





ST PAUL with ST LUKE
CHURCH OF ENGLAND PRIMARY SCHOOL
Leopold Street, Bow, London E3 4LA

Policy version Control

Educational Visits Policy

Review annually

Version no	Amendments	Approval date
2	Added risk assessment to policy; included information regarding taking the emergency medical kit on a trip/visit.	October 2021  BENJAMIN ROACH
3	Edited prior to the visit section to reflect procedure. Changed head teacher to head of school.	December 2022  BENJAMIN ROACH
4	Added Appendix 7 – definition of a ‘local trip’. Added Parent Pay as part of the procedure to gain permission/voluntary contributions.	July 2023 Fanoula Smith

Policy for Educational Visits

Our Vision

Jesus said: 'Love one another as I have loved you'. John 15:12

This policy has been written in conjunction with 'The Governors Guide to the Law' and LA guidelines to school visits and outdoor activities.

Introduction

The Governing Body recognises the importance and value of educational visits and is keen to encourage their development. The safety of the Staff and children involved in them is paramount. It is essential that all visits are planned and supervised with great care.

Through this policy we aim to provide the procedures and guidelines which will enable our visits to be implemented safely. It gives advice and information about responsibilities for staff, procedures in the event of an accident, insurance and financial arrangements.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

Planning & procedures

1. The Visit

To establish the appropriateness and safety of a visit the following questions should be considered by the organisers. All concerned should have a clear understanding of the objectives relating to the curriculum and to social and personal development. **Appendix 1 outlines the specific procedures to be completed before the visit, during and after the visit.**

Activities must match the age, needs and experience of pupils and should address questions such as:

- What is the aim of the visit?
- Where does it fit into the pupils' current curricular needs?
- Is it in line with the school's curricular and safeguarding policies?
- Is the aim being achieved in the most efficient and effective manner?

One key aim applicable to all Educational Visits is that of teaching children to be observant and identify hazards, knowing what to do if they spot one – this is in line with our school aims and our PSHCE curriculum.

2. Planning

Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk.

No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

3. Risk Assessment

All proposed Educational activities off school site must follow the completion of a formal risk assessment. Risk assessment is to be written down prior to the event and communicated to all involved.

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualification of the school supervisory staff.
- The group members' age, competence, fitness and temperament
- The ratio of experienced, qualified centre staff to students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

See appendix 2 for our school risk assessment

4. Responsibilities

The Governors have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits require the approval of the Governing Body.

The Local Authority also has a duty of care for children on school visits.

The EHT/ Head of School has overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

All Staff have the responsibility to co-operate with the Head Teacher and the Governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the Head Teacher. All injuries or accidents should be reported to the Head Teacher and recorded in the school accident book. The L.A. should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

Parents must receive written details of routine visits and journeys. Their written consent is required for all activities that differ from the daily norm.

Supervision of Pupils - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group.

Party leaders retain responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey of increased risk.

Appendix 4 outlines the expected code of conduct to be adhered to by pupils on an educational visit.

First aid provision

Residential visits must include a minimum of one member of staff with a recognised First aid qualification. Wherever possible a qualified first aider should also support other 'non residential' visits. Individual pupil's medication together with a complete first aid kit, and an emergency kit, must be taken on all educational visits.

5. Staffing the Visit.

For reasons of both child protection and Health & Safety it is important that wherever possible a minimum of two staff support each visit, one of whom should be a qualified member of staff.

Suitably experienced party leaders should be found or the visit will not take place.

Voluntary helpers must be carefully selected and must act towards the children as a careful parent would in similar circumstances. However, the teacher retains primary responsibility for supervising the party at all times. **See Appendix 5 for notes for parent helpers**

Minimum recommended staffing ratios are as follows:

- For day visits without a high risk, a ratio of 1 adult to 10 children is required.
- Activities with increased levels of risk will require lower ratios.
- For children under 8 years, a ratio of 1 adult to 6 children is recommended.

LA guidance states:

- each visit should include a teacher – but this is at the discretion of the head of school
- no difference in number of children that qualified / unqualified staff should have assigned to them

6. Transport:

Whenever an educational visit is due to take place that requires transport hired by the school, the Council approved reputable companies should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained.

Secondly, the visits to the swimming pool (Year 5) are provided directly by the Council and school service buses are used that may or may not carry seat belts. This practice is determined by the Local Authority and not the school, in accordance with transportation guidelines (DfE HSEV doc para 130).

