




# KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

<b>Name of Policy:</b>	<b>Off Site Visits</b>	
<b>Date Written:</b>	Jan 2015	
<b>Date Updated:</b>	March 2017	
<b>Updated By Who:</b>	Deputy Headteacher S Sullivan	
<b>Policy Originated from:</b>	Kingsnorth Primary School / Aquila/KCC/SPS	
<b>Date To Be Reviewed:</b>	March 2020	
<b>Policy Approved By:</b>	SLT:	
	Staff:	
	Governors:	

**Our Vision Statement:**

**Kingsnorth...the best days of OUR lives!**

**Kingsnorth Values Statement**

At Kingsnorth we ACHIEVE by...

- Aiming high Academically, Spiritually, Socially and Emotionally
- Challenging ourselves constantly to improve our learning
- Helping each individual reach their potential
- Inspiring others and being inspired
- Encouraging risk taking
- Valuing others and feeling valued
- Enriching lives through our Christian Values to become future citizens of the world

**Our 5 Key Christian Values are:**

Thankfulness, Friendship, Trust, Compassion and Endurance

**Statement of Intent**

'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish level and the Diocese of Canterbury.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.'

**Inclusion and Equal Opportunities**

All children have equal access to the curriculum regardless of their race, gender, or disability. Our behaviour policy underpins all that we do at Kingsnorth and should be closely linked to our other policies.



**Educational Visits, Trips and Offsite Activities**  
**Learning Outside the Classroom**

**Kingsnorth CE Primary School Internal Approval form**

Approval for all visits must be granted before a visit takes place.

This form has been designed to be used to seek approval from the Headteacher/Governing Body/ Deputy Headteacher/EVC.

*Please note:*

*1) Approval from the Headteacher/Governing Body/EVC will not be granted without a 'Pre Check' being carried out.*

**School Address:**

**Kingsnorth CEP, Church Hill, Kingsnorth, Ashford, TN23 3EF**

[www.kingsnorth.kent.sch.uk](http://www.kingsnorth.kent.sch.uk)

Tel: **01233 622673**

Email: [administration@kingsnorth.kent.sch.uk](mailto:administration@kingsnorth.kent.sch.uk)

**Purpose of Visit/Educational Value**

Aims: \_\_\_\_\_  
 \_\_\_\_\_

Name of Leader : \_\_\_\_\_

Contact details if different to above: \_\_\_\_\_

Name of Assistant Leader: \_\_\_\_\_

**Details of proposed visit**

Destination or places to be visited:  
 \_\_\_\_\_

Country(ies): \_\_\_\_\_

Date:            Outward journey: \_\_\_\_\_            Return journey: \_\_\_\_\_

Times:           Outward journey: \_\_\_\_\_            Return journey: \_\_\_\_\_

**Transport and Travel**

Mode(s) of transport: \_\_\_\_\_

Name(s) of tour/travel operator or company to be used: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tel No: \_\_\_\_\_

If using Minibus with own drivers please state distance to destination

(one way) \_\_\_\_\_ miles/kms and complete section below:

Name of Driver	PCV licence Yes/No	Holder of KCC Approved Minibus Drivers Permit. Yes/No	Driving Licence checked to meet KCC regulations

**Activities:**

Please list all non-adventurous activities proposed: \_\_\_\_\_  
 \_\_\_\_\_

If the programme activities are being led/carried out by Centre/Providers' staff please complete the following section:

Name of Centre/Provider(s): \_\_\_\_\_

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

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Pre Visit to the venue(s): \_\_\_\_\_

**If activities are being led /carried out by our own staff, please complete the following table:**

Activity	Name of members of staff leading activity	M/F	Any activity qualification held relevant to the venture	Date obtained/updated

**List of teaching staff, volunteers or other responsible adults who will have a supervisory role during visit.**

Name	M/F	Status (Parent/Governor/Volunteer) Relevant experience/qualifications inc First Aid	Expiry dates (where appropriate)

**Insurance Arrangements**

The visit is covered by (please circle)

**DFE RPA (Risk Protection Arrangement) Insurance                      and                      Other Insurance**

If other, name Insurance company: \_\_\_\_\_

**Please attach the following to this form if applicable to your trip:**

- ⊗ an outline programme of visit with this form  
- a brief daily programme for morning/afternoon and evening including activities, areas to be visited.
  
- ⊗ an accommodation plan showing bedrooms allocated to group including staff rooms

**Visit Leader request for Approval**

I confirm that the visit will be arranged in accordance with the School's Off Site Visit policy and that written risk assessments have been carried out and will be referred to and followed in respect of this visit.

