

# Giffards Primary School Visits Policy

School lead for this policy:	N James – AHT / school visits lead
Committee with oversight for this policy	FGB -Pupil matters
Policy last reviewed	May 2023
Date for next review	May 2025 or as necessary
Signed –chair of Governors	
Signed - Headteacher	<i>Mrs N Haslam-Davis</i>

- NOTE: this policy is not to be put on website as contains personal phone details – if given out as parental request – all details to be removed

# **Giffards Primary School Visits Policy.**

## **Contents**

### **Section:**

1. Aims and Objectives.
2. Curriculum links
3. Guidelines and Procedures For Day Visits:
4. Guidelines and Procedures For Residential Visits.
5. Emergency Procedures

### **Appendices.**

1. Sports Protocol
2. School Visit Booking Form
3. Sports Visit Coach Booking Form
4. DBS RA for Supervised Volunteer Form
5. Guidelines re mini buses and seatbelts
6. Relevant details on Critical Incident Plan
7. Sample Visit Risk Assessment
8. Local Area Visits

## 1. Aims and Objectives.

We believe that learning in the world beyond the classroom plays an essential role in the development of pupils at Giffards Primary School. It is our aim to provide our children with valuable learning experiences beyond the classroom and the school as part of a rich, creative and diverse curriculum. These learning experiences are intended to enhance the delivery of the curriculum provided for our children.

The objectives of this policy are to ensure that all visits made from school are undertaken in a safe and controlled way so that the welfare and safety of our children, staff and volunteers is maintained. As such, we follow the guidelines laid down in: Thurrock Council Guidance for Safe Delivery of Educational Visits February 2018; Health and Safety of Pupils on Educational Visits (HASPEV) DFE 1998 <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> and subsequent amendments; as well as all guidelines on Evolve (under Resources on the Evolve website).

It is the responsibility of the Headteacher to ensure that an Educational Visits Coordinator is appointed and that the EVC receives the appropriate training. It is the responsibility of the Headteacher to ensure that all staff understand and follow this policy.

It is the responsibility of the EVC to ensure that all new staff understand this policy. It is the responsibility of the EVC to ensure that all teaching staff are trained to use the Thurrock LA Evolve website at [www.thurrockvisits.org.uk](http://www.thurrockvisits.org.uk)

EVC – Nicola James / school business manager in Nicola's absence

## 2. Curriculum links

Educational visits are an important and valuable way of bringing learning to life, they should

- Enhance curricular and recreational opportunities for pupils
- Support learning back in school with first hand experiences
- Provide a wider range of experiences for our children than could be provided on the school site alone
- Promote curiosity and understanding of another environment
- Support children in respecting, valuing and understanding their local and wider environment
- Offer opportunities to visit and explore places they may not otherwise have the opportunity to do

## 3. Giffards Primary School Guidelines and Procedures for Day Visits.

### Procedures Prior To a Visit

Each visit must be agreed by the Governing Body through the Headteacher. **This includes routine visits for sports matches and sports competitions.**

Please see **Appendix 1** for Sports Protocol – to be **followed** prior to booking and during every event/match.

Every visit must ensure it does not disadvantage certain people, as per our Equality Policy, including ensuring that it does not cut across any religious holidays, is accessible to pupils with disabilities and has equivalent facilities for boys and girls.

An Educational Visits Request booking form can be obtained from the school office. (See **Appendix 2**). **Appendix 2a** (Sports Event Request for Coach) is to be completed when there is a coach request for a Sports Event needed.

Before a visit/match/event is provisionally booked the school diary must be consulted to ensure there are no clashes. The relevant visit request form will need to be completed and signed by the Headteacher before the visit is booked and organized. Each visit (including school sports matches, club events and musical events) will have a named Visit Leader. Visit leaders must have had some prior experience of organising and participating on a school trip. It is not good practice for ECTs to be nominated as a visit leader. It is the responsibility of the Visit Leader to organise and co-ordinate the visit, this includes liaising with the Headteacher, Educational Visits Coordinator and the school office.

Arrangements for a visit must be made well in advance. Staff must discuss all aspects of the trip, including meeting pupil need and any pupils known to have additional needs (incl a pupil RA/consistent management plan/care plan) before a letter goes home to parents. The nominated visit leader must use the Thurrock LA Evolve website at [www.thurrockvisits.org.uk](http://www.thurrockvisits.org.uk) to process and risk assess the visit.

The visit may not go ahead unless it has been permitted electronically on the Evolve website by the EVC and Headteacher. A visits risk assessment form is held electronically in Staff On Server : Staff: Risk Assessments, (example as **per Appendix 7**).

### **Risk Assessments – see RA Policy**

A comprehensive risk assessment must be carried out by the named group leader before the proposed visit. It will assess the risks which may be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed 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?

Risk Assessments must be submitted electronically on the Evolve website at least two weeks prior to the day of the visit. This applied to all SSP sports events that are booked, if a match is booked at the last minute the Evolve RA must be completed as soon as the match is booked.

Where possible, a preliminary visit will be made prior to completion and submission of the risk assessment on Evolve. The purpose of the preliminary visit is to ensure that the venue is suitable, informing details for the Risk Assessment for the visit such as checking for hazards, i.e roads, car parks and coach drop off places, checking proposed timings are relevant and checking for aspects such as lunch arrangements and toilet facilities.

