signed off by the Educational Visits Coordinator or Principal at least one week before the day of the trip.
- For high risk trips (e.g. the seaside), OCL requires that authorisation is obtained 2 months before the proposed date. For residential trips, 6 months. These should be authorised by OCL by submitting the three forms included in the OCL trips and visits policy on the server.

### On the day of the Trip (updated procedure in bold)

- Trip Leader to ensure each responsible adult has a copy of the Risk Assessment and has exchanged mobile phone numbers if likely to separate.
- Trip Leader to review the code of conduct and actions from the Risk Assessment with children and adults before leaving the site.
- Trip Leader to collect medicines from the office, **leaving behind a copy of the Risk Assessment**. This should be stuck to the front of the medicine cupboard.
- On return, Trip Leader to put medicines back in office and **review the copy of the Risk Assessment that they left in the office when they do this**.
- Reviews should list any injury/incident or near miss. A copy of any injury records should be included if there was an injury.

### Which Trips need Risk Assessments?

- From September 2016, **ALL trips need a Risk Assessment**. This includes local visits (just print a copy with the new date and then sign for review).
- **Where there are a series of visits planned** (e.g. farm or swimming), a Risk Assessment should be completed and annotated after each week. The annotated copy to be kept in the office.
- Before the first local trip of the year, Class Teachers create a generic local area Risk Assessment that can be easily updated for each local visit.



# APPENDIX 1

## Oasis Academy Johanna: Trip Booking Form

*This form must be completed AT LEAST one week before the day of the trip.  
Where travel needs to be booked, this form must be completed  
AT LEAST one month before the trip.*

Class: ..... Trip Leader: .....

Date and time of trip: ..... Location: .....

Purpose of trip: .....

- Letter needed (*full day trip and/or trip involving public transport*)
- Transport to be booked (*this to be discussed with Nicky before she signs*)
- Early lunch (*if children are leaving for an afternoon trip*)

**Nicky signature**.....**Date**.....

Which members of school staff are going with you?  
.....

Cover arrangements (agreed with Team Leader)  
.....

**Team leader signature**.....**Date**.....

- Risk Assessment complete (AT LEAST one week before)

**EVC signature**.....**Date**.....

## APPENDIX 2

### Oasis Academy Johanna: Local Trip Risk Assessment

Class:	Date of trip:	Location:
Lead Teacher:	Public transport route:	Adults:

Accessibility issues?	Where are toilets?	Where will we have lunch?
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Before leaving the school building:

- Lead Teacher ensures all children and adults have been made aware of the potential risks and how to avoid them.
- All children partnered up and allocated to a specific adult for supervision (non-DBS checked adults must be supervised by Lead Teacher)
- All adults made aware of number of children and safety expectations
- First Aid Kit
- Oyster card
- Mobile Phone

Medical needs/medication to take:	Adult mobile numbers:	Behavioural concerns:	Children having school packed lunches:
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Potential risk	Action taken	Review
	•	
	•	
	•	

Signed:

Reviewed:

Date:

Date:

## APPENDIX 3

### Conduct on Trips and Visits: Guidance

These guidelines apply to class trips as well as small groups.

- Adults must walk on the outside (road side) of the group.
- Adults will wear high-visibility vests.
- Children will walk in pairs.
- Children may talk quietly to their partner but must face forward.
- Children must not talk to anyone outside of the school group, even if it is someone they know.
- The lead adult should walk at an appropriate pace and be aware of all the children, stopping frequently to prevent gaps in the line.

#### **Adult ratios:**

- Minimum of 1 adult at the front, 1 at the back. 3 adults are preferable, with one at the middle of the line.
- 1:1 adults for children with mobility issues or other safety concerns.
- Lead adult should walk approximately 3 pairs from the front to monitor the front of the line as well as the main section.

#### **Crossing Roads:**

- Ensure the group are together and not talking at the road side before crossing.
- Designate two adults for road crossing and let them know beforehand.
- Designated adults stand in road, facing traffic: one adult for each direction of traffic.
- Once traffic has stopped completely, lead adult to start crossing with children.
- Children cross the road behind the designated adults (the adults facing the traffic).

#### **Buses/public transport:**

- When boarding or alighting, one adult should stay at the doors of the vehicle and another is the last off of the bus, a third adult would stand just outside on the pavement to form children into a line. The group lead should head count before moving on.

#### **Parent helpers:**

- Parents are encouraged to support trips and visits and should support the class, not their child specifically unless otherwise specified.
- Parents must not take any photos of children, unless they are taken on a school camera.
- Unless the school has confirmed an up-to-date DBS check, parents must not be alone/unsupervised with their group.