



Fleet Primary School

Fleet Road Hampstead London NW3 2QT

Tel: 020 7485 2028 Fax: 020 7485 5177

E-mail: admin@fleet.camden.sch.uk

Executive Headteacher: Don McGibbon

Head of School: Becca Wall



Off Sites Visit Policy

Section	Content	Page Number
	Introduction	2
1	When arranging an outing...	2
2	Risk Assessment	2
3	On the trip	3
4	Parents Accompanying School Outings	3
5	Residential Trips	4
	Appendix 1 – Day Visit Trip Form	5
	Appendix 2 – Trip Letter Pro-forma	6
	Appendix 3 – Fleet School Trip Guidance for Parent Helpers	7

Executive Head Teacher: Don M^cGibbon

Boyland

Chair of Governors Signature: Marcus

Issue Date: April 2025

Review: April 2028

Introduction

Outings are an integral part of curriculum delivery at Fleet. London offers a wide range of museums, galleries, parks, theatres, historic sites and places of interest which the school uses to the full to enhance our topic-based curriculum.

However, by their very nature, trips require a large degree of thought and planning by the adults involved and the following guidelines should always be adhered to, to ensure that trips run smoothly and the children remain safe while off the school premises.

1. When arranging an outing...

- Fill out the outings form (Appendix 2), including the risk assessment section for any specific risks associated with the trip outside the general risks (see section 2) and pass to the headteacher to be signed.
- Trip forms signed by the headteacher need to be with the office at least two weeks in advance. This is the length of time TfL require to provide us with free travel tickets.
- Arrange for school dinners to be cancelled and packed lunches ordered for any children who do not wish to bring their own.
- Send out the standard outing letter (Appendix 3) at least one week in advance which includes the request for a voluntary contribution in accordance with the school charging policy. However, if the trip is particularly expensive, for example a West End theatre production, please consult the Executive Headteacher/Head of School for guidance on requesting any additional sum towards the cost.
- Ensure the letter states whether a packed lunch will be needed or not and gives the option to ask for a school lunch to be provided.
- Outing contributions, clearly labelled, should be sent to the school office on the day of the trip.
- If a cheque is required to pay entrance fees or transport costs, please let the school business manager know at least one week in advance.
- If children behave in an unacceptable way on a class outing, particularly if it jeopardises safety, speak to the Executive Headteacher/Head of School immediately on your return. They will decide on an appropriate course of action which may include missing the next trip. The incident and outcome should be discussed with the parent/carer as soon as possible.
- Teachers must be familiar with the location the class is visiting particularly access to buildings, routes from transport links, places to eat lunch, use of toilets etc. Also be aware of forecast weather and transport problems on the day.
- Public buses are used as the mode of transport for the vast majority of our outings. We will also make use of the overground or underground rail services if these make the trip location more quickly accessible. Occasionally classes may go on trips further a field and a coach may be necessary.
- Parents sign a blanket agreement form when children join the school which covers groups or classes making local visits e.g. using the Heath for a PE sessions or going to a shop to buy resources for a cooking lesson. If these visits do not require a packed lunch, the use of public transport or a financial contribution, a further letter to parents is not required.

2. Risk Assessment

- There is a risk assessment section on the trip outing form for any specific risks associated with the specific activity, journey or venue.
- Standard risks for all trips are as follows:
 - Walking – when walking along pavements ensure children are well back from the road side and spread adults along line – with someone at front and back of line – to ensure all walking sensibly and safely.

- Crossing Roads – Adult at front to stand in road while all children cross. Adult only leaves road when all children safely across.
- Public Transport – Children counted on and off transport. An adult always first on, to direct children to correct location on bus/train, and an adult always last on, to ensure no-one left behind.
- In the event that an adult and children are left behind when using public transport, such as train doors closing before all aboard. Everyone should get off at the next stop and wait for those left behind, who should get on next available transport.
- If a bus or train is too full to fit all the party the party should wait for the next bus/train that is empty enough for everyone.
- When taking part in any activity requiring special clothing/equipment all guidelines by instructors to be followed. No child to take part without correct equipment.
- Destination school **HAS BEEN** previously for trips - a pre-visit is not required if a member of staff on the trip has been before. IF no one going on the trip has been before, even if the school has previously visited, a pre-visit should be carried out.
- New destination that school **HAS NOT BEEN** previously for a trip – a pre-visit should be completed by at least one member of staff who is going on the trip and if there are any risks associated with the journey or activity of the venue not covered by the standard risks mentioned here they should be noted on the trip form.
- For some individual children it may be necessary to do individual risk assessments for trips, even if it is a location that has been visited by the school many times. These will be in situations where a specific child, due to individual needs, may be at risk when off site. Teachers should liaise with the SENDCo in such situations.

3. On the trip...

- Before leaving school teachers ensure that all children have a packed lunch – for those needing one, a school packed lunch is collected from the kitchen.
- If they require it for their trip, teachers will assign children to any groups before you leave.
- Similarly, if needed, adults will be assigned to these groups so they know who they will be with at the destination.
- Teachers will make sure they collect any medicines that will be needed to be brought on the trip from the medical room, class, office as required (e.g. asthma pumps, epipens etc.). They will then ensure an identified adult takes the lead on having these medications at all times on the trip.
- First aid – a general first aid kit will be brought on every trip off site
- Communication - At least one member of staff should have a school mobile phone with them that the office has the number to so they can make an emergency call if deemed necessary, or for the school office to be able to contact them.
- Teachers will do a head count before they leave so they know how many children they are taking on the trip.
- At regular intervals, and immediately before getting on or after getting off transport, teachers will do a head count to ensure everyone is accounted for.
- If while on the trip there are any delays and the class will be later getting back than planned then the lead teacher should phone school so that parents can be informed.