Risk assessments must take into account first aid arrangements, additional adult support for pupil with medical needs, support for pupils with SEND needs and support for pupils with Personal Development, Behaviour or Welfare needs as well as accessibility arrangements (as per school Accessibility policy). Risk assessments for visits that occur outside of schools hours must include the mobile phone numbers of the Headteacher and Assistant Head Teachers/other member of SLT as emergency contacts.

Where individual risk assessments are in place for pupils – consideration must be given to whether adequate control measures can be put in place to eliminate risks to the pupil, other pupils, staff and volunteers. The headteacher will be informed and make a final decision on whether children are safe

to attend school trips. See Risk assessment policy. For the health and safety of all concerned, all trips are dependent on good behavior and any pupils who behave inappropriately on a regular basis (where they could be harm to themselves or others) or with regular disregard for instruction and supervision may not be deemed safe enough to participate.

The cost of a visit must be correctly calculated and all additional costs factored in appropriately. No overtime will be paid to support staff attending a school visit beyond their hours, **unless by prior arrangement.**

Children attending a visit must have the written permission of their parents or guardians; if parents pay online or via credit card this acts as permission. If a parent is unable to make a donation for a visit they can give permission online. In exceptional circumstances, parental permission may be gained via a phone call **and a written record kept as proof.** A letter must be sent to parents in good time detailing all aspects of the visit: the location of the visit; the date and time; **the learning intentions of the visit;** all costs of the visit, all requirements regarding clothing and dress; lunch requirements and arrangements (where necessary); spending money (where necessary); likely weather conditions; items permitted and or prohibited on the visit.

Only known/recommended coach companies can be used. All relevant H&S paperwork, including their current public liability insurance, must be received prior to initial use of a coach company.

The visit leader will ensure that arrangements are made for pupils who require free school meal pack lunches. The visit leader will ensure that the kitchen is fully notified in good time in order to prepare any lunches required.

The Health and Safety Executive states that *Pupil to staff ratios for trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide ratios, taking into account the activity to be undertaken and the age and maturity of the pupil.*

However, all visits must be adequately staffed and supervised. For this reason, the adult supervision ratios for school visits are:

EYFS	1 adult 4 children
KS 1	1 adult 6 children
KS 2	1 Adult 8 children

*There may be occasions when adult supervision ratios are adjusted once a full risk assessment has taken place. The risk assessment must take into account any reduction in adult supervision ratios and ensure that all risks as a result of any reduction in ratios are mitigated within the risk assessment.*

All staff and volunteers attending the visit must be fully briefed by the visit leader prior to the visit. This briefing must include the arrangements for the visit including the learning objectives and intentions of the trip, activities to be undertaken, emergency procedures, mobile phones and expectations about conduct and behaviour. All volunteers will also receive a volunteer's information letter prior to the visit (**Appendix 3**). When staffing the trip, it is best practice to try and ensure the visit will be supervised by teachers, LSA's, Governor Volunteers and volunteers who have been DBS checked (e.g: students, Parent Staff Association (PSA) volunteers). Where additional adults are needed, other volunteers such as parents may be used if necessary. Volunteers do not require a DBS check. However, all volunteers without a DBS check must be risk assessed using a DBS Risk

Assessment For Supervised Volunteer Form (**Appendix 4**). It is vital therefore that the admin team are made aware of all volunteers at least one week prior to the visit so they can assess whether a DBS Risk Assessment for Supervised Volunteer form needs to be completed. If parents, including Governors, who are parents attend they should not be placed in a group with their own child – this is to ensure all pupils are treated equally. Exceptions to this are where a parent is attending because their own child has specific health or mobility needs.

**Pupils will follow the School Positive Behaviour policy on all visits. Note: Any pupils whose behaviour may be considered a danger to themselves or the group may be excluded from the visit.**

The visit leader will ensure that all arrangements for a visit are in place. On the day of the visit, the visit leader must ensure that the school office receive the number and names of pupils on a visit. For year group and class visits this will be done via registration. **For smaller visits and sports matches and competitions the office must be provided with a confirmed list of pupils attending the visit and the exact number leaving the school site prior to leaving.**

The visit leader will ensure that where groups of children have been determined, each group leader has a list of the children in their group, (where parental volunteers are used they take the role of leader for their group. It is best practice that the group does not include their own child). The visit leader will ensure that all pupils have been allocated to the correct coach, particularly where a class is split across two coaches. The visit leader will ensure that there are adequate first aid bags for the trip, one per coach. The visit leader must ensure that all teachers have exchanged mobile phone numbers and that all teachers have a **copy the emergency procedures**. The visit leader must ensure that all teachers have a copy of the visit risk assessment. The visit leader will ensure that all arrangements have been made for pupils with medical needs who are attending the visit; e.g. medication, epipens, inhalers.

It is the responsibility of all staff attending a visit to undertake dynamic risk assessment during the visit and act accordingly. Pupils will be briefed by teachers prior to the visit about the arrangements for the visit, the learning objectives of the visit and about expectations about behaviour. Pupils will be briefed about coach safety. Seatbelts will remain on at all times and only be removed with a teacher's permission. Pupils will stay seated at all times. Teachers and staff will distribute themselves through the coach to supervise behaviour. Staff should sit with pupils to ensure an even spread of staff and so all pupils can be seen. Where there is a coach with an upstairs – adult ratios must remain during the journey. **Adults must be evenly distributed throughout the coach and remain vigilant to ensure pupils behave well.** This also applies if there is more than one adult on a mini bus.

