

ESSEX PRIMARY SCHOOL

Educational Visits

Policy

Reviewed June 2016
Next Review due June 2019

Educational Visits Policy

This policy must be read in conjunction with Newham's Guidance on Educational Visits (SP54) - a copy of which is available in the School Library.

At Essex Primary School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits should:

- Have a stated educational purpose
- Provide pupils with first hand experiences
- Enhance learning opportunities
- Develop personal and social skills
- Provide meaningful links between curriculum areas
- Enhance pupil's learning in a range of curriculum areas

Visits include:

- Local visits
- Half or full day visits which require transport
- Residential visits

Consent Forms

Consent forms should be completed by all parents during admission. (See Appendix 3)

Planning, Risk Assessment and Preparation for a visit

Planning for the visit and the risk assessment must be completed at least one week prior to a visit taking place or it will be cancelled.

- Visits are planned as part of half-termly or termly curriculum planning.
- A proposal for a visit and the date must be agreed by the EVC (Educational Visits Coordinator - Deputy Head Teachers)/Head Teacher.
- The visit must be put in the diary in order to avoid clashes with other events and staff availability.
- The risk assessment for the visit must be authorised by the EVC (Deputy Head Teachers) or the Head at least two weeks before the planned visit can be authorised.
- All letters to parents must be sent to the EVC (DHTs) for approval before sending them to parents.
- The admin staff must be informed with regards to packed lunches as soon as the visit is authorised (two weeks before the visit). It is not acceptable to request 'last minute packed lunches'.
- Any travel tickets must be applied for well in advance.
- The HLTA must be informed of the visit to organise for accompanying adults. This must then be approved by the EVC (DHTs).
- Where possible teachers should avoid making visits as year groups, not more than 2 classes at a time.

- First Aid provision must be considered when assessing the risks of the visit. For most visits, a member of staff with a good working knowledge of first aid will be adequate.
- First aid kits must be taken on all visits.
- A separate RA must be completed for pupils with individual needs. This must be signed by the parent and then by the EVC (DHTs).
- Supply Teachers must not act as Leaders in charge of visits.

Risk Assessments

The Risk Assessment is a legal requirement for all activities involving pupils which take place off the school site. The Risk Assessment form must be submitted for final authorisation in order for a visit to take place. The original copy must be given to the school office to keep in a file for reference and a copy should be given to all staff taking part in the visit. (See Appendix 1 & 2) Visit Leaders should check if venues have their own risk assessments for reference, this must be attached to the main risk assessment.

Staff taking children swimming or places for frequent visits should take a copy of a generic risk assessment with them and make recommendations to the EVC where they feel changes should be made. This must be read fully, initialled and dated each time.

Adult to child ratio

The ratio of adults to pupils for educational visits involving transport as a minimum must be as follows:

1:4 in Foundation Stage

1:6 in Years 1-3

1:10/15 in Years 4-6

The number of adults will depend on the nature of the visit and the amount of supervision needed. The needs of the class and individuals should also be taken into account.

First Aiders

It may not be necessary to have a trained first aider accompany a visit. With the exception of pupils aged below five when a paediatric first aider should go. Ofsted recommends that one accompanies pupils below 8 yrs old.

Inclusion

All pupils must be considered when planning an educational visit. Pupils with SEND or behavioural difficulties must not be excluded from a visit unless every effort has been made to include them and meet their needs. It may be necessary to discuss each individual case with the Head or Deputy to ensure learning aim is met. An educational visit is part of the curriculum and as such exclusion from a visit should not be used as a strategy to punish or negotiate with a pupil. In cases where a pupil's behaviour may endanger the safety of the group and/or cause disruption to the visit it will be necessary to consider all options before excluding a child from taking part. Parents may be asked to accompany their child and take responsibility for them. If this is not possible the child must attend school as normal.

As far as possible every attempt must be made to allow a pupil access to the curriculum - and the aims/LO: of the visit. This does not have to be done off site but every effort must be made to ensure that a pupil is not excluded from a visit because of an SEND issue.

Travelling arrangements

It is important to arrange for free transport tickets if the journey requires the use of London Transport. An application should be made as soon as a visit is planned or at least three weeks in advance of the visit if tickets are to arrive on time.

Access arrangements for pupils with SEND must be considered. Teachers should consult with the SENDCO or SMT in order to consider the needs of a particular pupil.

Online bookings can be made by logging on to the Transport for London website. www.tfl.gov.uk/schoolparty Username and password is available with the Senior Admin Officer (Finance).

When using public transport it is important to consider:

Buses

- Where you will sit
- What you will do if the bus is full
- How long the journey will take

Trains

- Your route - at this point consider the shortest route, the least number of escalators, transfer between stations
- How you will take the pupils down escalators. One adult should remain at the top/bottom while another adult travels to the top/bottom of the escalator on their own.
- When the adult reaches the top/bottom the other adult will begin to put the pupils on the escalator one at a time. Pupils should be reminded to stand on the right with their hand on the handrail. Other adults will accompany the pupils at regular intervals.
- When getting on a train the visit leader will organise one adult to go onto the train and one to stay on the platform until all the pupils are safely on the train.
- When leaving the train one adult must stay on the train until all of the pupils are safely on the platform before getting off themselves.
- When walking to a destination; pupils should walk on the pavement and use crossings. Adults should walk on the right of the pupils (nearest the road). Nominated adults should stand in the road while the pupils are crossing to ensure that they cross promptly and that traffic is made to stop.
- Make sure that your risk assessment shows what you will do in the event that someone is left on the platform; the group is split up; the trains are cancelled.