4. Parents Accompanying School Outings

- Arrangements must be made in advance for parents/carers to accompany the class. There is not a hard and fast ruling about the ratio of adults to children (as long as legal requirements are met) as this will vary according to the age of the children, cohort characteristics, mode of transport and the nature of the destination. Please speak with the Head of School before going on any trip and agreeing how many adults is optimum for that particular trip.

- As we do not currently ask for our parents to undergo a DBS or list 99 check before accompanying outings (see Safeguarding policy), we must ensure that clear procedures are in place and followed consistently. If a teacher has any concerns whatsoever about an adult who has volunteered to accompany a class on a trip, they should speak to the Executive Headteacher/Head of School immediately. Likewise, if it is felt that an adult has acted in an inappropriate manner on an outing, the headteacher must be informed on return to school.
- Teachers should speak to accompanying parents on the morning of the trip, outlining the day. They should be provided with a copy of the 'Fleet School Trip Guidance' (Appendix 3). Although parents may be given smaller groups of children to monitor, it must never be forgotten that children are under the care of the school staff.
- The most senior member of staff present, or the class teacher, is in overall charge of the party.
- In the case of any emergency, parents should follow staff instructions until emergency services arrive.
- Parents should not be left alone with children, without a staff member present/having eyeline, at any point on class outings.
- Staff should use common sense, depending on the venue, accessibility of facilities etc, on how the children are supervised when using the toilets.

5. Residential Trips

- Year 5 and 6 both go on week long residential trips.
- A member of the senior leadership team will accompany the class teachers and other staff on these trips.
- Before going medical information and emergency contact information is collected.
- A copy of this information is given to each adult on the trip as well as a copy kept with the head teacher and a member of the office staff.
- Risk assessments for each activity are kept on file at the school.



Fleet Primary School

Fleet Road Hampstead London NW3 2QT

Tel: 020 7485 2028 Fax: 020 7485 5177

E-mail: admin@fleet.camden.sch.uk

Executive Headteacher: Don McGibbon

Head of School: Becca Wall



Appendix 1 – Day Visit Trip Form

Year group (s):

Visit to:

Contact (number):

Date of visit:

Leaving school at:

Returning at:

Mode of transport:

Teacher in charge:

Other adults: School staff (name):

Parents/ carers (number):

Letter to parents (date):

School lunches cancelled:

Packed lunches required:

Cheque required: Please give details and amount.

.....

Any other information

.....

.....

Any special risk / issues associated with this trip not covered in outings policy (staff file).

.....

.....

Signed: Date:



Fleet Primary School

Fleet Road Hampstead London NW3 2QT

Tel: 020 7485 2028 Fax: 020 7485 5177

E-mail: admin@fleet.camden.sch.uk

Executive Headteacher: Don McGibbon

Head of School: Becca Wall



Appendix 2 – Trip Letter Pro-forma

[Date]

Dear Parents/Carers,

Re: [who's going] Trip to [trip destination] – [when]

On **[date of trip]**, **[who]** will be visiting **[destination]**. We will leave school at **[time]** and return by approximately **[time]**.

Your child will need a packed lunch (no glass bottles please) on the day and **[contribution information in line with charging policy]**. Your child will not need any spending money.

If you would like school to provide a packed lunch please let the office know as soon as possible before the day of the trip so the kitchen can make one. The cost is the same as a school dinner (so free to any children who qualify for Free School Meals).

Please ensure that your child is dressed appropriately for the weather on the day.

We require **[number of parents needed]** parent volunteers, so if you are able to help and come along with us, please let me know.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

[teacher's name]

[teacher's class]



Fleet Primary School

Fleet Road Hampstead London NW3 2QT

Tel: 020 7485 2028 Fax: 020 7485 5177

E-mail: admin@fleet.camden.sch.uk

Executive Headteacher: Don McGibbon

Head of School: Becca Wall



Appendix 3 – Guide for parents/carers going on class trips

First of all, THANK YOU for volunteering to accompany your child's class on the trip. Without your support, we would not be able to provide as many exciting out of class experiences for the children. Parents/carers must be available to stay with the class for the duration of the trip including the return journey back to school.

Below are a few notes to explain how trips operate, and how you can help school staff to keep the children safe.

- ★ If you are given a small group to supervise, please keep the group near you at all times and regularly count them to ensure they are all with you.
- ★ When walking on the pavement, we encourage children to walk next to a partner (younger children hold hands). When walking with the children, please walk on the side of the pavement nearest the road with the children on the side furthest away from the road.
- ★ Please help with road crossings if directed by the teacher - this will involve waiting in the road until all children have crossed.
- ★ Please keep a careful eye on children when using public transport. Try to keep the children altogether where they can be easily seen rather than splitting up looking for empty seats.
- ★ When getting off public transport, please help the teacher line the children up so they can be counted quickly.
- ★ Please do not offer food or drinks to your own child or to other children before the designated lunch time.
- ★ If a child needs to go to the toilet, ensure you take them with a member of staff.
- ★ No younger siblings should be brought on class trips.
- ★ Please do not ever contradict instructions that school staff have given the children.
- ★ Children are usually very well behaved on trips but should a child's behaviour not meet expectations and/or they display any rudeness, please raise this with a member of staff as soon as possible. We ask that you avoid direct intervention with a child to address the matter. Behaviour management remains the remit of the staff on the trip.

If a child says anything that concerns you in any way, please report to the teacher leading the trip immediately. If you would like to discuss this further when you return to school, please ask to speak to the head teacher who is the safeguarding lead at the school.

Thank you again for offering to come on the trip - we hope you have a great time.

Don McGibbon – Executive Head Teacher

Becca Wall – Head of School