



# School Trips/ Education Visits Policy

April 2021

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Cambridge Steiner School

## School Trip / Educational Visits Policy April 2021

**Reviewed by:** Andor Vince, Outdoor Classroom Teacher

Sarah Fox, Lower School Coordinator

**Reviewed on:** April 2021

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**Related Policies:** *Health and Safety Policy, Risk Assessment Policy, Prevent Risk Assessment/Action Plan*

### Endorsement

Full endorsement is given to this policy by:

**Name:** Joel Chalfen

**Position:** Cambridge Steiner School Trustee

**Signed:**



**Date:** April 2021

## **Table of Contents**

<b><i>Introduction</i></b>	<b>2</b>
<b><i>Legal responsibilities</i></b>	<b>2</b>
<b><i>Roles and Responsibilities</i></b>	<b>3</b>
<b><i>Visit Categories</i></b>	<b>5</b>
<b><i>Planning Category 3 and 4 Trips and Visits</i></b>	<b>6</b>
<b><i>Preliminary visits</i></b>	<b>10</b>
<b><i>Risk Assessment</i></b>	<b>11</b>
<b><i>Emergency Procedures</i></b>	<b>12</b>
<b><i>Supervision and Staffing Ratio</i></b>	<b>12</b>
<b><i>Transport</i></b>	<b>13</b>
<b><i>Accommodation</i></b>	<b>14</b>
<b><i>Communication with Parents</i></b>	<b>14</b>
<b><i>Parental consent</i></b>	<b>15</b>
<b><i>Training of Staff</i></b>	<b>15</b>
<b><i>Insurance</i></b>	<b>16</b>
<b><i>Safeguarding children in outdoor education</i></b>	<b>16</b>

### **Introduction**

Cambridge Steiner School recognises the benefits of well-planned school trips and visits and is committed to provide learning opportunities for its pupils outside of classroom. The purpose of this document is to outline how these educational trips and visits will be planned and operated so that everyone involved understands his/her responsibilities during these events. This includes staff and volunteers both in the kindergarten and in the lower school.

### **Legal responsibilities**

Under Common Law the School Trustees have a duty “to take reasonable care to avoid acts or omissions likely to cause foreseeable injury (physical or mental)”. This duty is assigned to members of staff and volunteers, who may be involved in planning and leading school trips and visits.

Also, under Common Law, the members of staff accompanying students on a visit have ultimate responsibility for safety and must be acting “in loco parentis” (in the place of parents). In these circumstances staff are held to the same standard of care as would be expected from reasonable parents. This duty of care can be temporarily transferred to others such as a qualified instructor at an activity centre.

The Health & Safety at Work Act 1974 requires employers to ensure, as far as reasonably practicable, the health, safety and welfare of its employees and those persons not in their employment who may be affected such as school children, parents, visitors and volunteers.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, if participants in off-site visits, either employees, students or volunteers die or are severely injured (defined as an injury resulting in hospital admission for more than 24 hours), the incident should be reported to the enforcing authority (Health and Safety Executive) by telephone and followed up on a Form F2508 within 10 days.

Also, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, all accidents and incidents (near misses), no matter how minor, should be recorded in an accident book. Whilst any off-site centre will have similar duties, visit Group Leader should maintain their own records for the school's purposes. Any accident as part of an off-site visit should be reported.

### **Roles and Responsibilities**

The responsibilities of the school Trustees is to enforce health and safety responsibilities for school trips and visits by:

- Maintaining appropriate insurance cover
- Ensuring that the Group Leader's plans comply with the regulations and guidelines of the Cambridge Steiner School's Health and Safety Policy
- Ensuring that training needs have been addressed

These responsibilities are delegated through the Education Manager. The responsibility of the Education Manager is to:

- Ensure that visits comply with the Cambridge Steiner School's Health and Safety Policy and Prevent Risk Assessment/Action Plan
- Make sure that all trips and visits go through the process of approval
- Ensure that all checks of external providers are carried out
- Ensure that all visits have contingency plans in place
- Ensure that all visits have emergency procedures in place
- Allocate time and resources for staff training
- Ensure that all visit leaders are assessed as competent
- Ensure that Risk Assessments are adequate
- Ensure that parents are informed and that they have given consent
- Keep records of visits
- Ensure that accidents and incidents are reported