Headcounts will be made before the coach departs from school and then again before the coach departs to return to school. If pupils are distributed into groups, group leaders will undertake head counts at regular intervals on the visit.

The visit leader will inform the school of the arrival of the party at the visit venue and also when the party departs the venue. The Visit leader will inform the office of any travel delays and give the office notification if the visit is likely to return to school late.

**Additional Risks assessments will be completed for sports events related to the nature of the sport as well as the relevant travel RA.** The visit leader will be responsible for ensuring these are

in place, any additional staff/helpers are made aware of their content and that they are followed.  
**Please see Appendix 1** for Sports Protocols

**Use of Staff and Parent Vehicles** – please see **Appendix 5** for Guidelines around the use of mini buses and seat belts.

The school insurance policy covers members of staff to transport pupils in their own cars under occasional business use. Seatbelts must be fitted and worn. Members of staff must have a full driving licence, in-date MOT if applicable and fully comprehensive vehicle insurance for the occasional business use cover to be applicable.

Parental consent must be obtained for a pupil to travel in a staff member's car and or in the car of another parent.

Any parents that offer to take other children in their cars during school business hours, and have been given permission by the child's parent that they are giving a lift to, must have a full, clean driving licence, MOT where applicable and fully comprehensive insurance that includes Business Cover. These details must be checked by the visit leader and copies kept securely of all documentation.

For passengers under the age of 14, it is the legal responsibility of the driver to ensure seat belts are worn.

Children under the height of 135cm must be seated in booster seat.

#### **4. Giffards Primary School Guidelines and Procedures For Residential Visits.**

The guidelines and procedures for day visits will apply, with the following changes and additions:

The Visit Leader will request permission for the visit via the Thurrock LA Evolve website at [www.thurrockvisits.org.uk](http://www.thurrockvisits.org.uk). Written consent will be gained from parents for all children traveling, A meeting will be held for parents' well before the visit. Parents will be kept fully informed of the planning progress for the trip in writing, including; payment schedules and dates; travel itinerary, timings and arrangements (including emergency arrangements), codes of conduct, and a detailed kit list. A formal meeting will be organised by the Visit Leader in order to brief all staff involved in the trip and to delegate responsibilities accordingly. Staffing of the visit will be dependent on the needs of the children attending.

#### **5- Emergency Procedures - A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits must be familiar with this plan – **see Appendix 6 of this policy for contact details, see Critical Incident Plan for full protocols and procedures.**

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought **from the local authority.**

## **SPORTS PROTOCOL**

- SSP events to be agreed with the Headteacher/AHT/SBM in advance, in conjunction with the diary to ensure there are not clashes.
- No events to be booked when PPA is being covered unless agreed in advance with the Headteacher/AHT/SBM. This will need recording in the diary/paperwork
- If clubs need to be cancelled due to an event the office to be informed which club and relevant attendees at least one week prior so parents are given plenty of notice.
- If the date of an event is changed for any reason the diary must be consulted to ensure the date of the new event does not clash with anything including PPA cover; once this has been established the diary is to be amended with the initial date crossed out and the event moved to the new date. All relevant parties must be made aware of this date change including the Headteacher/AHT/SBM
- No events to be booked back to back unless prior arrangements have been made in case of the first event overrunning. In this case details to be written in diary.
- All events/matches to be entered on the event spreadsheets (saved staff/server/Thurrock SSP Event as soon as arranged and updated as necessary. Details to include: exact timings, where, who against, how transporting children, adult volunteers etc. Details of children who have permission also to be updated as permissions are received and details of medical needs/permissions/contact numbers/collection arrangements also to be included for each child.
- Permission must be prior to the event – no verbal permissions will be accepted unless there is a last minute change to the team due to illness and then only once the class teacher has confirmed this is acceptable.
- Evolve RA to be uploaded at least 7 days in advance of the event/away match – any errors/queries will result in the RA being returned for amendment. Letter sent to be uploaded to Evolve prior to Evolve RA being sent for authorisation.
- All risk assessment protocols to be followed at all times, i.e high vis jackets to be worn by all adults accompanying the children so they are easily identifiable, medals to be tucked into shirts, adult supervision needed and positive behaviour protocols to be followed at all times, whether at the event or when travelling back. These are just samples of the protocols listed in the RA, not an exhaustive list. See relevant RA for all protocols needing to be followed.
- A paper copy of all relevant risk assessments to be taken on every event and any adults assisting to be made aware of the relevant contents.



**EDUCATIONAL VISIT REQUEST**Please complete **ALL** grey boxes & all boxes on the back. Sign, date and ask NHD to authorise.