Thirdly, it may be necessary from time to time for KS2 pupils only to use public transport, where buses are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill, pupils should be taught.

Finally, parents should be made aware of the school policy via the school prospectus.

Appendix 1

Prior to Visit

Complete a risk assessment form and have it signed by the Head of School/ AHT and a copy to all adults involved

1. Identify possible visit or trip – always link to areas of learning or curriculum. Identify party leader and party organiser.
2. Discuss proposal with Assistant Head teachers or Head of School.
3. Once permission has been granted, check if the date clashes with any already in the diary. Then make arrangements with the venue.
4. Complete a risk assessment which Calculate cost involved, include transport, (3 quotes), insurance, admission charges and extra adults with the school office. Please do not arrange parents/carer volunteers yourself.
5. Letter to parents/ Parent Pay assessing financial viability of the visit and gaining parental consent
6. Risk assessment and parent meetings as appropriate.
7. Book coach, confirm in writing and keep copy of letter. (Administrator)
State time of arrival at school and return time. (Administrator)
8. Cancel school meals with contract service (At least 2 weeks' notice) (Administrator)
9. Cancel milk if appropriate. (Administrator)
10. Identify extra adult helpers - male and female in mixed parties (see suggested ratios).
11. Preliminary visit to venue where possible.
12. Identify special needs/medical needs/problems for particular children (e.g. travel sickness)
13. Prepare group lists for all helpers.
14. Send out final details to parents including itinerary and emergency contact at school.
Make clear the anticipated time back at school.
15. Notify staff and SEN support staff as appropriate.

Day of Visit.

1. First Aid kit and emergency kit as appropriate.
2. Telephone if possible (Leave contact numbers in school)
3. Buckets, bin liners, paper towels, saw dust. Inhalers / Medication where appropriate

4. Money or cheque(s) for expenses.
5. Packed lunches.
6. Establish emergency contact at school is unchanged.
7. Details of venue including maps if appropriate.
Copy of venue details and itinerary to be left in school with the Head Teacher.
8. All necessary equipment is available including a list of items taken.
9. All children have the appropriate clothing.
10. List of all children on each coach with teacher.
11. Lists of all groups to all staff and parent helpers.
12. Parents reminded of their role on the day.

Before Leaving the Venue.

1. Check face against name of all children on the coach.
2. If two coaches involved the visit leader must be satisfied that all children are accounted for before any coaches leave.
3. Check all equipment is on the coach.
4. Check all children have bags, clothing etc.
5. No children in the front seats or centre rear seat of coaches.
6. All children seated and seat belts on.
7. Order a coach with extra seats to leave front & back free for added safety

Return to School.

1. Leader satisfied all children have been collected or allowed home according to parents' wishes. No child is to be left at school alone.
2. Return First Aid kits and other equipment to the office.
3. Inform EHT/HoS of any incidents immediately and final numbers for insurance purposes.
4. Make well-earned cup of tea or coffee.

Appendix 2 – School risk assessment



St Paul with St Luke Primary School RISK ASSESSMENT

Class:	Venue:	Date of visit:
Activity:		Assessment Date
Names of adults including:		
Name of first aider: this must be an adult who is not 1:1 with a child on the trip		School mobile number: 075 7248 7947 or 075 2286 7942 or 075 2286 8439 Trip leader's mobile number: Group leaders' mobile numbers:
Cover implications: which adults are going and how are they being covered (break duties/ in class support/late duty/after school clubs)		

HAZARD (List significant hazards which may result in harm or affect several people, e.g. children in water, busy roads, crowded places, becoming lost or separated)	Who may be affected?	Risk rating L M H	CONTROL MEASURES e.g. lifeguard present, discuss road safety with class, adult : pupil ratio, mobile telephone numbers	ANY FURTHER ACTION e.g. pre / planning visit; training; support for inexperienced staff
Crossing Roads	Pupils	L	Pupils group together, wait for green signal or for road to be clear of traffic before one adult leads whilst another adult waits in the middle of the road and one adult walks at the back of the line	Vigilant/ wait for signal. Make sure an adult stands in the road to ensure safe access and wait for all pupils to cross.
Walking on pavements	Pupils	L	Pupils walk in pairs lead by the group adult	Teacher has pre visited the Genesis by taking the bus and walking to make sure the route is clear and safe. To make sure there are no obstructions on pavements and signal if any.
Getting lost	Pupils	M	Pupils are in pairs and head count when leaving school, crossing roads, entering and leaving school. (Recommended 1:8 (Year 1 to Year 4), 1:10 (Year 5 and 6) and 1:4 (EYFS) ratio). Children given clear instructions and boundaries about where they can/cannot go and always working in groups supervised by adults.	
Getting on/off the bus/tube	Pupils	L	Pupils stand in their partners with allocated adult when getting off the bus/tube	Class teacher to go over class expectation of behaviour and safety at the Genesis

To be completed at least 3 weeks prior to educational visit.