The Group Leader will have overall responsibility for planning, supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare. For every off-site visit or expedition the Group Leader must:

- Have approval from the Education Manager to carry out the visit
- Have an appropriate training and experience to control, lead or instruct children during the visit
- Be aware of Child Protection issues (including Prevent)
- Ensure that all accompanying the group are DBS (enhanced) checked
- Ensure that there is adequate first aid provision for the visit
- Undertake and complete the planning and preparation of the visit, including the briefing of children, parents and supervisors, where necessary.  
Ensure that standard and event-specific risk assessments are in place for the trip or visit
- Ensure that all staff members and volunteers accompanying the school trip are medically fit
- If staff member or a volunteer has a medical condition, they must inform the school management
- Ensure that the ratio of supervisors to children is appropriate for the needs of the group relative to the activity to be undertaken
- Assess pupils going on a visit to ensure the safety and well-being of all the children
- Consider stopping the visit at any time if the risk to the Health and Safety of participants is unacceptable
- Ensure that supervisors have the details of emergency procedures and School contacts
- Ensure that, for any overnight, hazardous, overseas or trip that carries an extra risk, parents have given written consent. All other local day trips are covered by the form submitted by parents when students join the school.
- Ensure that non-teaching supervisors are covered by school insurance (Public Liability, Personal Accident and vehicle insurance as necessary) and have DBS (enhanced) checks

Teaching staff acting as supervisors have a responsibility to ensure the Health and Safety of children in their care. They must:

- Follow the instructions of the Group Leader
- Consider stopping the visit or the activity by notifying the Group Leader, if they consider the risk to the Health and Safety of any group or group member to be unacceptable

Adult volunteers must understand clearly what their responsibilities are. Non teaching adults acting as supervisors should:

- Do their best to ensure the Health and Safety of pupils in their care
- Not be left in sole charge of pupils except where it has been previously agreed as part of the Risk Assessment and the appropriate level of security clearance (enhanced DBS) has been obtained
- Follow the instructions of the Group Leader and teaching staff supervisors
- Talk to the Group Leader if concerned about the Health and Safety of any pupil or the group during the visit.

The Group Leader must make it clear to the school children that their responsibilities include:

- Not taking unnecessary risks
- Following the instructions of the Group Leader and other supervisors/instructors
- Dressing and behaving sensibly and responsibly

- If abroad, being sensitive to local codes and customs
- Looking out for anything that might hurt or threaten the safety of any member of the party and tell the Group Leader about it

Parents should be able to make an informed choice about whether their child should go on a visit. The Group Leader should ensure that parents are given sufficient information in writing and/or are invited to any briefing sessions.

### **Visit Categories**

Cambridge Steiner School recognises four categories of trips and visits:

#### **Category 1**

Local visits or activities which take place entirely within the school day such as visits to Fulbourn Woods, the Horse Pond or the local park, as part of the regular timetable.

#### **Category 2**

One off curricular or extra-curricular visits not involving anything in Category 3 or 4 such as museum visits, heritage sites visits and botanical gardens.

#### **Category 3**

Visits within the United Kingdom that involves overnight stays such as residential stays visits to remote locations and adventurous or outdoor activities such camping, canoeing, rock climbing, biking and orienteering

#### **Category 4**

Visits abroad, outside of the United Kingdom

### **Category 1 and 2 Trips and Visits**

Category 1 and 2 trips and visits include regular outings into familiar local environment within school hours, during the day. It is essential that formal planning takes place of all activities, considering possible additional hazards not covered by school's standard risk assessment procedures. The schedule of the outing must be given to the Education Manager, who authorises the visit once he/she is satisfied that all proper measures are in place. For regular and routine weekly visits to woods, such as in the early years, authorisation is on annual basis. However, this must be revised if the location or the nature of activities change and are not covered by the existing risk assessment.

