

Grove Road Primary School



Tuesday 13th June 2017

Dear Parents

Recent events in Manchester and Borough Market have meant that we have re-evaluated the trips which are scheduled for the remainder of this term. Parents have asked whether the trips are still scheduled to take place so it seems sensible to update you.

We have paid particular attention to the location to which trips are going, and the means of transport employed by the school. In addition, helpful advice from government, Local Authority and the individual venues concerning the management of risk in urban areas has been used to fully reconsider our risk assessments.

Following discussions with staff and governors we currently expect to run the trips listed below.

DATE	VENUE	YEAR GROUP
Tuesday 4 th July	Hatfield House	Year 3
Thursday 6 th July	London Transport Museum	Year 5
Tuesday 11 th July	Tower of London	Year 4
Monday 17 th July	Windsor Castle	Year 2

We want to assure all parents that we will continue to keep all our trips, visits and activities under continuous review, paying close attention to the level of terror-alert as determined by the intelligence services (see <https://www.mi5.gov.uk/threat-levels>).

Ultimately, of course, pupils only go on school trips with the permission of their parents, and we understand that every parent will have a different perspective. As such, if parents choose to withdraw their children from a trip, the absence will be authorised given the exceptional circumstances.

We will continue to keep parents informed if we make any further changes.

The chance of being caught up in an actual incident is thankfully still very small. Subject to the caveats above, we strongly believe we should try to carry on with all activities as normal, as much as we possibly can.

Sharon Sanderson

Some parents have asked specifically about the protocols and risk assessments in place. The following information may be of interest.



RISK ASSESSMENT CONSIDERATIONS

As with all trips, our staff undertake extensive risk assessment and consider various scenarios to ensure risk is minimised as far as possible and contingency plans are in place.

In addition to all the usual health and safety measures for off-site trips and visits such as adult supervision ratios, regular head counts and group organisation, we also include the following measures (although this is not an exhaustive list):

- Discussion in advance with trip venues regarding their own emergency response protocols and on-site security
- Understanding of the coach operator's emergency protocols and collection arrangements when unable to park on site.
- Ensuring all group leaders are aware of the actions to be taken in the event of an incident (getting to a place of safety, following the directions of the emergency services, contact and rendezvous arrangements if a group gets split from the main group etc)
- Fully charged mobile phones and all the relevant contact details available for all the individuals on the trip.
- All staff fully briefed on the roles and responsibilities of educational visit leaders as per the Critical Incident Handbook (copies available on request)