



MALLUSK INTEGRATED PRIMARY SCHOOL



EDUCATIONAL TRIPS AND VISITS POLICY

Policy Statement

At Mallusk Integrated Primary School we believe that educational trips and visits are an integral part of school life. They enhance the provision of a broad and balanced curriculum by:

- Providing children with first hand experiences.
- Enhancing learning opportunities.
- Developing personal and social skills.
- Contributing to the development of Thinking Skills & Personal Capabilities.

Visits can include walks around the local area, half or full day visits which require transport and residential visits. All visits must have an educational purpose.

Legal Context

The employing authority is legally obliged to ensure that the health and safety of its employees and pupils is safeguarded. This duty is imposed through occupational health and safety statute, specifically under the 'Health and Safety at Work (N.I.) Order' 1978, and places responsibility upon employing authorities to ensure that their management arrangements in general, but also those arrangements which encompass specific activities such as educational visits, are adequate to protect the health and safety of all those in any way affected by such employer's undertakings.

The manner in which such arrangements are developed is through the process of a risk assessment, the outcome of which acts as the basis for the staff to establish what needs to be put in place to allow the visit to proceed in a way which sufficiently manages the risks to which participants may be exposed.

The Board of Governors of a school has a statutory duty under Article 7 of the [Education and Libraries \(NI\) Order 2003](#), to safeguard and promote the welfare of registered pupils at the school at all times when the pupils are in lawful control or charge of a member of staff of the school.

The legal framework to protect children from harm is primarily provided by the [Children \(Northern Ireland\) Order 1995](#) which became law on 4 November 1996 and repeals virtually all pre-existing legislation concerned with child protection. At the centre of the Order is that the welfare of the pupil must be the paramount consideration and it is this essential principle which underpins effective practice in the area of child protection.

The basic principles of child protection must always be borne in mind when undertaking an educational visit. The pupils' welfare must always be paramount and this overrides all other considerations. All pupils have the fundamental right to be protected from harm. Pupils have a right to be heard, to be listened to and to be taken seriously. Careful consideration must be given to pupils who have special educational needs, as such children may be especially vulnerable.

Categories of Educational Visits

Trips undertaken by the pupils of Mallusk Integrated Primary School will not involve an overnight stay and will be in categories 1 and 2 of the E.A. guidelines.

Category 1: Basic

This includes visits which take place on a regular basis and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits and outings.

Category 2: One-off day /evening excursions

This would include field study trips, theatre visits, business/education visits, regional sporting fixtures.

Nature of Educational Visits

The school organises a wide range of Educational Visits. These may include:

- Walks around the village.
- Day visits to places of interest to support specific curriculum areas.

Board of Governors

The Board of Governors is responsible for:

- Ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits.
- Ensuring that the Principal is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities.
- Asking questions about a visit's educational objectives and how they will be met.
- Ensuring that visits are approved as necessary before bookings are confirmed.
- Ensuring that the Principal has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on an educational visit.
- Ensuring that they review procedures with the Principal on an annual basis.

The Principal

The Principal is responsible for:

- Ensuring approval for visits is given, including liaising with the EA where appropriate.
- Ensuring that the Governing Body is made aware of visits.
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive.
- Being aware of the need for best value.
- Ensuring that all accreditation or verification of providers has been met.
- Ensuring that visits are evaluated to inform the operation of future visits.
- Ensuring that each visit has an appropriately competent Group Leader.
- Ensuring that all staff members are aware of the school's policy and procedures in relation to educational visits.
- Ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting appropriate support and advice from the EA. (See the school's Critical Incidents Plan).

Group Leader

The Group Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's and [EA's policy and procedures](#).
- Plan and prepare for the visit and assess the risks.
- Assist in the completion of the risk assessment.
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

It is the responsibility of the Group Leader & Principal to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- Ensuring that all involved know who the emergency contact is in the school, and in the EA.
- Having access to the Critical Incident Plan.
- Ensuring that parental contact information is up to date and accessible.

Volunteers

Volunteers who are not staff members must:

- Understand and agree the expectations of them.
- Understand their relationship to the pupils, staff and visit leaders.
- Recognise the limits of their responsibility.
- Ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment.
- Follow instructions from teachers.
- Raise concerns for pupil welfare with the Group Leader.