On Category 1 and 2 trips the Group Leader must carry:

- list of all the pupils and emergency contact numbers (sign out at reception)
- all medical information
- mobile phone
- first aid kit

- any emergency medication for pupil's on the trip
- bottle of sealed water
- risk assessment for the trip (if different from school's standard risk assessment)

### **Planning Category 3 and 4 Trips and Visits**

There are four parts to category 3 and 4 trips or visits:

1. Initial planning and approval
2. Detailed planning and approval
3. The visit
4. Post trip evaluation, including the reporting of any accidents or incidents

The initial planning document for Category 3 and 4 visits and trips must be submitted in writing to the Education Manager at the earliest opportunity, ideally at the beginning of the new academic year (See Appendix A for template).

For all category 3 and 4 trips the School Leadership Team will decide if planning for the trip should proceed on the basis of cost, educational value and impact on staffing and the curricular and extra-curricular life of the school. The initial planning document must contain:

- Objectives of the visit
- Likely dates
- Duration and venue
- Size and make-up of group
- Staffing requirements
- Estimate of costs

If the initial planning document is approved, the parents can be informed by the class teacher and the trip will be put onto the school calendar. Only then a detailed planning of the trip/visit may begin.

Detailed Planning of the trip is the responsibility of the Group Leader. The Group Leader must ensure that the objectives of the visit are appropriate for all the children taking part.

The Group Leader, with other staff where appropriate, does the detailed planning, including a daily itinerary of events and carries out a risk assessment for the visit. The risk assessment is recorded. Information about the support requirements of people with additional needs will be useful at this stage.

### ***Coastal Visits***

All staff should be aware of the additional risk posed to pupils when planning a trip by or in the sea and the dangers to bear in mind when visiting the coast, quite apart from those incurred when swimming. The Group Leader will want to bear the following points in mind when assessing the risks of a coastal activity:

- Tides, rip tides and sandbanks are potential hazards; timings and exit routes should be checked

- Group members should be aware of warning signs and flags
- Establish a base on the beach to which members of the group may return if separated
- Look out for hazards such as glass, barbed wire and sewage outflows
- Cliff tops can be highly dangerous for groups of children even during daylight. The group should keep to a safe distance from the cliff edge at all times
- The local coastguard, harbour master, lifeguard, local authority adviser, countryside ranger or tourist information office can provide information and advice on the nature and location of hazards

### ***Swimming In The Sea Or Other Natural Waters***

Swimming and paddling or otherwise entering the waters of river, canal, sea or loch should never be allowed as an impromptu activity. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in place to control the risks. Any planned swimming activity that takes place in areas that are NOT specifically designated for bathing and do not have lifeguard surveillance in place should be regarded as an Adventurous Activity.

### ***Farm visits***

Visits to working farms can be valuable experiences for young people but potentially have special risks associated with farm machinery, physical contact from animals, infection, food and chemical poisoning.

Group Leaders should ensure that:

- eating areas are separate from those where there is any contact with animals
- there are adequate clean and well-maintained washing facilities
- there is clear information for visitors on the risks and the precautions to take
- there is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands
- all children wash their hands thoroughly immediately after touching animals and before any eating or drinking
- hoes are cleaned and then hands are washed on leaving the farm

Never let children:

- place their faces against the animals
- put their hands in their own mouths after touching or feeding the animals
- eat or drink while going round the farm
- eat or drink until they have washed their hands
- sample any animal foodstuffs
- drink from farm taps (other than in designated public facilities)
- touch animal droppings - if they do then wash and dry hands
- ride on tractors or other machines
- play in the farm area, or in other areas that are out of bounds such as grain storage tanks, slurry pits etc.

