



## POTT SHRIGLEY C OF E PRIMARY SCHOOL

*'Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you'*

### Educational trips and visits – Spring 2025

#### **Introduction**

This Policy document has been put together by the staff of Pott Shrigley C of E Primary School, in light of several years' experience in organising trips for children attending the school. Care has been taken to ensure the precise following of the current Cheshire East Council Guidelines for Safety in Outdoor Education and Educational Visits and off site activity – a copy is available on Chess <https://secure2.sla-online.co.uk/v3/Resources/Page/19546>

Details of planning requirements for each category of trip can be found in the Appendix.

All children with Special Educational Needs at Pott Shrigley C of E Primary School will be included in the trips organised for their relevant year group, or that trip which best suits their level of ability. Any child's exclusion from an organised trip will be on the grounds of behaviour, with particular regard to the safety of the child and the others that are accompanying the visit. Occasionally a destination or an activity may be judged to be physically dangerous for an individual, but every effort will be made to arrange an alternative activity.

The School Medical Policy applies to all trips that are organised through school.

#### **Aims.**

To extend the experience and learning of all pupils at Pott Shrigley C of E Primary School in contexts outside those normally provided in the school environment.

To enhance the teaching of the National Curriculum, by providing our children with first hand experiences.

To increase the children's independence and further their social development.

To increase the child's development of a sense of identity.

#### **Objectives.**

To give all children the opportunity of enrichment activities/visits every year.

To use our planning of National Curriculum subjects to include the use of a wide variety of facilities outside of the school environment.

## Procedure for organisation of Educational visits

Decide on the venue:

**Consult with the school's EVC (currently Mrs Willis)**

- arrange a pre-visit for members of staff, where necessary.

Calculate maximum number of children going, and accompanying staff necessary. A qualified First Aider is a priority. The need to cover classes of accompanying staff must be considered at this point.

Prepare costings for the trip:

- **Include a risk assessment** and a minimum cost assessment to make the trip viable.

List members of staff to accompany trip and ratio.

Letter sent to parents re. proposed trip:

- with permission slip and pledge to make a contribution; and times for receipt of money. State that the trip will not go ahead if minimum contributions are not received by a stipulated date.

Collect permission/pledge slips and decide if trip is viable at this point.

Notify school Administrator about arrangements for payments.

ALL TRIPS ARE NOW RECORDED AND APPROVED using the "EVOLVE" ELECTRONIC SYSTEM.

This can be accessed via the following link:- [EVOLVE - Cheshire East Council \(edufocus.co.uk\)](http://edufocus.co.uk)



Welcome to the Cheshire East Council EVOLVE website

CONTACT ARRANGEMENTS FOR MANAGING CRITICAL INCIDENTS IN SCHOOLS AND CHILDREN'S CENTRES INVOLVING A CHILD, PUPIL OR MEMBER OF STAFF

Critical incidents involving a child, pupil or member of staff should be reported by the School/Children's Centre/Service in the following way:- If a Critical Incident occurs *OUT OF* office hours -

before 8.30am, after 5.00pm & weekends/Bank Holidays

contact

Emergency Duty Team - EDT

0300 123 5022

If a Critical Incident occurs *IN* office hours -

8.30am-5.00pm Monday-Friday

contact

'Children and Families Business Management Support Team'

on one of the following numbers:-

01606 275863 or 01606 271503

Many thanks

Are you new to EVOLVE?

- Complete a full list of children and staff to accompany the trip, with addresses and telephone numbers, and full details of the trip itinerary.

Letter to parents detailing final arrangements e.g. clothing, food, pocket money, timings.

- if trip is to return after 3.20pm, provision notify parents.

- for the parent to provide travel sickness tablets (not provided by school) and inhalers, where appropriate.  
Collect money and keep records of payment.

Offer spare coach seats to parents, who wish to accompany the trip:  
- parents who accompany a trip as a helper will not be charged

**Public liability insurance must be 10 million for any trip to go ahead, unless agreed by Chair of Governing Body.**

Letter to parents accompanying the trip, to detail any arrangements for them (at least 7 days before trip date).  
List people on coach, identifying member of staff responsible for First Aid, give copy to school bursar.

### **On the day of the trip:**

Group leaders given list of group and any information regarding the trip.  
Ensure First Aid equipment and sick bucket is on the coach/minibus.  
Collect and distribute school packed lunches.  
Collect a mobile phone, and the ipad if required.  
List of exact people on each, identified coach (amended for absentees) to the office. Check that inhalers are carried by the children that need them.