Consent forms and Medical consent forms will be obtained from all participants and will be carried by the Leader throughout the visit.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Please print)

Date: \_\_\_\_\_

**Headteacher/EVC/Governors**

This approval confirms that I consider the visit to have significant educational value and that the arrangements are in accordance with the appropriate County regulations including KCC Safe Practice of Offsite Activities (CD) and the KCC Minibus Safety Code of Good Practice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher/EVC

Comments:



## CHECK LIST FOR VISITS OUT FROM SCHOOL

This sheet **must** be completed before any visit may take place

Aims of visit: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) of proposed visit \_\_\_\_\_ Year Group/Class \_\_\_\_\_

Time(s) leave school \_\_\_\_\_ Return \_\_\_\_\_ No. of pupils anticipated \_\_\_\_\_ M \_\_\_\_\_ F

Group organiser (Lead name) \_\_\_\_\_

No. of teachers needed \_\_\_\_\_ TAs needed \_\_\_\_\_ Number of other adult helpers needed \_\_\_\_\_

Details of the proposed visit (where/when/how/cost)

When ?	Please complete the following form in numerical order with signatures.	Signatures
6 Weeks before the visit	<p>Clarify your <b>aims and objectives of the trip</b>.</p> <p>Check with <b>Key Stage Leader, Headteacher and EVC</b> for acceptance of the idea. (At least <b>6 weeks in advance</b> of the visit date)</p> <p>Check in the school diary for available dates to avoid clashes and to ensure there will be sufficient staff cover in school.</p>	
5 Weeks before the visit	<p>Ascertain the <b>costing</b> of the trip - transport, admission costs etc.</p> <p>Carry out a <b>preliminary visit</b> if needed.</p> <p>Send out to the parents a letter to determine the <b>support for the trip</b> checking on the viability of the trip and the costings.</p>	
4 Weeks before the visit	<p>Report to and <b>confirm</b> with <b>Key Stage Leader, Headteacher and EVC</b>.</p> <p>Submit <b>SRS Internal Approval Form</b>.</p> <p>Make <b>bookings</b> with the various organisations/transport etc.</p> <p>Complete <b>Risk Assessments</b>, save in EVC folder. (<b>Location:</b> _____ )</p> <p>Enter confirmed details in the <b>school diary</b>.</p> <p>Check staff:pupil <b>ratios</b> and provisionally <b>staff the trip</b> deciding which staff/teaching assistants should accompany the trip and the number of parent helpers required.</p> <p><b>CRB Checks?</b></p>	
3 Weeks before the visit	<p>Send out letters, money collection and consent forms to parents – at least <b>TWO WEEKS</b> in advance. These forms must be in returned to school completed at least <b>ONE WEEK</b> before the trip takes place.</p> <p><b>NO CHILD CAN TAKE PART IN A TRIP WITHOUT THIS FORM.</b></p> <p>At least <b>TWO WEEKS</b> prior to the trip ensure all staff are aware of who will be accompanying the trip together with the ramifications and agreed by line managers e.g. TAs will not be covering their normal timetable.</p> <p>Cover will be needed for certain members of staff etc.</p>	
2 Weeks before the visit	<p>Inform kitchen staff at least <b>TWO Weeks</b> prior to proposed visit of numbers who will be out of school.</p> <p>If necessary, provide parents with any <b>final details</b> re clothing, times of arrival/departure - especially if these fall outside the normal school hours.</p> <p><b>Parents Briefing arranged?</b></p> <p>Ensure all <b>staff are reminded</b> of the trip either through the school calendar and/or by publishing a list of all pupils and adults who will be out of school.</p>	
1 Week before	<p>Fully <b>brief all adults</b> escorting outing - reference to Risk Assessment, Emergency procedures and share Good Practice Guidelines.</p> <p>Collect <b>Emergency contact details</b> of all adults attending and leave with the school office.</p>	
1 day before	<p><b>Brief children</b> on expected behaviour etc on visit and with reference to specific risks highlighted in the risk assessment. <b>Emergency procedures</b> in place??</p>	

	Provide children with details of the journey – to include photos if needed.	
<b>On the day</b>	Ensure a mobile phone is available and <b>switched on</b> throughout the visit. All contact numbers <b>MUST</b> be left with the school office before leaving. Ensure all permission slips are taken with you on the journey in case of need for medical treatment. Ensure you have checked whether children have asthma inhalers/epi-pens etc that you need to take with	
<b>Next day</b>	Make a <b>statement of accounts</b> including cost breakdown and receipts – submit to the office.	



## Good Practice Guidelines for School Trips and Visits Learning Outside the Classroom

Year \_\_\_\_\_ visit to \_\_\_\_\_

### Aims of the visit:

1. To...
2. To...
3. To...

Thank you for agreeing to support us on our school visit. Without offers of parents and carers visits like this could not go ahead and so we truly value your support.

As you can imagine, much time and effort has been put in behind the scenes to make sure the children get the maximum learning from their visit, so please ensure that you follow instructions and schedules carefully. If for any reason you are unsure, please check with your class teacher as first point of call.