### ***Residential Stays and Overseas Trips***

Where an educational visit involves one or more overnight stays put additional demands upon staff in both the planning and supervision of visits. Therefore at the planning stage Group Leaders must ensure that:

- staffing ratios and supervision rotas allow for effective supervision 24 hours per day and have built-in flexibility in the event of a participant requiring a high level of supervision
- for mixed gender groups there are both male and female leaders and that the accommodation provides separate male and female sleeping/bathroom facilities the group will have exclusive use of the immediate accommodation allocated to them
- staff accommodation (at least those on duty) is adjacent to the group's accommodation
- the accommodation has adequate security measures in place.
- The organisation that owns or manages the accommodation has checked all staff who work there for their suitability to work with young people
- The accommodation complies with local fire regulations and that adequate fire alarm and evacuation procedures are in place, taking account of any participants with additional support needs
- The accommodation is able to cater for participants with additional support needs including disabled access, and dietary, cultural or religious requirements
- Measures are in place to provide first aid and for the seeking of outside medical help

Early in the visit the Group Leader must:

- Orientate children/young people to the accommodation layout
- Brief children on the fire alarm, evacuation procedures and muster stations in the event of a fire. If a fire drill is not undertaken for all people in the building, leaders should simulate a fire drill with their entire party before bedtime on the day of arrival
- Ensure that children/young people are briefed on what's expected of them, any rules that are to be imposed and the mutual responsibilities everyone has in regard to communal living

On Category 3 and 4 trips the Group Leader must carry:

- list of all the pupils and emergency contact numbers (sign out at reception)
- all medical information
- Mobile phone
- First aid kit
- Any emergency medication for pupil's on the trip
- risk assessment for the trip (if different from school's standard risk assessment)

### ***Visits involving outdoor adventurous activities***

These activities may be defined as activities in which the level of perceived risk exceeds that of normal daily living and where specific safety measures involving specially trained staff and specialist equipment are required in order to reduce risks to an acceptable level. An activity may be deemed 'adventurous'

by the nature of the location in which it happens as well as by the activity itself. For general guidance, if the planned activity would, by its nature or location require staff with specialist training and/or qualifications to supervise it, then it should be regarded as an adventurous activity.

An activity that may not normally by its nature be defined 'adventurous' is deemed to be so if it takes place in a location that is remote from immediate assistance. e.g. some coastal walks or field work in a remote area of woodland. For general guidance, if the location of activities is likely to involve being more than 30 minutes walking time from a public road or vehicle access point, it should be regarded as remote.

### ***External Providers of Adventurous or Outdoor Activities***

Where an Outdoor Centre or other organisation are contracted to provide elements of an outdoor education, the Group Leader must ensure that the organisation have appropriate safety standards and liability insurance either by:

- holding a Learning Outside the Classroom Quality Badge or
- the school must check that they're an appropriate organisation to use. This could include checking:
  - their insurance
  - that they meet legal requirements
  - their health and safety and emergency policies
  - their risk assessments
  - control measures
  - their use of vehicles
  - staff competence
  - safeguarding
  - accommodation
  - any sub-contracting arrangements they have
  - that they have a licence where needed

### **Preliminary visits**

The purpose of a preliminary visit is to check the appropriateness and safety of the venue and gather all the information required to fulfil the objectives of any educational trip. This include collecting information about the external provider, transport, accommodation, timings, local services and the weather. During the preliminary visit specific focus will be given to identifying potential hazards that will feed the risk assessment and help to draw up an emergency action plan.

The preliminary visit also includes gathering evidence of safety of a site or venue and competencies of external providers. This includes, as required:

- Licence for providing specific adventure activities

- Site safety check documents
- Evidence of liability insurance
- Evidence of up to date first-aid and fire safety procedures

This evidence must be gathered and archived by the school before any trip can take place.

Preliminary visits are not always possible due to distance to the venue or site. In this case the Group Leader will carry out research and collect as much information about the trip listed above as possible.

However, in some cases a preliminary visit is essential. Such cases will include:

- Visits to unfamiliar terrain or locations where activity is to be teacher led
- Visit led by staff with less experienced staff
- Number of children with special needs in the class or on the trip
- Visits to locations where there may be special hazards

In these cases, if site visit is not possible, the trip will not take place.

### **Risk Assessment**

A written Risk Assessment must be completed prior to each trip in accordance the school's Outdoor Education Handbook.