<b>Day &amp; Date of Visit</b>				<b>Year Group</b>	
<b>Title of visit</b>			<b>Venue</b>		
<b>Contact number</b>				<b>Email</b>	
<b>Arrival time</b>				<b>Return time</b>	
<b>Date agreed with Headteacher/EVC</b>			<b>Date inserted in diary</b>		
<b>Number of children</b>		<b>No. of Adults</b>		<b>Staff</b>	<b>Other helpers</b>
<b>Ratio Adults to Children FS – 1:4 KS1 – 1:6 KS2 – 1:8</b>				<b>NUMBER OF ADULTS TO BE CONFIRMED BY VISIT LEAD DEPENDENT UPON ANY ADDITIONAL NEEDS</b>	
<b>Total seats required on coach</b>			<b>Total venue/visit cost £</b>		
<b>Cost per child</b>	£	<b>VAT: Y/N</b>	<b>Adult Cost</b>	£	<b>VAT Y/N</b>
<b>No. free adults</b>				<b>Goody bag Y/N &amp; cost</b>	
<b>Time pick up from school</b>				<b>Time drop off at venue</b>	
<b>Time pick up at venue</b>				<b>Time drop off at school</b>	
<b>Date provisionally booked</b>		<b>Booked by</b>		<b>Confirmed by &amp; date</b>	
<b>Date Risk Assessment completed online &amp; sent to EVC</b>					
<b>List of staff &amp; other helpers to be given to Admin</b>				<b>Date</b>	
<b>If In-House arrange for Public Liability Insurance &amp; DBS to be sent to Admin in advance of visit</b>				<b>Date requested</b>	<b>Date received</b>
<b>VT spoken to re midday cover/ no. of RMDA needed</b>					
<b>Date Governors emailed</b>					
<b>ADMIN to complete boxes below</b>		<b>Coach size</b>		<b>Total cost of coach/coaches</b>	
Keane Travel Tel: 01375 673658 07817862812 Email kevin@keanetravel.co.uk		Coach size		Total cost of coach/coaches	
<b>2<sup>nd</sup> Quote Name</b>				<b>Price of coach</b>	
Tel:					
Email					
Company booked, size of coach & date					
Admin - In-House check if self-employed & do online check (see file)					
Admin – remind Teachers to get Public Liability Insurance & DBS if In-House					
Admin – Letter to parents/email pdf copy to teacher organising – letter not to be sent home until all group needs can be met safely.					
Admin – request list of staff/Governors/parents going on trip					
Admin – cost of venue & coach to Business Manager (+ or – VAT)					
EVC - remind Teachers to do Risk Assessment					
Cost of visit					
Cost of coach					
Cost of overtime (cost + 23%)					
Cost of covering class					
Total					
<b>Admin Fee (total + 5%)</b>					
<b>Total</b>					
<b>COST PER CHILD</b>					

Does the date of the trip impact on school/cover arrangements- i.e. is this visit on a PPA day for your year group – if so please swap and confirm.	
Does the date of the trip clash with any religious holidays? Could this be an issue?	
Is the venue and are travel arrangements accessible to pupils with disabilities?	
Has the trip/venue equivalent facilities for boys and girls?	
Does the group include any children who have a consistent Management plan? Add in details of necessary arrangements on RA	
Does the group include any children who have a personal Risk assessment? Can their needs be met on this visit? Add in details of necessary arrangements on RA	
Does the group include any children who have a care plan? Can their needs be met on this visit? Add in details of necessary arrangements on RA	
Please outline the learning intentions of the visit: <b><i>The children will be learning to:</i></b>	
Please outline the activities that children will undertake in order to secure these learning intentions:	
Please indicate how this learning will be applied and assessed once children return to school:	
Please list all adults attending the visit: <b>(Please note that all adults attending the trip must be fully briefed on the trip’s learning intentions &amp; the final arrangements of the day prior to departure and must be given a copy of the school visit volunteer letter)</b>	

Requested by: ..... Date:

Authorised by: ..... Date:

**SPORT EVENT REQUEST FOR COACH**Please complete **ALL** grey boxes. Sign, date and ask NHD to authorise.

<b>Day &amp; Date of Event</b>				<b>Year Group</b>	
<b>A/B Team</b>				<b>Boys/Girls</b>	
<b>Title of event</b>			<b>Venue</b>		
<b>Time pick up from school</b>			<b>Time pick up at venue</b>		
<b>Date inserted in diary, given to Headteacher and EVC</b>			<b>Return time to school</b>		
<b>Number of children</b>		<b>No. of Adults</b>		<b>Staff</b>	<b>Other helpers</b>
<b>Ratio Adults to Children FS – 1:4 KS1 – 1:6 KS2 – 1:8</b>					
<b>Impact on any before/after school clubs or PPA.</b>			<b>Person's name for cover</b>		
Does the date of the trip impact on school/cover arrangements- i.e. is this visit on a PPA day for your year group – if so please swap and confirm.					
Does the date of the trip clash with any religious holidays? Could this be an issue?					
Is the venue and are travel arrangements accessible to pupils with disabilities?					
Has the trip/venue equivalent facilities for boys and girls?					
Does the group include any children who have a consistent Management plan? Add in details of necessary arrangements on RA					
Does the group include any children who have a personal Risk assessment? Can their needs be met on this visit? Add in details of necessary arrangements on RA					
Does the group include any children who have a care plan? Can their needs be met on this visit? Add in details of necessary arrangements on RA					
<b>Time pick up from school</b>					
<b>Time pick up at venue</b>					
<b>Date coach provisionally booked</b>	<b>Booked by</b>		<b>Confirmed by &amp; date</b>		
<ul style="list-style-type: none"> <li>• How does this impact on school/cover arrangements-i.e. is this visit on a PPA day for your year group – if so please swap and confirm.</li> <li>• Does it cut across any religious holidays, could this be an issue.</li> <li>• Is it accessible to pupils with disabilities.</li> <li>• Has equivalent facilities for boys and girls.</li> </ul>					
<b>Risk Assessment completed online &amp; sent to EVC</b>				<b>Date</b>	