### **We felt it would be helpful to have a common sense list of 'dos' for school trips:**

- If you are assisting with a visit and do not have a full CRB check, please make sure you are always in sight of someone who has. This is for your own safety and security.
- Have a break from your children! It is common practice for parents not to be with their own children – this ensures there are no accusations of favouritism or conversely there is no need for you to be a nagging parent!
- Children invariably think it is lunch time as soon as they have left the school building! Do please ensure they only eat at the agreed points of the day. Sips of water are fine if the visit destination permits it.
- Mobile phones are part of our everyday lives, but they can be a real distraction when supervising children. Do please keep your phone on silent and respond to calls at lunch breaks. In case of an emergency call, please ensure another group leader keeps the overview of your group. The school number is **01233 622673**
- We are a 'Healthy School' and so ask that you don't smoke whilst with the children. If you feel this would prevent you from going on the visit, do speak to your child's class teacher.
- Do encourage your children to think through their questions. 'How could you find out?' or 'what do the clues tell you?' would be better than giving them the answers.
- DO ENJOY YOUR DAY!** We think our children are fabulous and think it is a real privilege to help and guide children to learn. We hope you do too.





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A copy of this to be taken on the visit/trip by the party leader and one to stay in school




Name of Assessor: \_\_\_\_\_

Date:

Job Title: \_\_\_\_\_

Sign here to confirm



## Staffing Ratios for School Trips and Visits Learning Outside the Classroom

The staff:pupil ratios will not exceed those as recommended by the Local Authority.

As indicated in HASPEV and KCC guidance, the staffing ratio for schools will vary with each activity and the age and ability of the participants. The final ratio will be identified by the risk assessment and should be recorded in the risk assessment or operating procedure.

A basic guide is: -

Year Groups	Maximum Ratio
<b>EYFS</b>	<b>You have 2 hands each!! But no more than 1:6</b> Follow Early Years Statutory Framework - <a href="http://nationalstrategies.standards.dcsf.gov.uk/node/151379">http://nationalstrategies.standards.dcsf.gov.uk/node/151379</a>
<b>Yr 1- Yr 3</b>	<b>1:6 supervisors</b>
<b>Yr 4 – Yr 6</b>	<b>1:10 – 1:15 supervisors</b>
Yr 7 – Yr 13	1:15 – 1:20
Overseas	1:10
Exchanges etc	1:15

Very young children and those with special needs may need a higher staff ratio. These ratios should take into account

- Sex, age and ability of the group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of pupils
- First aid cover

Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group.

When parents are taken on visits they should be carefully selected. They must be fully briefed before the visit.

It should also be noted that for the protection of both adults and pupils. All adults should ensure that they are not alone with a pupil whenever possible.

All adults on a visit should clearly understand their roles and responsibilities at all times.

It should always be clear that the teacher is responsible for the group at all times.

### **Head counts**

Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue.

All adults should carry a list of all the pupils and adults involved in the visit.

Pupils, especially Year R to year 3, should be easily identifiable.

The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Governing Body is not satisfied that there is an educational benefit for the pupils.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.



## Class Trip – Finance Check list



**This review has been suggested as part of an audit by Aquila.**

**It will show how much of a total trip is paid by parents/school**

**(Be aware of your PP children – the school shouldn't subsidise a trip)**

Classes Attending:
Visit To:
Is this trip in county?
Date of Trip:
Coach Company: Kent Coach Tours
Entry Cost to venue:
Extra Staffing Costs?      Supply Teachers      TA outside working hours      None
Extras (ie drinks/food) NO SWEETS - only fruit/veg £
Pocket Money required?      Was this included in the cost to parents?      £

<b>Total Venue Costs</b>	£	Venue Cost per Child?  Cost per Adult?  Any free places?  Transport:
<b>Total Coach Costs</b>	£	
<b>Other event costs</b> eg gift bag	£	
Pocket Money (if required)	£	
Added above together, divide by <b>Total number of pupils</b>	X _____ pupils	
<b>= Cost per Pupil</b>	£	

### After the trip: (from Scopay – ask the office)

How much money was paid by parents in total for the trip?	£	+
How much was paid from PP funding (ie free meal pupils?)	£	+
Total Paid in for the trip?      ( a )	= £	
Total cost of trip?      ( b )	£	
How much (if any) has the school had to pay?      ( b – a = )	£	

**School Address:**

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**Educational Visits, Trips and Offsite Activities**  
**Learning Outside the Classroom**

**Kingsnorth CE Primary School Visit – Travel by Private Cars**

Dear Parent/Carer,

Thank you for offering to use your own vehicle to assist us in transporting pupils from the school to local venues.

In order to fulfil our obligations under Health and Safety law I would be grateful if you could complete the attached form and return to me as soon as possible.

Yours Sincerely,

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**To the Headteacher Kingsnorth CE Primary School:      Validation of Voluntary Vehicle Use**

Make and Model of Vehicle	Registration Number

**I confirm that:**

- ✓ I hold a valid full driving licence suitable for the type of vehicle.
- ✓ I have \_\_\_\_\_ Penalty Points on that licence (please state number)
- ✓ I have a current valid insurance policy for the vehicle in which I intend to carry children/young people
- ✓ I have checked with my insurance company and confirm that they cover the activity.
- ✓ The vehicle is in a roadworthy condition and that it has/will have a current MOT certificate (if it is more than 3 years old)
- ✓ Each young person will have a recognised seat with seatbelt and booster seat if necessary and that the vehicle cannot carry more than 8 passengers.

