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# Educational Visits Policy

Head Teacher	Nicola Harmer
Person Responsible	Julie Harvey
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## **Educational Visits Policy**

### **Introduction**

Trips, visits and learning off-site comprise an essential part of the school curriculum at Brentfield Primary School. Successful trips provide memorable learning experiences and can enhance the pupils' education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world, enabling them to become 'Champions for Tomorrow.'

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

### **Definition**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher.

This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Residential trips, including trips abroad.

### **Aims and Expectations**

Most classes in the school will have one educational visit or experience each half term, although there may be fewer in Reception and Nursery. These trips are planned to support and broaden the pupils' understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, music trips etc. where appropriate.

All activities are available to all pupils irrespective of needs, ethnicity, gender or religion.

### **Planning and Preparation for a Trip**

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least half a term prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or re-arranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

### **Procedure**

The best practice to be adhered to in the arranging of school trips is as follows:

- The trip will be booked on the agreed date by the teacher in charge once it costings have been agreed and an internal purchase order for the cost of the entire trip has been approved by the headteacher.
- Office staff will book transport (Coach or Public Transport)
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school diary

- In cases where school lunches are affected, kitchen staff must be informed by the teacher in charge at least 2 weeks prior to the trip
- The EVC must be informed using the 'Educational Visits Risk Assessment Form' at least two weeks prior to departure. This can be found on the shared drive in 'Educational Visits' and is attached here at Appendix 1
- Class teachers will inform parents in advance of dates for school trips via half termly curriculum overviews with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances)
- The agreed school template must be used when informing parents of trips and visits. These must be agreed by a member of the senior leadership team prior to being sent out. All letters will be sent electronically via text and/or email
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- Parents will need to read and sign the volunteer agreement form, prior to the trip. They will meet with the teacher in charge at least 24 hours prior to the trip to discuss arrangements and expectations for the day.
- If appropriate, payments will be made directly to the school office via the school payment system

#### Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. (See Appendix 1) To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited. These must be updated for each trip to indicate support needed for specific pupils attending the visit.

The risk assessment must include details of any specific medical issues, additional support for individual pupils and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

Prior to completing the risk assessment form, all teachers going on the trip must visit the venue, including travelling via public transport where necessary.

#### Parental consent

In accordance with the Home School Agreement, most parents give blanket permission for their child to attend school trips. Permission for trips beyond the local area will include a consent question via a Google Form or letter. If a payment has been made by a parent, consent is assumed to have been given.

#### Ratios

All trips are individually risk assessed to ascertain the safe level of adult supervision required. Below are the recommended minimum adult to pupil ratios that our school is committed to implement. These are adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher following an assessment of risk taking into consideration the nature of the trip.

- Nursery-1:2
- Reception classes - 1:4
- Years 1 – 3 - 1:6
- Years 4 – 6 - 1:15
- Adventurous activities -1:15
- Residential visits – 1:10
- Visits abroad 1:10

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

#### Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.

Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary.

A second parents' meeting will be held three weeks prior to departure to review final arrangements and to complete emergency contact and medical forms. Without a completed or signed emergency contact or medical form, a pupil will not be permitted to attend the trip.

Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. This includes parental permission for staff on the trip to consent to emergency medical treatment if this is deemed necessary by a medical professional in the event that staff are unable to make contact with parents.

The school will ensure that adults of each gender accompany the pupils on residential visits and teachers in charge will ensure that there is always a teacher of each gender on site if a member of staff has to leave in an emergency.

In the event that there is a medical emergency, a member of staff will follow the emergency procedures as outlined in Appendix 2.

Prior to the trip, the trip checklist will be completed by the lead teacher and the Headteacher or EVC. Documentation will be checked and emergency procedures will be reviewed. This will be signed and a copy kept on file. (Appendix 3)

A log of medication taken on the trip will be completed and signed by the lead teacher when medication has been administered. (Appendix 4)

#### Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online.

In the case of trips within London, class teachers will always seek to use public transport (which is free for school pupils) unless there are good reasons not to.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to contact the school to speak to the Deputy Head teachers.

#### Behaviour on school trips

The school's Behaviour Policy applies equally to pupils when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as pupils are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all pupils actively participate in all aspects of the trip as trips are an integral part of the child's education. Pupils will always be reminded of the behaviour expectations before going off-site on their visit.

#### Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of pupils on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Early Career Teachers will be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid.
- Supervising adults must know of any special medical details relevant to any pupil and this will be detailed on the risk assessment
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Pupils to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with pupils during any activity
- Adults must never travel alone with a child in their own vehicle

- Any adult helpers must be fully briefed prior to leaving, in writing, with names of pupils in their group, expectations and responsibilities.
- When walking along a pavement, pupils must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken

### Emergency procedures

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or pupils need urgent medical attention, one staff member will accompany that child (or pupils) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them
- The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other pupils.
- If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.
- The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search.
- The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the pupils.
- When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

### Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Charging and Remissions Policy
- Inclusion Policy
- Accessibility Plan

### Contacts:

Nicola Harmer: Headteacher

Julie Harvey: Deputy Headteacher (Educational Visits Co-ordinator)

### Policy Monitoring and Review

A copy of this policy is available to all staff and parents and is published on the school website. This Policy is reviewed yearly by the EVC and every two years by the Governors' Health and Safety Committee.

Appendix 1



## Planning Checklist.

Destination	Year Group(s)	Date of Visit	Teacher in Charge

Responsibility of:

### Half term before trip

Agree trip and date with Nicola	Teacher in Charge	
Prepare internal purchase order and deliver to office: <b>DO NOT BOOK ANYTHING</b>	Teacher in Charge	
Official purchase order generated and shared with teacher in charge <b>PRIOR</b> to placing any booking	Office	
Trip booked with provider, quoting official purchase order number	Teacher in charge	
Book transport/ Order Transport for London Tickets	Office	
Trip costed and cost to parents agreed.	Office/Teacher in charge	
Trip/workshop placed on school money	Office	
Trip Letters to Parents to be checked by SLT	Teacher in Charge	
Trip letters sent to parents via text (paperless)	Teachers in Group	
Google form for consent created and link sent to parents.	Teachers in Group	
Complete Risk Assessment of Venue (All teachers in group)	Teachers in Group	
Safe haven school found, permission acquired and added to risk assessment	Teacher in Charge & Office	

### Two weeks before trip

Risk Assessment completed and signed by teacher in charge and EVC.	Teacher in Charge	
Add to Welfare calendar for medical needs	Teacher in Charge	
Inform office of order for packed lunches from the office	Teacher in Charge	
Collect permission slips from parents (Teachers)	Teachers	
Send out reminders for any outstanding payments (Office)	Office	

### One week before trip

Meet with volunteer parents - read over volunteer agreement	Teacher in Charge	
Top up Oyster Cards, if needed	Office	

### Day before trip

Collect First Aid bags and medication.	Teacher in Charge	
Leave copy of Itinerary and contact details with the office	Teacher in Charge	
Collect High-vis vests	Teacher in Charge	
Call coach company- check arrival time	Office	

### On the day of trip

Arrange early Registration of Pupils if necessary	Teachers	
Collect packed lunches	Teachers	

Check medication and first aid bags	Teachers	
Final check of pupils money / clothing / bags etc.	Teachers	
Ensure pupils have had an opportunity to visit a toilet.	Teachers	
Check Coach (e.g. seat belts etc.)	Teachers	
Inform office of departure	Teacher in Charge	
Inform office of arrival at venue	Teacher in Charge	
On arrival check availability of first Aid provision and ensure all adults are aware of it	Teacher in Charge	
Inform school when leaving venue and estimated time of arrival at school.	Teacher in Charge	

**Brentfield Primary School Educational Visit Form**

<b>Name of School.</b>	Brentfield Primary School
<b>Place or places to be visited.</b>	
<b>Date of visit.</b>	
<b>Contact details of venue</b>	
<b>(a) Time of departure.</b> <b>(b) Time of return.</b>	
<b>Short statement of travelling arrangements.</b>	
<b>Number of teachers/ teaching assistants acting as escorts.</b>	
<b>Names, addresses and status of other adults acting as approved escorts.</b>	
<b>Number of Pupils in party.</b>	
<b>Form(s) or Age Groups(s).</b>	

<b>Where the visit is more than one day, please indicate whether you have had approval of the Governing Body</b>	
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Recommended ratios are as follows:-

- 1 adult to every 2 pupils of nursery age
- 1 adult for every 4 pupils in reception class
- 1 adult for every 6 pupils in school year 1 to 3
- 1 adult for every 10-15 pupils in years 4 to 6
- 1 adult for every 15 -20 pupils in school year 7 onwards

Guidance on visits abroad covered in Health & safety of Pupils on Educational Visits available at <http://www.hse.gov.uk/services/education/school-trips.pdf>

### Risk Assessment Form

1. This needs to be completed by the Group Leader organising and supervising the activity (available in shared work folder and should be word processed).
2. If the activity takes place on a regular basis then one risk assessment is sufficient but all the dates need to be included.