St Paul with St Luke Primary School RISK ASSESSMENT

Using toilets	Pupils	L	Adults will accompany pupils to the toilets and wait outside. They will be given clear instructions and boundaries about where they can/cannot go and to wait for their adult.
COVID IMPLICATIONS Hand hygiene Ventilation			Practise good hand hygiene – take hand sanitiser and sanitise hands on leaving and returning to school. Where possible ensure good ventilation.
MEDICAL/BEHAVIOUR/SEND needs			
<p>Please identify above any pupils undertaking the activity for whom special arrangements may be necessary. A specific Risk Assessment form must be completed if the standard activity is varied.</p> <p>I have read and understood this risk assessment. Signed: _____ Date: _____</p>			

APPENDIX 4

CODE OF CONDUCT FOR OUTDOOR VISITS.

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. We listen to our group leader and do exactly as we are asked, the first time of asking.
3. We travel on coaches sitting down safely - we never change places or shout loudly.
4. We stay with our group and always ask permission to go elsewhere (toilets etc.)
5. We walk quietly wherever we go not disturbing other people, along pavements in pairs keeping next to the wall-side.
6. We respect property by not sitting on walls or touching cars. Looking after vegetation and not pulling it.
7. We obey the country code when in the countryside.
8. We always leave places as we found them without litter. Do not bring bottles or cans.

Appendix 5

Notes for Parent Helpers

1. Provide a précis of work to which the visit relates including historical context where relevant.
2. The main purpose of the visit (apart from enjoying it!)
3. Where there is a busy schedule an indication of those places, activities etc. which are essential and those which are desirable.
4. An invitation to get involved with the teaching process where they feel able, they are not being presumptuous.
5. Encouragement not to force information onto children but to allow them to observe and 'discover' for themselves.
6. Not to spoil a child's visit by insisting on writing and drawing. Better to look and talk and write later.
7. Reassurance that visits are demanding on energy and are not easy.
8. A thank you for their help on the day and an invitation to get involved again.

APPENDIX 6

GUIDANCE FOR VOLUNTEERS ON A TRIP

We really do appreciate your help when we go off site – it would be very difficult to take classes on trips without volunteers to help.

The class teacher will give you a list of children for whom you are responsible.

Parents / Carers may not always have their own child in their group.

All children must stay with their group and the group adult at all times.

The class teacher sets and leads the rules, routines and expectations for the day.

Please help the teacher by ensuring your group follows all instructions.

If the trip involves a coach journey, please help the children in your group to put on their seatbelts. Children are not allowed to eat or drink on the coaches. The class teacher will have sick bags if needed.

When walking in the street please stay road side to the children. Teachers are in charge of positioning adults when it is time to cross a road. Parent volunteers are not involved in this and continue to walk with the children as they cross the road.

The class teacher is responsible for all first aid and medication. They will inform you of any specific medical issues (such as asthma or allergies) of children in your group.

If there is a medical emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents / carers in emergency situations.

If you need to leave your group for any reason, e.g. to take a child to the toilet, please inform an adult before you do so.

Volunteers are asked to keep the same degree of confidentiality on visits as in school. Please do not share information regarding the trip with other parents/ carers.

Do not make calls or texts while on the trip. Ideally your mobile phone should not be used at all.

Do not use your mobile phone to take photographs; the teacher will have the class camera.

If a child says, or does, anything concerning to you, do not ask any leading questions or try to deal with this on your own – instead alert the class teacher immediately.

If you have any queries or problems concerning the trip, please talk to the class teacher.



APPENDIX 7

Local visits

When children are admitted into the school, parents have the option to sign to give consent for local trips and visits. A visit is regarded as 'local' if it is within 15 minutes walking distance of the school. It is good practice to inform parents and carers in a timely manner of this visit/ trip even if signed permission is not required.