I understand that I am not covered under the school's Insurance for the use of my vehicle.

**Under the terms and conditions of the Data Protection Act 1998 we must inform you of the following:**

By signing this form you are giving your consent to Kent County Council to process the information on the form. The processing involved will only be for the purpose of monitoring health and safety in Kent County Council in accordance with the relevant legislation. This may involve sharing of information you provide with local regulatory bodies.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please print in Capitals)



# CLASS TRIP - CHECK LIST

Visit to:-

Date of Trip.

Entry Costs:- £

Coach Company

Coach Costs:- £

Supply Teacher Name:

Supply Teach Costs £.

Subsistence(ie drinks/food) NO SWEETS - only fruit/veg £

Pre-visit costs. £

Pocket Money (is this included in price?)

**Total cost per child:-**

Any other relevant information.

**This must be agreed and signed by Headteacher/Deputy Headteacher before booking**





# **KINGSNORTH CEP SCHOOL**

## **DFE and Union Advice for: Mini Bus Use by School Staff**

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***This document outlines the key legal requirements for drivers and operators of school minibuses and describes the support teachers should be given before they agree to drive a school minibus.***

### **SCHOOL MINIBUSES**

Minibuses<sup>1</sup> are a valuable asset to those schools which are fortunate enough to own or have use of one. They allow pupils access to the many benefits of out-of-school activities. Driving a minibus is not, however, a task to be undertaken lightly – the safety of pupils and staff should always be the first consideration. Employers are required to provide a safe place of work. This includes ensuring that any minibus an employee drives, is safe.

Teachers cannot be required to drive a school minibus. Teachers who volunteer to do so, however, should take careful note of the advice in this document. They must check that a 'pre-journey' minibus check list has been completed before driving the vehicle. If no check list has been completed the driver must complete the school's own list. (appendix 1) The driver and teacher must ensure that they have completed the school's 'on board journey checklist' before leaving the school. (appendix 2)

### **GENERAL LEGAL REQUIREMENTS**

Every minibus must:

- be correctly licenced;
- display a valid tax disc for the correct category of vehicle;
- be adequately insured;
- be well maintained; and
- have a valid MOT certificate, if more than 1 year old

### **THE DRIVER'S RESPONSIBILITIES**

A teacher who volunteers to act as driver of a school minibus is personally responsible for its roadworthiness. If any defects are found by the police or the Vehicle and Operator Services Agency (VOSA), it is the driver who will be prosecuted. The driver is also responsible for any road traffic offences committed. The minibus insurance policy should cover:

- all the uses to which the minibus is put;
- the total number of passengers allowed and the total weight; and
- all the people allowed to drive the minibus.

Comprehensive cover is required to ensure that teachers are not liable for any damage which they may cause to the minibus itself as well as to other vehicles.

### **TRAINING FOR MINIBUS DRIVERS**

Teachers should only agree to drive a minibus if they have received proper training. Teachers will need to attend a refresher course every 4 years. Even teachers who have received such training

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cannot, however, be **required** to drive a minibus. Trained drivers are safer drivers. Driving a minibus is significantly different from driving a car. Driver training should normally include:

- familiarisation with the vehicle;
- simple vehicle checks to be conducted before each journey (see next section);
- emergency procedures;
- passenger care, including disability awareness;
- use of seatbelts/harnesses, etc;
- use of passenger lifts or ramps, if relevant;
- loading/unloading and securing of wheelchairs;
- journey planning; and
- road assessment on the types of road the driver is likely to use, for example, motorways, dual carriageways, urban/rural roads etc.

## **SAFETY CHECKS ON SCHOOL MINIBUSES**

Teachers who drive school minibuses should not be expected to act as mechanics; there should always be a proper vehicle maintenance system in operation. Since drivers will be legally responsible for vehicle defects, however, a basic pre-drive safety check is essential. A checklist should be kept in the vehicle and teachers should always check:

- the location of relevant paperwork (insurance, driving licence);
- all doors (including emergency doors) - unlocked but firmly shut;
- tyres - for damage, wear, pressure and the security of wheels;
- exterior bodywork for damage (including glass);
- light lenses, reflectors, mirrors and number plate (for damage and cleanliness);
- Disabled Passenger Vehicle class (DPV)<sup>2</sup> shown where applicable;
- condition and operation of all seatbelts - vehicle not to be used otherwise;
- all fluid levels - fuel, oil, coolant, brake / clutch, windscreen washer - verifying that there are no leaks;
- interior condition of vehicle - cleanliness, damage and secure stowage of loose items;
- seat anchorage, tail-lifts and any securing devices (accessible vehicles)
- first aid kit;
- fire extinguisher(s) (foam or water) (if passengers in wheelchairs are being carried, there must be two);
- position of driving seat and mirrors;
- there is a spare set of bulbs;
- operation of lights, indicators, washers, horn, ventilation and any switches;
- operation of handbrake and footbrake;
- that passengers and driver are wearing their seatbelts;
- on moving off, the operation of steering, footbrake and speedometer; and
- whilst driving, gauges are working and no warning lights appear and no excessive engine exhaust smoke is present.