In the school, there are three common forms of risk assessment:

1. Generic risk assessment. These can be useful in identifying generic risks attached to certain activities or visits.
2. Site-specific risk assessment. Should be used in addition to a generic risk assessment to evaluate risks that are particular to planned activity or visit.
3. Dynamic risk assessment. Whereas generic and site-specific risk assessments are done prior to the visit, a dynamic risk assessment should be a continuous process throughout the visit. In simple terms dynamic risk assessment is the result of continually asking the question, "What if.....?"

The purpose of a risk assessment is to:

1. identify the likely hazards to be encountered
2. identify those who are at risk
3. identify how risks can be minimised and managed at an acceptable level by implementing suitable control measures
4. The person(s) carrying out the risk assessment should record it and give copies to all leaders and supervisors on the visit and to the Lower School Manager and Early Years Coordinator

Where a visit is one of a series of similar events it may not be necessary to carry out written risk assessments for every occasion. Provided that the safety management arrangements do not significantly change and no additional hazards are identified due, for example to changing seasons or other factors, one document will suffice.

The risk assessment should identify a member of staff (usually a member of SLT) not on the trip as the key link person for the trip in case of an emergency.

### **Emergency Procedures**

In the event of an accident or emergency occurring during an off-site visit or activity the Team Leader should follow the relevant emergency procedures:

- All Group Leaders must carry the name and contact details for Education Manager/member of SLT on duty for the duration of the visit or activity
- Accidents and near misses should be reported
- For minor emergencies the Group Leader will respond by attending the injured ensuring the safety of the rest of the group.
- On return to the school they will complete an accident report form
- For serious emergencies the Group Leader will respond by attending to the injured, ensuring the safety of the rest of the group, summoning help/evacuation by whatever means appropriate and contacting the Lower School Coordinator on duty. On return to the School they will complete an accident report form
- In the event of a fatality the Group Leader will respond by attending to any injured and ensuring the safety of the rest of the group. They will then call the appropriate emergency services and the police, giving the details of location, nature of accident, number of individuals involved and the condition of the group. The remaining activity participants should be prohibited from using mobile telephones in order to maintain the confidentiality of the incident until the next of kin have been informed via the proper channels. No member of the school's staff/trustee board other than the Chair of Trustees is authorised to speak to the media, unless they have received authorisation to do so by the Chair of Trustees.

In the event of an incident it is good practice to make notes as soon as is reasonably possible after the event to help in the recording of the incident on the accident report form.

### **Supervision and Staffing Ratio**

The appropriate number of supervisors will depend on a number of factors including:

- Gender
- Age and ability of party members
- Children with SEN or medical needs
- Nature of activity
- Duration of visit
- Previous experience and maturity of the pupils
- Time of year
- Type of accommodation

- Competence of staff/supervisors
- Behaviour record of students
- First aid cover

The staffing ratio will be determined by risk assessment and must allow for emergencies.

On some occasions parents can accompany children on trips at the discretion of the Group Leader. The role of the parent volunteers must be defined so that they understand their responsibilities. Parents accompanying children on occasional day trips would not necessarily need to undergo a DBS check. Adults without DBS clearance will be never left alone with children. Where the visit involves an overnight stay, parents and volunteers will require a DBS check.

It must be ensured that there is a sufficient number of supervisors to accommodate emergencies, such as the need for a child to return home early through accident/ill health.

All teaching staff should have the option to take part in trips/activities. If, for any reason they do not wish to participate, they should be prepared to cover for others.

In most circumstances, mixed groups of older pupils (From Class 5) should be accompanied by staff of both sexes. Ideally, there should be at least two responsible adults in case one of them suffers illness or accident.

### **Transport**

In selecting the most appropriate method of transport for the visit the following should be taken into account:

- Children's safety
- Competence of the driver and whether he/she holds the appropriate licence
- The number of driving hours required for the journey and the length of the driver day
- The number of drivers needed
- The type of journey (locally and long distance)
- Arrangements in case of breakdown or delay
- Insurance arrangements

For further information please refer to School Minibus Procedures document.

Specific requirements for different types of transport might include:

### **Staff Vehicles**

Members of staff may transport pupils in their own cars as long as the matter has been agreed previously with Lower School Coordinator and the Early Years Coordinator. The member of staff should ensure that the safety of children is considered just as if they were being transported in the school minibus. For safeguarding purposes, children travelling alone should always travel in the rear seats of the car.