Planning

All visits must be approved in advance by the Principal. If possible educational visits should be included in medium-term planning. In some cases it will be necessary to plan further in advance and, where possible, a pre-visit arranged. The information collected should ensure that provision can be made for all children for the whole visit.

Exploratory Visit

An exploratory visit should be made by any teacher who is to lead a group on a residential visit or who is to instruct or lead the group in an outdoor activity in a location that is unfamiliar to them. This will enable the group leader to:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit.
- Obtain advice from the location manager.
- Assess potential levels of risk.
- Ensure that the venue can cater for the needs of the staff and pupils in the group.
- Become familiar with the area before taking the pupils there.

Risk Assessment

In Mallusk Integrated Primary School we undertake a Risk Assessment before every trip. Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. Care must be taken not to expose the child to unacceptable physical or psychological risk, particularly on those occasions when the educational visit aims to exercise the individual's sense of adventure.

Most venues visited by the school are already compliant with Health and Safety regulations. Staff at the venue will be asked to provide evidence that they have undertaken a Risk Assessment and that it is a safe location for the children. If the risks cannot be contained, then the visit must not take place.

The risk assessment should be based on the following considerations:

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

The person carrying out the risk assessment should record their findings and discuss the safety measures with the Principal before instructing all adults accompanying the children. The children should also be reminded of safety precautions. Other factors to be taken into consideration include:

- The type of visit/activity
- The location, routes and modes of transport
- The competence, experience and qualifications of supervisory staff
- The ratio of teachers/supervisory staff to pupils
- The group members' age, competence, fitness and temperament and the suitability of the activity
- The special educational or medical needs of pupils
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to continue
- The need to monitor the risks throughout the visit.

Vetting

In the context of educational visits, we follow the school's Child Protection Policy and procedures. All supervision will be undertaken by staff members who have had a full police check carried out by E.A. Students from Higher Educational Institutes who are on placement in the school and have had appropriate police checks carried out by their training institution may also be supervisors on trips.

To satisfy staffing ratios, it may be necessary to involve persons other than staff members as volunteers, e.g. parents. These adults can play a very valuable part in ensuring the safety of group participants while on a visit. However, prior to any visit they should be clear about their role and responsibilities during the visit.

Communicating with Parents

At Mallusk Integrated Primary school, we pride ourselves on good communication (see Parent Teacher Communication Policy). This ensures that parents are made aware of the purpose and nature of the visit and will ensure that parents inform the school about any particular needs and issues of their child relevant to the visit.

Information to parents may include:

- Dates of the visit or series of visits
- Destination details
- Times of departure and return and whether parents will be required to meet their children on return
- The location from where the pupils will be collected and returned
- Mode(s) of travel including the name of any travel company
- Information regarding lunch and/or spending money (where relevant)
- Cost of the trip (this will be kept to a minimum, with PTA covering the cost of transport). Teachers will inform the Principal if a child seems to be unable to meet the payment, so that appropriate pastoral arrangements can be made.

Parental Consent

Parental consent must be obtained for all educational visits. This will be done for each visit or outing. The Parents to Teachers app will be used for payment and for collecting consent at the same time. Parents who wish to pay cash will complete a permission form (see **Appendix A**).

Preparation Checklist for Staff

- Check school diary to ensure the date is suitable.
- Book the venue.
- Provide Secretary with date and venue (including telephone number).
- Ask Secretary to book transport and inform school meals kitchen.
- Contact parents, informing them of venue, date, times, appropriate clothing, lunches and any costs.
- Send and collect any permission letters.

Group Leader

One teacher, the group leader, should have overall responsibility for supervision during the visit and should have regard to the health and safety of the group. The leader should clearly define each group supervisor's role and ensure all tasks have been assigned. She should also ensure that adequate first-aid provision will be available.

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other supervisors, including those at the venue
- Dress and behave sensibly and responsibly.

Child: Adult Ratios

Ratio of adults to children should be at least:

- 1:10 in Foundation Stage
- 1:15 in Key Stages 1 & 2.