The regular vehicle maintenance system should monitor more detailed mechanical matters. If there appear to be any faults which might affect the passengers' safety, then the vehicle should not be used until they are all remedied. According to the Belt Up School Kids (BUSK) campaign, the commonest fault affecting minibuses, particularly twin rear wheel minibuses, is under-inflated tyres. Where access to rear tyre valves is difficult, the fitting of extension valves is a cheap and effective solution.

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## DfE GUIDANCE ON SCHOOL MINIBUSES

There has in the past been some confusion regarding who is entitled to drive a school minibus. Conflicting interpretations of the law in this area have led to uncertainty amongst employers and employees. If you are unsure please read the *Driving school minibuses – advice for school employers, head teachers and other school staff*. This document, published by the Department for Education, the Department for Transport and the Association of Chief Police Officers, available at [www.education.gov.uk/aboutdfe/advice/f00224308/departamental-advice-minibuses](http://www.education.gov.uk/aboutdfe/advice/f00224308/departamental-advice-minibuses), clarified a number of points.

First it is important to set out the key qualifications and requirements needed to drive school minibuses. Teachers who have passed the necessary test and hold a full D1 (or D) PCV entitlement can drive minibuses *for hire or reward* (see below for a definition of ‘hire or reward’). If the terms and conditions of a teacher’s contract of employment state that driving minibuses is part of his/her duties or if a teacher is paid an additional sum for driving the minibus (other than out of pocket expenses) then he/she would be considered as receiving payment for driving a minibus. In such circumstances a D1 (or D) PCV entitlement licence would be required.

However, the DfE advises that if a teacher’s contract of employment does not state that driving minibuses is part of their duties and they receive no extra payment for driving pupil on school trips etc., they will be driving on an *extra-contractual, voluntary basis*; in this case a category B car licence would suffice (assuming compliance with the conditions below) even if the school reimburses the teacher for fuel, parking and tolls.

## CONDITIONS FOR DRIVING A MINIBUS ON A CAR LICENCE

Teachers who passed their category B (car) driving test before 1 January 1997 can drive a minibus (so long as it is not being used for *hire or reward*) as such licences automatically include category D1 (101) (not for hire or reward) entitlement<sup>3</sup>. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.

Those teachers who passed their category B driving test on or after 1 January 1997 can drive a minibus (again, not being used for *hire and reward*) so long as:

- they are over 21 and have held a category B licence for at least 2 years;
- the minibus is used by a non-commercial body (this will apply to most schools except independent schools without charitable status);
- the driver receives no payment other than out of pocket expenses (e.g. fuel and parking costs);
- the maximum unladen weight of the minibus is no more than 3.5 tonnes (or 4.25 tonnes where specialist equipment is used for carrying disabled passengers); and
- a trailer is not towed.

At Kingsnorth School all mini bus drivers will have to attend the KCC mini-bus training before they are allowed to drive a mini -bus.

## **OUT OF POCKET EXPENSES**

Out of pocket expenses are remuneration for fuel costs, parking fees, toll fees or similar expenses incurred as part of a trip. The driver should receive no other payments for driving the minibus; as such payments would constitute hire or reward.

## **WEIGHT OF VEHICLE**

The weight of the vehicle (sometimes known as the Maximum Authorised Mass or MAM) is displayed on a metal or plastic plate situated in the engine shell or on a door pillar. Minibus weights vary, but it is possible to find UK manufacturers currently making lightweight minibus models of 3.5 tonnes. If the minibus is fitted with specialist disability equipment, the weight exemption level is raised to 4.25 tonnes. These weight limits are important as they are a legal requirement for those teachers who passed their category B driving test on or after 1 January 1997.

## **INSURANCE MATTERS**

It is up to minibus drivers to check with their own insurers whether their insurance policy will cover a minibus in the circumstances in which it is proposed to be driven.

## **AGE AND HEALTH REQUIREMENTS**

Every driver must comply with medical requirements for any driving licence issued. Drivers reaching the age of 70 will have to renew their licence, meeting the appropriate medical standards. Information on this can be found in the DVLA INF28 leaflet at [http://www.direct.gov.uk/prod\\_consum\\_dg/groups/dg\\_digitalassets/@dg/@en/@motor/documents/digitalasset/dg\\_4011275.pdf](http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/@motor/documents/digitalasset/dg_4011275.pdf).

Regardless of age, every driver must comply with the applicable medical standards.