### **Parents' Vehicles**

The use of parents' vehicles may be necessary, but should only be seen as a last resort option. Permission for this option should be sought from the Education Manager. Parents of child passengers should be notified of the transport arrangements and be given the opportunity to request an alternative should they have any concerns. On no account should a child be allowed to travel in the vehicle of another parent without the member of staff receiving verbal confirmation from the child's own parent that they agree to the situation. Parents transporting children must leave their mobile phone number with the school and the member of staff in charge of the trip.

Use of Booster Seats. Legislation requires the use of booster seats for children under the height of 1.35m, so staff must ensure that any pupils they take in their own car are provided with booster seats should they require them. Staff must also ensure that any pupils transported in parents' cars are provided with booster seats should they require them.

### **Accommodation**

If accommodation is being used, the following need to be in place:

- UK accommodation must be covered by a fire certificate
- If abroad, accommodation must comply with the health and safety regulations for that country
- Appropriate security arrangements must be in place for possessions and for children/staff
- Separate male and female accommodation and washing facilities must be in place
- Staff accommodation must be close at hand
- Any person over the age of 18 must have an enhanced DBS certificate

Parents should have full details of accommodation arrangements.

### **Communication with Parents**

Parents must be fully informed of the nature of the trip/activity and written permission obtained for their child's participation. Informing parents should be done in the form of a letter (sent prior to the visit) which should inform parents of the charge involved if applicable. The letter should state that the planning for the trip 'follows the procedures outlined in the 'School Trips/Educational Visits Policy'.

### **Parental consent**

The parents will sign a one-off consent form for taking children outside of school premises for regular outdoor activities during the school hours, according to the school policy. These are valid for Category 1 and 2 Trips and Visits.

Written consent will be requested for Category 3 and 4 activities that carry a higher level of risk. These include:

- Lessons taking place outside of school hours
- Adventure activities
- School trips within UK or abroad
- Residential visits

- Community work

Parents will be informed of each activity and will be given an opportunity to withdraw their child from any particular activity or school trip if they wish to.

### **Training of Staff**

School staff and volunteers involved in school trips will receive adequate training, in house or by external providers. These include:

- Forest School Leader, Level 3
- Educational Visits Coordinator
- School Visit Leader Training
- Camp Fire Management Award (CFMA)
- Basic Camping Leaders Award (BCLA)
- Bushcraft Competency Certificate (Institute for Outdoor Learning).

Activities that might involve higher risks, such as rock climbing, sailing, canoeing or swimming, will be only carried out by staff with appropriate qualifications and with adequate experience.

Evidence of staff training will be collated and archived in a form of certificates or, if carried out in house by experienced staff, by signed attendance lists with brief outline of the course content.

### **Insurance**

Cambridge Steiner School has Public Liability cover for all 'approved' activities on-site and off-site. However, the Team Leader is advised to check that staff and children are adequately covered and that parents are informed of the insurance cover given by the School.

### **Safeguarding children in outdoor education**

Safeguarding the safety, health and the well-being of children is the foremost requirement from all staff in the school. All outdoor activities in the school are risk assessed. The assessment takes into consideration who will be accompanying children, the adults that they will meet at their visit or places they will stay. Parents accompanying children on occasional day trips would not necessarily need to undergo a DBS check. Adults without DBS clearance will be never left alone with children. Volunteers will have enhanced DBS clearance if they have regular contact with children. Where the visit involves an overnight stay, parents and volunteers will require a DBS check.

Centres providing activities for children should be asked to provide evidence that staff who have substantial or unsupervised access to children have been checked. Children must not be left unsupervised in any centre that is not able to provide evidence of appropriate checks.

## Appendix A: Class Trip – initial outline plan / proposal

Name of lead teacher	
Class info (which class and how many pupils)	
Where do you propose to take the class?	
What is the proposed length of the trip? What dates are you looking at?	
Why do you want to take them here? How does the trip link to the children's learning?	
What staffing is required? Are parent helpers needed? How many?	
What costs are involved and how will these be covered?	
Are there any potential issues / difficulties that you foresee?	