The number of adults needed will depend on the nature of the visit and the amount of supervision needed.

Transport

The school must be satisfied that all the transport arrangements meet the legal statutory requirements for the type of journey proposed. Only companies approved by E.A. will supply transport. The transport selected must provide each child with a single seat and while in a bus, taxi or car the child must be protected by a seat belt.

Pupils using transport on a visit should be made aware of rules:

- Do not rush towards the transport when it arrives.
- Wear your seatbelt and stay seated whilst travelling.
- After leaving the vehicle, wait for it to move off before moving.
- Do not cross the road unless accompanied by a teacher or supervisor.
- If you feel unwell, tell a teacher or supervisor.

Prior to the Visit

All staff will be made aware of the Educational Visits Checklist (Appendix B) and the Educational Visits Record Grid (Appendix C). The group leader must ensure that an Educational Record Grid and a Risk Assessment are completed prior to the trip. All staff must also have a list of all names of the children on the trip. They must also check that there are Health Plans/Medicines for those children who may require them, in accordance with the school's First Aid and Administration of Medication Policies.

Checklist of Items to Take

- Emergency contact list
- Plastic bags
- Portable First Aid Kit
- Individual pupil medical supplies, such as inhalers
- Any resources or equipment needed
- Cheque(s) to pay for costs (if appropriate)
- List of pupils' names

During the Visit:

Children should be always within the sight of a supervisor. Class groupings should stay together except where the venue requires them to break into smaller groups. Supervisors should be aware of any dietary requirements or medical/ physical needs of any of the children in their group.

In the event of a child needing significant medical attention whilst on the trip or travelling to/ from a trip, the school will be contacted as soon as possible after assistance has been given or help has been requested. On returning to school the supervisor should remain with the child until he/she has been collected by an adult or in the case of older children a check has been made to ensure that the correct procedures for going home are being followed.

Head Counts

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. Pupils should be easily identifiable, especially if the visit is to a densely populated area. School uniform will be worn to help identify group members more easily. Pupils should **not** wear name badges. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

Reporting back on return to school

The Group Leader should report back to the Principal on return to school and provide a brief account of the trip. Any incidents, accidents or injuries that have occurred should be reported. Accidents, injuries or incidents should be recorded in the School Accident Book (staffroom) or on an Incident Form (Principal's office).

The Principal will advise regarding any further action to be taken with reference to either accidents and/or incidents which occurred on a trip.

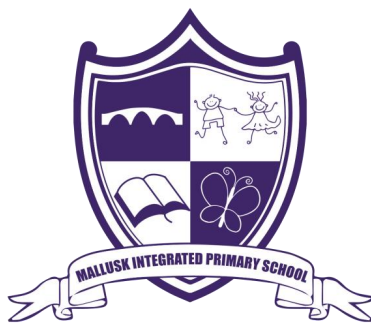
Critical Incidents

A critical incident may be defined as any sudden and unexpected incident or sequence of events which causes trauma within a school community and which overwhelms the normal coping mechanisms of that school. In the event of a critical incident occurring during a school visit the school's Critical Incident Management plan will be implemented.

Implementation date: January 2024

Review date: September 2025

APPENDIX A



Mallusk Integrated Primary Consent Form

I consent to my child _____ (Name in full)

taking part in the educational visit to be held on _____

I confirm to the best of my knowledge that he/she* is medically fit to participate.

Please give details of:

1. Any current medical condition _____

2. Post Medical Condition (e.g. following a medical procedure or illness)

3. Any medication being taken _____

4. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements) _____

I accept the established code of conduct for the educational visit and agree to the arrangements relating to my son/daughter returning home from the visit due to unforeseen circumstances.

I agree to my son/daughter receiving emergency medical treatment, including anesthetic/blood transfusion, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed (Parent/Guardian)

Date

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 2018. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.