## **‘SOCIAL PURPOSES’**

The DfE views ‘social purposes’ as non-commercial activities. This includes school trips and travel to sporting fixtures both during and outside the school day. Non-commercial activities do not fall into the definition of hire and reward.

Where a minibus is operated for commercial purposes the driver must hold the full D1 (or D) licence.

## **OTHER REQUIREMENTS**

It is up to teachers to check any other legal responsibilities which might apply to them, such as the laws in respect of drivers’ hours, tachographs, medical checks and Certificates of Professional Competence.

## **NUMBER OF DRIVERS**

There is no legal requirement for a second driver but it is recommended that, other than on the shortest journeys, a second trained driver should accompany every teacher driving a minibus. This will help cover emergency situations and prevent tiredness on long journeys. Even on short journeys, a second adult acting as a supervisor is likely to be required. Exceptions might be where a teacher is driving a group of post-16 students for a short distance.

If there are two trained drivers available and only one is a teacher, it is recommended that, for short journeys, the non-teacher drives and the teacher supervises. A second driver, acting as supervisor, will help to ensure that passengers are well behaved and that they do not distract the

driver and will also assist in the event of any emergency. Insurance policies may also specify a requirement for a supervisor.

A mobile telephone be carried in all minibuses to cover emergency situations. This must not, however, be used by the driver while driving the vehicle. Although hands-free kits are legal if properly installed, the NUT recommends that they are not used by teachers driving a school minibus. They can be a distraction and drivers risk legal action if they drive erratically while using one. Employer policies may, in any case, prohibit their use. To make and receive calls safely, the vehicle should be properly parked with the engine turned off.

## **TRAVELLING WITH SEN PUPILS**

Particular consideration needs to be given to minibus journeys involving pupils with special needs. The minibus itself must be suitable for the needs of all passengers, including those with disabilities.

As a general rule, it is recommended that journeys involving groups of special needs children should have a minimum of two staff, in addition to the driver. A risk assessment undertaken in advance of the trip will enable a decision on staffing levels to be made.

The children may have a wide range of needs which could include physical, mental, emotional, medical, behavioural and learning difficulties. Crisis situations, including epileptic fits, challenging behaviour, breathing difficulties and tantrums are just as likely to occur on the minibus as anywhere else. Consideration should also be given to the possibility that children may undo their seatbelts and attempt to escape out of the nearest exit. To avoid this happening, children can be sat in window seats so as to delay any movement towards the aisle and a member of staff can sit next to the exit.

Passengers in wheelchairs should be afforded the same level of safety as all other passengers. Ensuring that this is the case is equally important when using a hired minibus. All drivers and escorts should be trained in the care of passengers in wheelchairs, including use of passenger lifts and ramps and, where the wheelchair user needs to remain in the wheelchair for the journey, securing the wheelchair. Unoccupied wheelchairs, walking frames, and crutches must also be secured.

The Community Transport Association offers training through its Passenger Assistant Training Scheme on how to safely assist passengers who travel in wheelchairs and on supporting passengers with special needs. See [www.ctauk.org/training/pats.aspx](http://www.ctauk.org/training/pats.aspx).

## **BREAKDOWNS**

All school minibuses should be covered by a breakdown recovery service. The NUT recommends that details should be readily accessible in the minibus. In addition, drivers should be able to access guidance on what to do while awaiting recovery including in what circumstances passengers should remain/not remain in the vehicle.

Anyone who is at risk from moving vehicles should wear a high visibility jacket. This is a requirement under the Personal Protection Equipment at Work Regulations 1992.

In the event of a vehicle breakdown, the Royal Society for the Prevention of Accidents (ROSPA) advises that:

- The driver should move the vehicle off the carriageway (onto the hard shoulder on a motorway) and switch on the hazard warning lights. If this is not possible, it should be moved as far away from moving traffic as possible. If a warning triangle is used, it should be placed on the same side of the road, at least 45 metres from the minibus. Always take great care when placing and retrieving a warning triangle and never use them on the motorway.

- The passengers should be moved out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic. On motorways or other busy roads passengers should be taken onto the embankment or grass margin and as far from the traffic as is practicable. The hard shoulder on a motorway is very dangerous.
- Passengers should be kept together in one group. Children should be kept calm and under constant supervision.
- In some circumstances, it is safer to leave the passengers in the vehicle - for example, if it seems too dangerous to unload passengers in wheelchairs or if there is not a safe waiting area. The driver will need to assess the situation and decide whether or not to unload passengers.

## **SEATBELTS IN MINIBUSES**

### **Minibuses Registered On or After 1 October 2001**

All minibuses registered on or after 1 October 2001, whether they carry child or adult passengers, must have forward-facing or rearward-facing seats. Minibuses up to 3.5 tonnes gross vehicle weight, except those designed for urban use with standing passengers, or those manufactured six months before that date, must have inertia reel three-point seatbelts in forward-facing seats, and inertia reel three-point seatbelts or retractable lap belts in rearward-facing seats. Alternatively, disabled persons seatbelts, or child restraints, may be fitted. If seats are fitted with integral seatbelts, the seats and their anchorages are considered as part of the seatbelt anchorage system, and must conform to the Road Vehicles (Construction and Use) Regulations 1986, as amended.