<b>ADMIN to complete boxes below</b>	Coach size	<b>Total cost of coach/coaches</b>
Keane Travel Tel: 01375 673658 07817862812 Email kevin@keanetravel.co.uk	Coach size	<b>Total cost of coach/coaches</b>
<b>2<sup>nd</sup> Quote Name</b> Tel: Email		<b>Price of coach</b>
Company booked, size of coach & date		
Copy of letter to Admin		
Cost of coach		
<b>TOTAL</b>		<b>£</b>

Requested by: .....

Date:

Authorised by: .....

Date:

Appendix 3 - School Educational Visits

# Giffards Primary School

Queen Elizabeth Drive Corringham Essex SS17 7TG

Headteacher Mrs N Haslam-Davis  
Telephone 01375 672138  
Fax 01375 677083  
Website [www.giffardsprimary.thurrock.sch.uk](http://www.giffardsprimary.thurrock.sch.uk)



## **'Valuing Everyone As Learners'**

### School Visit Volunteer

Dear Volunteer,

Thank you for offering to assist with our school visit. School trips and visits are a very important part of our school curriculum as they provide rich and valuable learning experiences for our pupils beyond the classroom and school.

As a volunteer, you will be assisting the teachers and helping to supervise the children on the visit. Prior to the visit you should be fully briefed by the Visit Leader or teacher on the purpose of the visit, your role as a volunteer, the learning intentions and objectives for the visit and the arrangements and organisation for the day. Please familiarise yourself with this information in order to assist with the smooth running of the visit.

Whilst our pupils are on a visit it is our expectation that they continue to follow our Positive Behaviour Policy at all times, as if they were in school. This is both for their own safety, safeguarding and well-being and because our pupils are ambassadors and representatives of the school.

It is particularly important that pupils listen to the instructions of teachers, supervising adults and instructing adults at all times. Whilst on the coach, pupils should remain seated with their seat belts on until they are told to remove them by a teacher. Movement to and from the coach will be closely supervised by the visit leader and teachers. Movement around a visit venue should be undertaken sensibly, with considerate levels of noise and thought for other users or members of the public. Pupils should not run at any time unless they have been instructed to do so.

In accordance with our mobile phone use policy, we ask that your mobile phone is switched to silent and out of sight whilst you are supervising pupils. This includes the journey on the coach. An exception is made for the Visit Leader and or Teachers on a visit as they are required to contact the school during the visit and or each other in a case of emergency.

No photographs and/or videos may be taken of pupils using personal mobile phones whilst on a trip or visit. School cameras are available for teachers to take photos and film on a trip if necessary.

If you have any cause to be concerned about any aspect of the visit or the conduct and behaviour of a pupil then please speak to the visit leader or a teacher as soon as possible.

Yours faithfully,

N James  
Assistant Headteacher  
Educational Visits Co-ordinator

## Giffards Primary School **CONFIDENTIAL: DBS RISK ASSESSMENT FOR SUPERVISED VOLUNTEER**

### **Decision whether to or not to obtain an enhanced DBS certificate (not including barred list information) for a volunteer not engaged in regulated activity.**

*It is for schools to determine whether a volunteer is considered to be supervised and to determine the appropriate level of supervision in line with the statutory guidance. Schools should use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.*

**Volunteer Name** .....

1) Details of nature of the work with children.	
2) Details of supervision that will be in place.	
3) Details of recruitment process undertaken	
4) Have appropriate references been received?	YES / NO
5) Details of how individual is known to the school.	
6) <i>Has an SD2 self-declaration been completed?</i>	YES / NO
7) <i>Have any declarations been discussed with the individual?</i>	YES / NO
8) <i>What safeguarding risks have been identified?</i>	
9) <i>What measures will be undertaken to manage the risk?</i>	
10) <i>DBS Certificate to be obtained</i>	YES...../.....NO

SIGNED  
 HEADTEACHER: \_\_\_\_\_ DATE: \_\_\_\_\_

## Guidelines Regarding Mini Buses and seatbelts

1. The regulations governing the use of seat belts and lap belts can be found at the following links:

In buses and coaches (including minibuses), seated passengers aged 14 years and above will have to use seat belts where they are fitted. Regulations requiring children 3 years to 13 years to use seat belts (or child restraints if they are available) in these vehicles will be brought forward as soon as practicable. The regulations will not include any obligation for anyone to provide child restraints in these vehicles. Bus and coach (including minibus) operators need to notify their passengers that seat belt wearing is compulsory, where they are fitted.

### Child restraints and seat belt adjusters

"Child restraints" is the collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions.

Modern child restraints are designed for specific weight ranges of child. They have to meet UN ECE Regulation 44.03 (or subsequent) type approval standard and be marked with a label (showing an "E" and "44.03" or ".03") and the Group number, or weight range of child, for which it is designed. All child restraints that meet the Regulation 44.03 type approval standard are approved for use in forward-facing or rear-facing seats.