### **Transportation by car**

On occasion parents/carers or staff are kind enough to volunteer their help with the task of transporting children to visits and off-site activities arranged by the school, this is covered by our insurance policy.  
All volunteers, whether staff or parents/carers, should read our guidance and sign the Private car form. Drivers must inform the school if circumstances change and they can no longer comply with the school's policy. The following guidance must be followed.

#### **All drivers must:**

Have a clean and valid driving licence for the class/ type of vehicle to be used, and have held this for a minimum of three years;  
Be fit to drive and have no medical condition that affects their ability to drive;  
Be free of any convictions and/or endorsements/penalties for speeding, drink/drug driving, talking on a mobile phone whilst driving, careless driving. In circumstances where the volunteer driver has one or more fixed penalty speeding endorsements, this should be discussed with the Headteacher before driving as a volunteer for the school;  
Parent/ carer and staff volunteers must declare any endorsements and be willing to present their driving licence for inspection if requested;  
All volunteer drivers must adhere to the Highway Code and to any speed limits;  
Maintain appropriate insurance cover when transporting children, as a minimum for third party liability.  
Ensure children are seated in the back of the vehicle.  
Ensure that all seat belts are in working order and worn by everybody in the vehicle.

**All vehicles must:**

Have a valid MOT Test Certificate (if over three years old);  
Have current Road Tax,  
Be roadworthy, and; Conform to all legal requirements

The school will ensure that where a parent is giving a lift to children for the purpose of sporting, quiz or team events, that the parent has completed Private Car Form to provide appropriate safety for our pupils.

Parents will be notified of the precise arrangements for the transportation of their child.

Where trips extend after the usual close of the school day (3.20pm), children will be returned to the school premises to be collected by an adult.

Headteacher: Anne-Marie Willis

Dated: January 2025

Chair of Governors: Jane Langdon

Dated: January 2025

## **Appendix**

Appendix 1      **Parent/Guardian routine visits form**

Appendix 2      **Private car form**

Appendix 3      **Planning using Evolve**

Categories of Visit   **EVOLVE has its own “history” of trips.**

Parent/Guardian Routine Visits Consent Form

School/establishment: Pott Shrigley C of E Primary School

Your son/daughter name: \_\_\_\_\_

I hereby agree to my son/daughter participating in routine visits off the school/establishment site.

These visits might include the following, or similar, activities:

Swimming, Forest school or Outdoor adventure

These visits will normally take place at the following, or similar, locations:

Bollington community baths, New Hay farm.

I understand that:

- such visits will normally take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my son/daughter/ward return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my son/daughter during the visit;
- my son/daughter/ward will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- I must inform the school/establishment of any medical or behavioural condition or physical disabilities that may effect them during the visit;

I understand the extent and limitations of the insurance cover provided and that Pott Shrigley C of E Primary School is insured in respect of its legal liabilities only, and that there is no personal accident or other cover.

Full name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

**PRIVATE CAR  
FORM**

**Volunteer Driver's Declaration**

To: The Headteacher of Pott Shrigley C of E Primary School

I confirm that I am willing to use my own vehicle for transporting students on Educational Visits.

I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that students carried voluntarily are insured.

I have a current clean, valid driving license.

I shall ensure that the vehicle is roadworthy in all respects.

I shall ensure that all passengers wear correctly fastened seat belts.

I shall at no time transport a single student, other than my own child, as part of any journey. (This section does not apply to any 17/18/19-year-old student transporting their peers.)

I agree to the terms and conditions outlined in this declaration and will operate within them. I have never been interviewed, cautioned or convicted of any offence that would render me unsuitable to work with young people.

I shall at no time transport a student or students while I am under the influence of alcohol or drugs.

Signed.....

Date: .....

Name and address: \_\_\_\_\_  
\_\_\_\_\_

The Establishment/LA reserves the right at any time to request copies of any relevant documentation, including vehicle registration or ownership document, MOT certificate, insurance certificate, road tax or driving license.

Persons regularly transporting children will be asked to provide any disclosure certification required by the school or employers policy. This is in order to ascertain that they have not been declared unsuitable to work with children and young people.

Drivers should retain a copy of this declaration reminding them of the school's expectations.

Appendix 3