### **Sharing of Seats**

**The “3 for 2” concession, which allowed three children under the age of 14 to share a double seat in a minibus or coach, no longer applies. Each child must occupy one seat with a seatbelt.**

### **Use of Seat Belts and Child Restraints**

#### **Front seats**

Drivers must wear a seat belt.

Passengers in the front seats, and any exposed seat, must use seat belts or an appropriate child care restraint. In these seats, the driver is responsible for ensuring that:

- Children under three years of age use an appropriate child restraint;
- Children aged from three years up to their 12<sup>th</sup> birthday, and under 1.35 metres (approx 4’5”) tall use an appropriate child restraint if available, or if not available, wear the seat belt; and booster seat.
- Children aged 12 and 13 years (and young children who are 1.35 metres or taller) use the seat belt.

Passengers aged 14 years or more travelling in the front seats, or any exposed seat, must wear a seat belt and are personally responsible for doing so. It is, however, good practice for teachers not to begin a journey until everyone is wearing their seatbelt and for regular checks to be made to ensure that belts remain fastened. **The rule IS ‘no belt, no trip’.**

## Rear seats

Passengers sitting in the rear of minibuses that have an unladen weight of 2,540 KG or less must wear seat belts or use an appropriate child restraint. It is the driver's responsibility to ensure that:

- Children under three years of age use an appropriate child restraint
- **Children aged from three years up to their 12<sup>th</sup> birthday, and under 1.35 metres (approx 4'5") tall, use an appropriate child restraint if available, or if not available, wear the seat belt**
- Children aged 12 and 13 years (and younger children who are 1.35 metres or taller) use the seat belt.

## Type of Belt

Three-point seatbelts provide better protection than lap belts, although lap belts are better than none at all. Lap belts should be worn over the pelvis, not the stomach, and worn as tightly as possible.

## WORKLOAD AND SAFETY CONSIDERATIONS

Driving a school minibus contributes to these pressures. In addition, the growing volume of traffic on Britain's roads means that the pressures of driving itself have increased recently.

There are also obvious safety issues with regard to travelling in school minibuses. In particular, if you have been involved either in supervising a visit or in teaching throughout the day, you should consider very carefully whether you are sufficiently alert to drive a minibus. Tired drivers are much more likely to have an accident. You should always observe the Highway Code recommendation of at least a 15 minute break after every 2 hours of driving. Times and lengths of breaks should be noted in a log book. Drivers who drive for more than 2 hours after a day's work are significantly more likely to be involved in a road traffic accident.

## FURTHER INFORMATION

Further advice and guidance on all of the above is available from the list below.

1. **Advice on Driving School Minibuses** For school employers, head teachers and other school staff. DfE, August 2013. This guidance, which has been cleared by the Association of Chief Police Officers (ACPO), is available online at <http://www.education.gov.uk/aboutdfe/advice/f00224308/departmental-advice-minibuses>.
2. **The Driver and Vehicle Licensing Agency (DVLA)**  
  
Any teachers who are in doubt about their licensing position can telephone the Driver and Vehicle Licensing Agency whose staff will be able to help. The telephone number is 0300 790 6801. Lines are open from 8.00 a.m. to 7 p.m., Monday to Friday and 8.00 a.m. to 2 p.m. on Saturdays. Further information is available on their website at <http://www.dvla.gov.uk/>.
3. Specific DVLA information on driving a minibus is available in leaflet, INF 28, at [http://www.direct.gov.uk/prod\\_consum\\_dg/groups/dg\\_digitalassets/@dg/@en/@motor/documents/digitalasset/dg\\_4011275.pdf](http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/@motor/documents/digitalasset/dg_4011275.pdf).
4. The **Department for Transport (DfT)** website has an interactive flowchart at <https://www.gov.uk/vehicles-you-can-drive> to help drivers identify whether or not they meet the conditions to drive a minibus.

3. **The Vehicle and Operator Services Agency (VOSA)**

VOSA can be emailed at [enquiries@vosa.gov.uk](mailto:enquiries@vosa.gov.uk). Their website address is [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa)

4. **The appropriate NUT Regional Office or the NUT Cymru Office** – see <http://www.teachers.org.uk/contactus>.

5. **The Community Transport Association (CTA)**

The CTA provides an Advice and Information Service on 0845 130 6195. Their website is at <http://www.ctauk.org/>.

6. **Minibus Safety – A Code of Practice**

This publication was produced by a working group with representatives from government, The Royal Society for the Prevention of Accidents (RoSPA) and the Community Transport Association, amongst others. Contact: The Royal Society for the Prevention of Accidents, RoSPA House, 28 Calthorpe Road, Edgbaston, Birmingham B15 1RP, telephone 0121 248 2000. Website: [www.rospace.com](http://www.rospace.com).