Next steps:

SLT will review this and give you a response (yes / no / more detail needed)

If yes – a more detailed itinerary (timings, details of transport and any accommodation and any particular activities); risk assessments and insurance (our own and any external providers); and exact staffing and costs will be required before the trip will be totally signed off/approved.

## **Appendix B: Example of School Trip Information Pack for the Parents with the Menu**

**Please note that the school trip information pack below is an example only and is not finite!**

### **Fens Camping Trip Information Packet**

**Dates:** Tuesday 25<sup>th</sup> June – Thursday 26<sup>th</sup> June 2019

#### **Locations**

On the first day (Tuesday 25<sup>th</sup> June), the children will walk from Cambridge city centre to Gayton Farm Clayhithe Road, Horningsea, Cambridge, CB25 9JE. They will travel North – East following river Cam, crossing it at the Baits Lock and walking up to Horningsea. The walk is around 5 miles long (8km).

On the second day (26<sup>th</sup> June), the children will walk to Quy Fen, then Lode and onto Wicken Fen National Nature reserve, Lode Lane, Wicken, CB7 5XP. The walk is around 9 miles long (14 km).

On the third day (27<sup>th</sup> June), the children will spend some time in the fens and walk back to Anglesey Abbey, Quy Rd, Lode, Cambridge CB25 9EJ. We will return by taxi to school for pick up at 15:00. The walk to Anglesey Abbey is around 6 miles long (10km).

The children will be accompanied by Mr John and Ms Marple, and a group of parents that will support the party overnight camping. Sally on the night of 25<sup>th</sup> June and Freya on the night of 26<sup>th</sup> June.

#### **Gear and Equipment**

For camping the children will need the following gear:

- Backpack for walking (30-35 litre)
- One bag for transporting camping gear

#### **For camping:**

- Sleeping bag
- Sleeping matt
- Pijamas (optional)
- Metal/plastic bowl
- Spoon
- Insect deterrent
- Other personal belongings the children would like to bring for sleeping. Please keep these to one or two items only.

These should be packed into the bags ready to be transported to the campsites in a vehicle. Please bring the bags for camping to school on Monday 24<sup>th</sup> June.

### **For the walk:**

The children should wear:

- A sun hat
- A base layer
- Fleece jumper
- Trousers
- Walking shoes or walking boots

In their back packs the children must have:

- Spare clothing (top, jumper, trousers, underwear and spare socks). Please make sure that the spare clothing are packed in dry packs or two layers of plastic bag to keep the spare clothing dry in the case of heavy rain
- Waterproof jacket
- Waterproof trousers
- Water bottle (1 litre)
- Small first aid kit
- Snacks

- Packed lunch
- Hand gel and tissues
- Torch or head torch
- Personal medication, if any

### **Emergency Contacts**

If you need to contact us while we are on our walk or camping please call:

Mr John on 076 43 332 232

Ms Marble on 07952635317

### **Weather**

We will keep an eye on the forecast regularly for any changes in weather. In the case of adverse weather conditions the camping trip will be altered or postponed.

### **Menu and Shopping list**

It is important that all the parents receive the school trip menu so that concerns regarding food and ingredients can be addressed. For example see below.

**Tuesday 25<sup>th</sup> June**

Children to bring packed lunch, morning and afternoon snack

**Dinner**

***Noodle soup***

Miso paste

Vegetable stock

Soya sauce

Beans

Peas

Dry sausages

Carrots

Broccoli

Pak Choi

Apples

Oranges

Marshmallow (vegetarian)

Biscuits (Orios)

**Wednesday 26<sup>th</sup> June**

<b><u>Breakfast</u></b>	<b><u>Lunch</u></b>
<b><i>Musli</i></b>	<b><i>Shared lunch</i></b>
Musli	Bread
Cereals	Humus
Maple syrup	Grapes
Honey	Cheese
Banana	Sausages
Yoghurt	Tomatoes
Milk	Corn on cob
Soya milk	Apples
Coconut milk	