APPENDIX B

MALLUSK INTEGRATED PRIMARY SCHOOL PLANNING CHECKLIST FORM

Date of Visit: **From** _____ **to** _____

Venue: _____

Group Leader: _____

	Yes	No	N/A
The proposed visit has clear educational objectives			
The nature of the visit has been established			
The target group has been identified			
All the relevant information regarding the proposed educational visit has been presented to the management e.g. destination, itinerary, timescales etc.			
The management has approved the proposed visit			
<i>An initial risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded:</i>			
<ul style="list-style-type: none"> • hazards have been identified 			
<ul style="list-style-type: none"> • people who may be at risk have been identified 			
<ul style="list-style-type: none"> • evaluation of the risk has been undertaken 			
<ul style="list-style-type: none"> • additional safety and/or control measures have been established 			
<ul style="list-style-type: none"> • information has been disseminated to all relevant persons and appropriate records maintained 			
Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons			
<i>The number of leaders in attendance has been agreed:</i>			
<ul style="list-style-type: none"> • a staff member has been identified as group leader 			
<ul style="list-style-type: none"> • accompanying staff have been identified 			
<ul style="list-style-type: none"> • volunteers have been identified 			
<ul style="list-style-type: none"> • vetting procedures have been undertaken (where necessary) 			

	Yes	No	N/A
<p><i>Leaders are made fully aware of:</i></p> <ul style="list-style-type: none"> • their roles and responsibilities (including Staff Code of Conduct) 			
<ul style="list-style-type: none"> • the standard of conduct required of them during the visits 			
Pupils and parents have been informed/briefed and understand the implications of their participation in the visit (including Pupils Code of Conduct)			
Parents/guardians have given their written consent to the young people participating in the educational visit			
All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary			
The transport arrangements for the group are appropriate for the nature / type of journey(s) planned			
Adequate insurance is in place to cover all aspects of the educational visit, including transport			
<p><i>Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:</i></p> <ul style="list-style-type: none"> • its suitability for the group 			
<ul style="list-style-type: none"> • its compatibility with the objectives of the visit 			
<p><i>Where the educational visit involves outdoor or adventurous activities, the Education Visits Co-ordinator and group leader are satisfied that:</i></p> <ul style="list-style-type: none"> • appropriate management structures and systems are in place in relation to child protection / health and safety 			
<ul style="list-style-type: none"> • staff are competent to provide the activities 			
<ul style="list-style-type: none"> • risk assessments for the activities the group will partake in are in place 			
<ul style="list-style-type: none"> • all relevant checks have been undertaken to ensure the above are in place 			
The Educational Visits Co-ordinator has approved the operational arrangements for the visits.			
Final Approval is obtained, as appropriate.			

COVID-19 PLANNING CHECKLIST FORM

Date of Visit: From _____ to _____

Venue: _____

Group Leader: _____

	Yes	No	N/A
<i>Educational Visits</i>			
A COVID-19 risk assessment has been undertaken by the school for all aspects of the visit and appropriate control measures have been put in place and recorded.			
<i>The school is aware of and has complied with all relevant and current PHA and DE guidance on managing the risks of COVID-19 from a school perspective including:</i>			
<ul style="list-style-type: none"> • social distancing measures 			
<ul style="list-style-type: none"> • hygiene and physical protection measures 			
<ul style="list-style-type: none"> • measures to manage pupils who become symptomatic off site 			
<ul style="list-style-type: none"> • protective isolation measures to be managed at place of visit 			
<ul style="list-style-type: none"> • adequate staff provision 			
<ul style="list-style-type: none"> • management of class/year group bubbles at place of visit 			
<ul style="list-style-type: none"> • seating plans/record in place for transport /place of visit and for contact tracing purposes 			
<ul style="list-style-type: none"> • wearing of face coverings (post primary pupils only) 			
<ul style="list-style-type: none"> • offering Lateral Flow Test kits to staff and eligible pupils participating in the visit 			
<ul style="list-style-type: none"> • capacity of the place of visit 			
The school has collated up to date health information from all members of the group and is satisfied that there have been no recent COVID-19 symptoms and followed PHA guidance on close contacts.			
Students and parents have been made fully aware of the requirements regarding social distancing and hygiene measures.			
<i>Consultation has taken place between the school and place of visit regarding the place of visit's risk assessment plan to confirm that all COVID-19 compliant measures are in place including:</i>			
<ul style="list-style-type: none"> • social distancing measures 			