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**First aid kit – minimum contents (as advised by RoSPA)**

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15 x 20 cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors
- disposable gloves
- mouth mask for resuscitation

**Other items to carry on board a minibus (RoSPA recommended)**

- Pen and paper
- The organisation's internal instructions and contact details
- Insurance details
- Motoring breakdown policy details
- Mobile phone, phonecard or change for the phone
- Webbing cutter
- A high-visibility coat complying with BS EN 471
- An emergency warning triangle or a flashing beacon (not fitted to the vehicle)
- A working torch
- Sterile gloves and mouth masks





## KINGSNORTH SCHOOL -Pre-Journey on-board Minibus Checklist

### Pre-journey minibus checklist

This form must be completed each time before a vehicle is used. It must be completed by the teacher in charge.

Enter date of inspection below

Date	Date	Date	Date	Date	Date	Date	Date	Date	Date

VEHICLE REGISTRATION NO.	
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Each item listed below must be checked and a tick or cross entered in the relevant box.

Seatbelts - In good condition, working properly									
First aid box									
Fire extinguisher									
Torch									
Mobile phone - available for driver									
Warning triangle									
2 reflective jackets - Class A, BS EN 471									
Cloth for cleaning the windows									
A blanket									
Drinking water									
Spare bulbs									
Maps if applicable									
Spare fuses - know where the fuse box is and how to use it									
Every child has a seat									
Sick bucket/bag									
<b>Initials of person making checks</b>									
<b>If you identify problems with any of the above immediately contact:</b>									
<b>When the inspection sheet is completed please return it to:</b>									



## KINGSNORTH SCHOOL -Pre-Journey Minibus Checklist

### Pre-journey minibus checklist

This form must be completed each time before a vehicle is used.

Enter date of inspection below

Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
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VEHICLE REGISTRATION NO.	
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Each item listed below must be checked and a tick or cross entered in the relevant box.

Tyres - Check for wear and pressures										
Wheels - Security of wheel nuts										
Engine oil and brake fluid - Check levels										
Fuel and water - Sufficient for journey										
All windows clean										
Lights - Including stop lamps and indicators										
Windscreen wipers and washers										
Bodywork - No dangerous parts										
Mirrors - Positioned correctly, not damaged										
Brakes - Check when vehicle is stationary and moving (before loading passengers)										
Horn/indicators										
Seatbelts - In good condition, working properly										
First aid box										
Fire extinguisher										
Torch										
Mobile phone - available for driver										
Warning triangle										
2 reflective jackets - Class A, BS EN 471										
Cloth for cleaning the windows										
A blanket										
Drinking water										
Spare bulbs										
Maps if applicable										
Spare fuses - know where the fuse box is and how to use it										
<b>Initials of person making checks</b>										
<b>If you identify problems with any of the above immediately contact:</b>										
<b>When the inspection sheet is completed please return it to:</b>										



**Educational Visits, Trips and Offsite Activities**  
**Learning Outside the Classroom**  
**Kingsnorth CE Primary School Evaluation of the Visit**

**To be completed by the Group Leader for future reference**

Group Leader:			
Purpose(s) of Visit:			
Number in Group:	<b>Girls:</b>	<b>Boys:</b>	<b>Staff:</b>
Date(s) of Visit:			
Venue:			
Commercial Organisation/Provider			

**Please comment on the following features:**

	Rating out of 10	Comment
1. The Centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		
7. Health and Safety:		
8. Food and Accommodation: (if appropriate)		
9. Evening Activities: (if appropriate)		
10. Other comments and evaluation including any 'close calls' not involving injury or damage:		
<b>Signed:</b>	<b>Date:</b>	

**When complete please forward to EVC and Key Stage Leader.**



### Class Trip – Finance Check list

**This review has been suggested as part of an audit by Aquila.  
It will show how much of a total trip is paid by parents/school  
(Be aware of your PP children – the school shouldn't subsidise a trip)**

Classes Attending:			
Visit To:			
Is this trip in county?			
Date of Trip:			
Coach Company: Kent Coach Tours			
Entry Cost to venue:			
Extra Staffing Costs?	Supply Teachers	TA outside working hours	None
Extras (ie drinks/food) NO SWEETS - only fruit/veg £			
Pocket Money required?		Was this included in the cost to parents? £	

<b>Total Venue Costs</b>	£
<b>Total Coach Costs</b>	£
<b>Other event costs</b> eg gift bag	£
Pocket Money (if required)	£
Added above together, divide by <b>Total number of pupils</b>	X _____ pupils
<b>= Cost per Pupil</b>	£

Venue Cost per Child?  Cost per Adult?  Any free places?  Transport:
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**After the trip: (from Scopay – ask the office)**

How much money was paid by parents in total for the trip?	£	+	
How much was paid from PP funding (ie free meal pupils?)	£	+	
Total Paid in for the trip? (a)	= £		
Total cost of trip? (b)	£		
How much (if any) has the school had to pay? (b – a =)	£		