Manufacturers use different names for their products so the names we have used below may not always apply and are a guide only. Manufacturers sometimes combine weight ranges in one product so that it can be used over a longer time as a child grows. It is the weight of the child that decides the restraint that must be used.

- Group 0 and Group 0+. These are baby seats - rear-facing and for children up to 10kg and up to 13kg respectively (approx age birth to 9-12 months);
- Group I. Child seats - forward facing and for children 9kg to 18kg (approx 9 months to 4 years);
- Group II. Booster seats - for children from 15kg to 25kg (approx 4 to 6 years), or 15kg up to 36 kg);
- Group III. Booster cushions - for children from 22kg and up to 36kg (from approx 6 years).

Seat belt adjusters are comfort devices and not safety devices (check what the manufacturer says about them and their intended use). Only if an adjuster is labelled that it has been approved (and therefore tested) to the UN ECE Regulation 44.03 type-approval standard can it be used instead of a type-approved child seat/booster.

Children under 12 may not be transported in the front seat.

From Law on The Web [www.lawontheweb.co.uk/seatbelts](http://www.lawontheweb.co.uk/seatbelts)

**Giffards Primary School Critical Incident Team**

Role	Name	Telephone Number(s)
Incident Manager	<b>Nicky Haslam-Davis (HT)</b>	07712 365139
Deputy Incident Manager	<b>Nicola James (AHT)</b>	07931137577
Parent Liaison Officer	<b>Vicky Teager (SENCo)</b>	07949 900655
Deputy Parent Liaison Officer	<b>Theresa Holdsworth (Learning Mentor)</b>	07793 938947
Administrators	<b>Sue Bryant (SBM)</b>	07763 712089
Administrators	<b>Holly Ridgewell Michelle Lethby Keeley Jackson</b>	07931817230 07900991991 07974 634935
Communications Officer/Media Spokesperson	<b>Nicky Haslam-Davis (HT)</b>	07712 365139
Deputy Communications Officer/Media Spokesperson	<b>Dave Stubbings (CoG)</b>	07946 728123
Pupil Welfare	<b>Vicky Teager (SENCo)</b>	07949 900655
Deputy Pupil Welfare	<b>Theresa Holdsworth (Learning Mentor)</b>	07793 938947
First Aiders	<b>Keeley Jackson Sue Bryant</b>	07974 634935 07763 712089
Local Police Sergeant	<b>Neighbourhood Policing Team in place at the time</b>	101 Ext 362125/07779 319774
Health & Safety inc Competent Person Support	<b>Chris Turner – Turner Business Associates</b>	01268 649006/07904 126990

**Giffards Primary School Key Contacts**

Role	Name	Telephone Number(s)
Head Teacher	<b>Nicky Haslam-Davis</b>	07711 365139
Assistant Head Teachers	<b>Nicola James Vicky Teager</b>	07931137577 07949 900655
School Business/premises Manager	<b>Sue Bryant (SBM)</b>	07763 712089
Chair of Governors	<b>Dave Stubbings</b>	07946 728123
Deputy Chair of Governors	<b>Rachel Partridge</b>	07870 124441



Roles and responsibilities for the School's Incident Response Team:

Role	Responsibility	Possible Candidates	Name	Contact Number(s)
<b>INCIDENT MANAGER</b>	<ul style="list-style-type: none"> <li>• Contacts Emergency Planning Duty Officer.</li> <li>• Acts as or appoints schools single point of contact, acting as liaison between schools and emergency planning team (co-ordinating centrally)</li> <li>• Consider the need to alert other colleagues and external agencies.</li> <li>• Establish a Critical Incident Management Team.</li> <li>• Collate all relevant information relating to the emergency.</li> <li>• Co-ordinate the emergency response strategy for the school, liaising with relevant services and school governors as appropriate.</li> <li>• Monitor the emergency response.</li> <li>• Provide regular staff / team briefings.</li> <li>• Authorise any additional expenditure.</li> </ul>	Head Teacher AHT/EVC Chair of Governors  Senior Staff Member	Nicky Haslam-Davis Nicola James Dave Stubbings  Sue Bryant (SBM)	07712 365139 07504 346623 07946 728123  07763 712089
<b>DEPUTY INCIDENT MANAGER</b>	<ul style="list-style-type: none"> <li>• Assists Incident Manager.</li> <li>• Co-ordinates and manages staff in the Incident Management Team.</li> <li>• Monitors staff welfare and organises staff roster.</li> <li>• Co-ordinates evacuation, if necessary.</li> <li>• Liaises with the Emergency Services and other organisations as necessary.</li> </ul>	AHT Vice Chair of Governors AHT	Nicola James Rachel Partridge  Vicky Teager	07504 346623 07870 124441 07949 900655
<b>PARENT LIAISON OFFICER</b>	<ul style="list-style-type: none"> <li>• Advises parents and provides information.</li> <li>• Provides point of contact.</li> <li>• Arranges on-site co-ordination of visiting parents.</li> <li>• Maintains regular contact with parents where appropriate.</li> </ul>	AHT School Governor	Vicky Teager Dave Stubbings (delegate as necessary)	07949 900655 07946 728123
<b>ADMINISTRATORS</b>	<ul style="list-style-type: none"> <li>• Operate telephone lines.</li> <li>• Help collate information.</li> <li>• Relay incoming and outgoing messages.</li> <li>• Provide admin support to the Incident Manager and Deputy.</li> <li>• Maintain a master log of key events and decisions.</li> </ul>	Bursar Support Staff	Sue Bryant Keeley Jackson Holly Ridegwell Michelle Lethby	07763 712089
<b>COMMUNICATIONS OFFICER/MEDIA SPOKESPERSON</b>	<ul style="list-style-type: none"> <li>• Acts as point of contact for media enquiries.</li> <li>• Works with the County Council's communications team to prepare media statements.</li> <li>• Assist with internal communications.</li> </ul>	Senior Staff Member School Governor	Nicky Haslam-Davis Dave Stubbings	07712 365139 07946 728123
<b>PUPIL WELFARE</b>	<ul style="list-style-type: none"> <li>• Maintain supervision.</li> <li>• Ensure the safety and security of pupils.</li> <li>• Co-ordinate the roll call register.</li> <li>• Provide information and offer reassurance.</li> <li>• Monitor pupils' physical and emotional welfare.</li> </ul>	Teaching Staff	Theresa Holdsworth in conjunction with teaching staff	TH 07793 938947