	Yes	No	N/A
<ul style="list-style-type: none"> control measures to limit/prevent contact with other visiting groups or members of the public 			
<ul style="list-style-type: none"> hygiene and physical protection measures 			
<ul style="list-style-type: none"> measures to manage pupils who become symptomatic off site 			
<ul style="list-style-type: none"> protective isolation measures for a pupil who is ill or symptomatic in place at the place of visit 			
<ul style="list-style-type: none"> adequate staff provision 			
<ul style="list-style-type: none"> management of class/year group bubbles at place of visit 			
<ul style="list-style-type: none"> seating plans/record at place of visit for mealtime use 			
<ul style="list-style-type: none"> COVID-19 compliant capacity numbers for place of visit 			
<ul style="list-style-type: none"> wearing of face coverings (post primary pupils only) 			
<ul style="list-style-type: none"> provision of building access flowchart to guide groups through the buildings 			
<ul style="list-style-type: none"> arrival and departure procedures at the place of visit 			
<ul style="list-style-type: none"> any other specific measures that the place of visit may have in place 			
<i>Residential Stay</i>			
<i>If the Educational Visit includes a Residential Stay consultation has taken place between the school and residential provider regarding the place of visit's risk assessment plan to confirm that all COVID-19 compliant measures are in place including:</i>			
<ul style="list-style-type: none"> COVID-19 compliant capacity numbers at place of residential visit 			
<ul style="list-style-type: none"> hygiene and physical protection measures at place of residential visit i.e. access of hand sanitiser stations at the place of residential visit 			
<ul style="list-style-type: none"> the residential place of stay having adequate cleaning routines and procedures in place especially within shared facilities such as eating areas, bathroom facilities and shared meeting spaces? 			
<ul style="list-style-type: none"> sleeping accommodation arrangements and protocols including adequate ventilation and spacing requirements 			
<ul style="list-style-type: none"> sleeping accommodation arrangements for staff 			
<ul style="list-style-type: none"> protocols and arrangements regarding the seating plans of different groups /bubbles during mealtimes, shared bathroom and/or showering rooms, and using the different areas of the facility for meetings and social time 			

	Yes	No	N/A
<ul style="list-style-type: none"> social distancing measures at the place of residential stay i.e. is there a one-way system and appropriate signage in place whilst moving around the facility? 			
<ul style="list-style-type: none"> control measures in place to manage contact with other visiting groups or members of the public within the residential facility 			
<ul style="list-style-type: none"> protocols regarding the wearing of face coverings at the place of residential visit 			
Appropriate staff/pupil ratios in place if group member was to fall ill including appropriate child protection supervision measures			
Arrangements in place to manage a situation where a student/s and/or a staff member contracts COVID-19 i.e. does the place of residential stay have adequate isolation arrangements in place to manage an outbreak of COVID-19 and has the school considered a contingency plan to manage this situation if it arises?			
The school has developed an appropriate contingency plan to manage a situation where a member of staff or student becomes symptomatic whilst at the residential facility or at any time during the educational visit.			

APPENDIX C

MALLUSK INTEGRATED PRIMARY SCHOOL EDUCATIONAL VISITS CHECKLIST

Check made	✓	Date completed
Pre-Trip Visit Completed		
Choose a venue/location for the Trip.		
Permission from Principal given.		
Check the availability of the venue/ location and provisionally book the trip.		
Inform the kitchen staff of the date and times of the trip.		
Count up numbers of children and staff going on the trip. (Recommended ratios: Foundation Stage 1:10 KS1 & 2 1.15)		
Draft a note for parents about the trip and send a copy to the Principal.		
Principal redeployed staff to accompany, if appropriate.		
Inform parents about the trip, collect signed permission slips and retain these until after the trip.		
Risk assessment completed.		
Booking confirmed.		
Buses confirmed.		
Dietary requirements collated.		
First Aid kit, medicines requires & any health plans collected.		

Roll taken, absences noted.		
Head count.		
Mobile phones charged.		
Contact list collected.		
Check that all children on the bus have seatbelts and that these are worn throughout the journey.		
Remind the children not to unclick their belts until they have reached their destination.		

Signed _____ Date _____