**Dinner*****Vegetable soup***

Potatoes

Leek

Carrots

Broccoli

Vegetable stock

Oil

Paprika

Banana

Chocolate

Root beer/ginger beer

**Snack*****Sandwiches***

Bread

Cheese

Tomatoes

Apples

Oatmeal crackers

Dried fruit

Mixed nuts and seeds

Chocolate

Snickers bars

**Thursday 27<sup>th</sup> June**

<p><b><u>Breakfast</u></b></p> <p><i><b>Fry up</b></i></p> <p>Eggs</p> <p>Sausages</p> <p>Bread</p> <p>Peanut butter</p> <p>Honey</p> <p>Orange juice</p> <p>Apple juice</p>	<p><b><u>Lunch</u></b></p> <p><i><b>Shared meal</b></i></p> <p>Bread</p> <p>Cheese</p> <p>Humus</p> <p>Guacamole dip</p> <p>Crisps</p> <p>Tomatoes</p> <p>Apples</p>
<p><b><u>Morning snack</u></b></p> <p>Crackers</p> <p>Carrots</p> <p>Apples</p> <p>Dried fruit</p> <p>Mixed nuts and seeds</p>	

Chocolate	
Snickers bars	

**Please note the menu above is an example only and it does not fully reflect the dietary requirements of children or staff members!**

## Appendix C: School Trip Risk Assessment Template

### RISK ASSESSMENT

Location/Activity:

Date:

Hazard what/where exactly	Risk Describe risk(s)	Level of Risk (see matrix)	Who is at Risk Pupils/teachers /visitors	Control measures	Level of Risk with control measures in place

Action to be taken	By whom	By when	Date actioned

The **probability of harm** is qualified as:

**Unlikely** - incident is unlikely to occur, or only in an unlikely combination of circumstances

**Possible** - reasonable to believe an incidence may occur, but not frequently

**Probable** - near miss, or incident causing harm has occurred or is likely to occur

The **severity of harm** will be always qualified as:

**Insignificant** - minor injuries such as cuts and bruises

**Moderate** - minor injury, but requiring first aid or, health effect reversible on treatment

**Serious** - serious injury or irreversible damage to health

**Severe** - fatality, or serious injury to more than one person

### Risk Levels = Probability x Severity

	PROBABILITY		
SEVERITY	Unlikely	Possible	Probable
Severe	Medium	High risk	High risk
Serious	Low	Medium	High risk
Moderate	Very low	Very low	Low

The assessor should list below all staff and volunteers who need to read this risk assessment.

I confirm I have read this risk assessment and understand its content and my responsibilities\*:

Name	Signature	Date

*\*If not, please speak to the assessor before signing this document*

## Appendix D: List of Equipment for Field Trips and Expeditions

Please note that the list of equipment below is not finite. The equipment and gear should be created according to the nature of each field trip and expedition!

Please pay attention to highlights in red in the table!

<b><u>Kitchen and Cooking</u></b>	<b><u>Eating</u></b>
Tent	
Tarp	Bowls
Paracord	Forks
Camp grill	Spoons
Tripod	
Pots	<b><u>Washing dishes</u></b>
Frying pan	
Colander	Plastic basin
Kettle	Sponge for washing dishes
Ladle	Tea towel
Fish slice	Dish cloth for wiping surfaces
Tongs	Washing line
Chopping board	Pegs
Kitchen knives	Washing up liquid (1L)
Folding table	Surface cleaner (1L)

<p>Rubbish bags (roll)</p> <p>Fire lighters</p> <p>Matches</p> <p>Bow saw (training required!)</p> <p>Hatchet (training required!)</p>	<p><b><u>Hygiene</u></b></p> <p>Jerry can for washing hands (20l)</p> <p>Jerry can for drinking water</p> <p>Plastic basin for washing hands</p> <p>Soap</p> <p>Hand gel</p> <p>Toilet paper</p> <p>Milton tablets for disinfection of Jerry cans and eating utensils (please read instructions carefully!)</p> <p><b><u>First Aid</u></b></p> <p>Outdoor first aid kit (NOT the classroom one if going on field trips!)</p> <p>The Pocket First Aid Field Guide by Dvorchak</p>
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