	<b>Risk Assessment</b>
	<b>Educational Visit Risk Assessment</b>

Visit	Location address	Date RA Generated
Author	RA Reference	Date RA Revised
Job Title	Revision	People Affected by the Work
<b>DESCRIPTION OF AREA/ACTIVITY</b>		
Visit leader: Additional adults: Number of pupils - Transport – ALL copies of RISK assessments to be taken on journey by Visit leader.  Medical: <b>First aid bag for coach. All asthma pumps/epi pens to be on the same coach as child</b>  <b>For the following information, please check current list saved</b> <b>Children with physical/medical needs – additional arrangements</b>  <b>Children with social and behaviour needs – additional arrangements (include children with consistent management plans)</b>  <b>Children with individual or personal Ras – additional arrangements</b>  <u>Senior School Contacts:</u> Nicky Haslam-Davis Headteacher - 07712365139 Nicola James – 07931137577 School Office – 01375 672138  ALL TEACHERS TO EXCHANGE MOBILE PHONE NUMBERS BEFORE LEAVING SCHOOL		Operatives <span style="float: right;">x</span> Members of Public <span style="float: right;">x</span> Site Visitors
Prior to attending any visit, the following must be undertaken by the visit leader: <ul style="list-style-type: none"> <li>Event date and time and return time entered into the school diary</li> <li>Parental letters and permission slips sent home to the relevant pupils.</li> <li>Permission slips returned and signed for all pupils involved. Permission slips will clearly ascertain if a pupil is to return to school for collection by a parent, is to return to school in order to walk home on their own, is to be collected from and event or fixture by a parent.</li> <li>All RA proforma and Evolve RA to be completed and signed off by NH-D prior to the day of the event or fixture.</li> <li>All procedures, as listed in italics, to be followed at all times.</li> <li>The office must be informed of the total number of pupils and adults on the visit after registration and just prior to departure.</li> </ul>		Young Persons <span style="float: right;">x</span> Other Workers <span style="float: right;">x</span>

Notes for assessor: - Risks above 6 are not acceptable, control measure to be revised to bring risk under 6.				
Severity Estimate	Risk			Probability Estimate
Fatality	5	X	5	Frequent
Major Injury – Disability -Major safeguarding breach	4	X	4	Probable
7 Day/Lost Time injury	3	X	3	Occasional
Minor Injury	2	X	2	Possible
No Injury	1	X	1	Improbable