<b>Hazard</b> <i>List significant hazards which may result in serious harm or affect several people (Refer to 'There and Back Again' The Educational and Recreational Visits Handbook Brent Policy)</i>	<b>Who may be affected?</b>	<b>Control Measures and Precautions</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>Any Further Action</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
COVID 19	All	<p>Pupils to wash hands prior to leaving, when arriving at the venue, at the end of the session and on return to school. Hand sanitiser to be taken and used if using public transport.</p> <p>Avoid areas where people can congregate</p> <ul style="list-style-type: none"> <li>• areas where there are pinch points that mean people can't meet the social distancing guidelines, for example</li> </ul>	Any suspected contact with COVID 19 must be reported immediately and the school's risk management procedures followed.

		narrow corridors; Packed lunches not to be shared.	
Journey to and from the station/on the coach	All		
Medical problems:			Medical bag to be carried by class teacher. Taxi to be called to closest hospital:  Please insert name, address and contact number for the nearest hospital in the event of an emergency.
Safety on site	All		
Terrorism	All	In the case of a terrorist attack, adults will move the pupils away from the source of danger and stay with them at all times. They will call the school and alert the head and deputy head as soon as it is safe to do so.  Follow instructions from the emergency services.	<b>Please insert the name of a safe haven school that can be visited in the event of an incident:</b>  Alternative routes in the event of transport links being effected:
Injury onsite or en route to destination	All		
Inappropriate behaviour of pupils at the venue.	All		

Add rows as necessary.

Signed \_\_\_\_\_ Teacher in charge                      Date: \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher/EVC                      Date: \_\_\_\_\_

### Residential Trip Medical Emergency Procedures

- In the event of a medical emergency, whereby a child has an identified medical protocol, all procedures will be followed in line with their approved health care plan.
- In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will initially contact the first aid team on site to assess the situation.
- In the event that the child cannot be treated on site, staff will contact the Emergency Services (Ambulance) to attend.
- In the event that a pupil should be transported to hospital, the lead teacher and 1 other member of school staff will accompany the child to hospital.
- The lead teacher should ensure that at least one member of staff from each gender remain onsite with the rest of the school party.
- Staff should also take child's medical emergency form and any relevant medical protocol including medication.
- Parents will be contacted by a member of the senior leadership team and updated regularly as to the nature of the emergency, steps that need to be taken by medical staff and any next steps that they may need to take.
- Where parents are unable to be contacted, school staff will follow advice and guidance of the medical professionals as to the care which should be administered to a pupil.
- In the event that there is a medical emergency, the lead teacher will keep a log of events and will meet with the headteacher and EVC on their return to school to review procedures.

**Appendix 3**



**Residential Trip Checklist**

This must be completed by the lead teacher and Headteacher or EVC at least 7 days prior to departure.

<b>Action</b>	<b>Signed (Lead Teacher)</b>	<b>Signed (HT or EVC)</b>	<b>Date</b>
Discuss travel arrangements, departure and arrival times.			
Final programme for the visit agreed.			
Risk assessments reviewed and discussed. (This will have already been approved by the governing board prior to the meeting)			
Details of accommodation to be shared and kept in school. Name Address Telephone Number Centre Manager			
Contact phone numbers for lead teacher, headteacher and EVC shared.			
Confirmation that the centre is licensed by the AALA and centre risk assessments are in place.			
Copies of parental consent forms complete for all children, including consent for emergency treatment prior.  Copies to be left in school.  Without completed copies, a child will not be able to attend the visit.			
Emergency medical procedures reviewed.			
Medication log reviewed. Copies to be kept in school for the duration of the trip.			

Copies of all documentation will be kept in school.

Signed (Lead teacher):

Signed (HT or EVC):

Date:

**Appendix 4**



**Residential Trip Medication Log**

Child's Name:

Date of Birth:

**Medication List:**

Medication	Dosage	Time and Frequency	Can the child administer this themselves?	Parent Signature	Lead Teacher Signature

**Teacher Medication Administration Check off:**

Each time you administer a medication, you need to be sure to have the 6 Rights:

1. Right individual
2. Right medication
3. Right dose
4. Right time
5. Right route
6. Right documentation

**Medication Log:**

Medication	Dosage	Route	Date/Time	Staff Initials