No	Hazard	Risk	Without Controls			Control Measures to Reduce the Risks	With Controls		
			S	P	R		S	P	R
1.	Getting to and returning from event safely	<ul style="list-style-type: none"> <li>Having an accident on way/on return</li> </ul>	5	2	10	Coach booked from Thurrock recommended list. <b>If using the school minibus/private cars, a booster seat check must be carried out before the day before the visit to ensure the correct number of booster seats are ready and used. Children under 12 may not be transported in the front seat of the minibus. Only children over 135cm may travel in the front seat of a car. See appendix 5 of School Visits Policy</b>	5	1	5
2	Getting to and returning from the event safely	<ul style="list-style-type: none"> <li>Lack of supervision on mini bus/ coach/in car</li> </ul>	5	2	10	Visit leader to ensure that all pupils to be spoken to about behaviour expectations prior to going to coach/minibus/ cars. Where possible coaches will park in the car park and not in the road when pupils are being collected.  Head counts must be taken prior to pupils entering vehicles. All pupils must wear seatbelts provided. Teachers must check prior to departure. Teachers/volunteers must distribute themselves throughout the coach(es) Pupils on coach and mini bus will sit sensibly and appropriately at all times during the journey. On arrival, Pupils will not remove their seat belts until they are given permission to do so by VL and staff. Teachers will give pupils clear instructions as to where to stand, line and wait on exiting the vehicle, coach, mini bus or car. Pupils will not move off to the venue/event without the strict permission of VL <b>ALL ADULTS MUST WEAR A HI VIZ VEST.</b>	5	1	5
		<ul style="list-style-type: none"> <li>Breakdown of coach/mini bus</li> <li>Breakdown of car</li> <li>Traffic jam</li> <li>Getting lost</li> </ul>	5	2	10	All teachers will have a copy of emergency procedures in the event of an accident on the visit. VL will ensure that mobile phone is charged and switched on. Visit leader will have a paper copy of RISK Assessments with them.  In the event of a delay or traffic jam preventing at the visit in reasonable time, the visit leader will find the first opportunity to and call both the school and the venue to inform that coach is going to be late, and/or that the journey will be terminated and the party returned to school.	5	1	5
		<ul style="list-style-type: none"> <li>Involvement in an accident</li> </ul>	5	2	10	The visit leader will have a full list of parent contact phone numbers for every child on the visit/attending the event. The visit leader will undertake the emergency procedures protocol in the event of an accident or major incident. VL will follow the procedures as follows: <i>Assess the situation</i> <i>Protect the party including yourself from further injury and danger</i> <i>Render first aid</i> <i>Call the emergency Services 999 or 112</i> <i>State the nature of the emergency</i> <i>Give your name and address/location and telephone followed by</i> <i>Location of incident</i> <i>The nature of the incident</i> <i>The number of individuals involved</i> <i>The conditions of those involved and where they are located</i> <i>Ensure that an adult accompanies and casualties to hospital</i> <i>Phone school/home emergency contact who will be the Head Teacher/ other emergency contact</i> <i>It is probable that both staff and participants will be in a state of shock</i> <i>Remove the remainder of the party to secure accommodation or location and place under care of a member of staff to protect them from the press/media: if necessary request police to assist</i> <i>Calm and comfort participants and arrange for their evacuation</i> <i>Refer all press media enquiries to Thurrock Council press Office/Giffards School Press officer</i> <i>Do not give the name of any casualty to the media</i> <i>Do not make statements to press/media or allow anyone else to make statements without first consulting executive director of children's services (currently Shelia Murphy)</i> <i>keep a log of actions, calls</i>	5	1	5
		<ul style="list-style-type: none"> <li>Child falling ill or sustaining a serious injury</li> </ul>	5	2	10	Ensure that prior to leaving school no child has any injury or is feeling unwell. Ensure all relevant medication (i.e. asthma pumps, EpiPen's etc.) are taken.  The visit leader will delegate the comfort and support of the pupil to an accompanying adult while safeguarding the health and safety and wellbeing of the greater party.  The visit leader will assess if the child is well enough to remain at the event under supervision. The visit leader will contact school by phone and inform the office of the situation.  Visit leader will contact the child's parents and inform them of the situation.  In the event of serious illness, the visit leader will call an ambulance.  Child to be accompanied by an experienced member of staff to the hospital to await parents.	5	1	5
3	Arrival at venue and safe movement from transport to meeting point and return to coach	Movement from Car/Coach/Mini Bus to location of event or fixture Carpark crossing hazard Road crossing hazard	5	2	10	Children will exit vehicles and line or wait in a safe place designated to them by teachers. Children will walk to event from drop off point in a sensible, quiet and orderly manner. Carpark safety will be observed by teachers, adults and pupils at all times. Pupils will cross carparks and roads only when instructed to do so by teachers and only when it is safe to do so. If there is a large party of pupils e.g. coach party, pupils will line up in pairs and walk in crocodile lines.	5	1	5

4	Child separated from the main group (Supervision of pupils during the trip)	<ul style="list-style-type: none"> <li>• Safety and Supervision of pupils during the visit</li> <li>• Toilet arrangements</li> <li>• Weather (hot/cold/wet/icy)</li> </ul>	4	4	8	<p>All adults, including volunteers must be briefed fully by the visit leader before the visit re the purpose, arrangements for the day and any additional needs children in the group may have.</p> <p><b>Groupings/supervision during the visit –</b></p> <p><b>Lunch time arrangements</b></p> <p>Teachers will ensure that all pupils are given the opportunity to go to the toilet before departure from school. The visit leader will check the availability of toilet facilities at the venue. If two teachers/members of staff are present, one will accompany children to the toilet.</p> <p><b>Wet/Cold Weather/ Autumn Winter</b> In the event of wet weather or cold weather, all pupils MUST have a coat on before departure from school. Visit Leader will check this and not allow any pupil to depart without their coat.</p>	4	1	4
5	Supervision of pupils returning home/to school	<p>Safe collection/ handover of pupils back to parents</p> <p>Parental collection of pupils Pupils return to school – parents late/not collecting</p>	4	2	8	<p>On return to School, pupils will re-enter school under the strict supervision of teachers. If a visit returns to school after 3.10 pm (KS1) or 3.15 pm (KS 2) clear arrangements must be in place for the collection of all pupils on the visit by parents.</p>	4	1	4

## Appendix 7

### Local Area Visits.

Local Learning Area refers to specified visits/activities within a designated geographical area (typically walking distance) that are part of the normal curriculum and take place during the normal school day. For Local Area visits, a Giffards risk assessment should still be completed and saved Staff/risk assessments/educational visits. Parents and carers should be informed of the date and time of the visit. The visit should still be uploaded to Evolve.

### The school defines the local area as:

North to Southend Road including east to Gable Hall School, Performers College and west to Cedar Christian Care Home

South to Corringham Town Centre, including Impulse Leisure Centre, Corringham Park, the Springhouse Club and Graham James Primary Academy

West to Balmoral Avenue including Arthur Bugler Primary School

For these destinations it may be feasible to walk, but this will depend on the age and needs of the children.