Headcounts

- Regular headcounts of pupils should take place
- All adults must carry a list of pupils and adults involved in the visit

- Pupils should be easily identifiable; school uniform should be worn except in special circumstances
- Pupils should not wear name badges but can wear a badge with the name of the school and school phone number
- Rendezvous points should be established by the group leader, all adults and pupils should be aware of what to do if they become separated from the group

Remote Supervision

This is not appropriate for children unless it is in the same room. For supervision of Yr. 6 children during residential visits see Residential Visit Section

Conduct of Pupils and Adults

Children must be reminded of behaviour expectations prior to the visit and must be told:

- How they are expected to walk along pavements
- How they should wait at bus stops or on station platforms
- That they must sit down on coaches and other means of transport, if this is not possible they should stand near an adult and hold on to handrails
- How they are to board buses and trains
- How they will cross the roads
- How they will conduct themselves at the place they are visiting
- When they will be eating
- What they should do if they get lost

All adults must be provided with a copy of the RA and the group leader should go through it with them prior to the visit.

All accompanying adults should be briefed by the visit leader and everyone should be clear who the leader is. A meeting should be arranged before the visit takes place and all adults made aware of travel arrangements, groupings, emergency arrangements, and activities.

When organising groups you must consider:

- The dynamics of the group and subsequent groupings
- Whether the leader should oversee all groups or have their own group
- SEND requirements

Letters to parents/carers

Once the details of the visit have been confirmed then a letter to parents and carers must be written. The letter should be checked by the EVC (DHTs) / Head and a copy should be given to the school administration staff. The letter should include details of:

- Venue
- Date
- Departure and arrival times

- What the pupils should wear (school uniform should be worn unless the pupils are taking part in a particular activity which requires them to dress up e.g. as Victorian children, or if they were going to a farm and were expected to get very muddy). It is the teacher's responsibility to make sure parents/carers are aware of the clothing requirements for the visit.
- What to take
- Packed lunches
- Cost, including a statement about voluntary contributions. Every effort should be made to collect contributions but no child should be left at school because of financial difficulties.

It is not necessary to ask for permission as all children should have completed a consent form on admission, however it is important to check that all children have brought one back (updated list is in the school office). A consent form is needed if the visit is out of school hours.

Safety

(Refer to Newham's Guidance for Educational Visits)

- Pupils must be supervised by an adult at all times, including lunch times
- A suitable place for lunch and toilet facilities must to be considered
- Staff must make an assessment of any potential hazardous situations before the visit takes place, e.g. children's playgrounds
- All adults must be comprehensively briefed so that they know the itinerary, which group of pupils are in their charge, the aims of the visit, and exactly what their duties are.
- All staff and pupils to wear high visibility jackets depending on the nature of the visit.

Action Planning for Emergency

(Refer Newham Guidance for Educational Visits)

Adults involved in the visit, including those involved back at the school such as the Head or Deputy, etc., should have a prepared plan of action ready to put into operation automatically and in the shortest possible time should a serious incident, accident or a death occur involving members of the party on the visit whether in this country or abroad.

Planning for Emergency

Non serious (tube delayed, transport disruption)

- Teachers must have emergency contact numbers
- A copy of the emergency procedures and Risk Assessment should be taken on visit
- Phone school and inform them of the delay so that parents can be alerted
- Visit leaders will consult Risk Assessment and decide whether to put Plan B into operation.

Serious (serious injury, hospitalisation, involvement of emergency services or media)

- Visit leader should ensure all pupils and staff are safe from danger
- Phone emergency services and the school
- School inform LA contact or NPW
- Allocate one adult (not the leader) to accompany any injured pupil or pupils to hospital
- Pupils should return to school under adequate supervision

- A careful, written record of all facts and circumstances should be made as soon as possible
- Head teacher guidance and procedures can be found in the latest guidance.

Dealing with Emergency

If an emergency occurs on a school visit the visit leader should maintain or resume control of the group overall. The main factors they should consider include:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the groups are safe and looked after
- Establish the names of casualties and getting immediate medical attention
- Ensure that a Teacher/TA accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together
- Notify the police if necessary
- Ensure all group members are following the emergency procedures and the roles allocated to them - revising and re-directing as necessary
- Inform the school
- Pass details of the incident to the school include: nature; date and time of incident; location; names of casualties and details of injuries; action taken so far and action yet to be taken;
- Write down an account of the incident as soon as possible
- Complete an accident report form as soon as possible
- Do not speak to the media
- Do not accept liability for anything
- Keep receipts for any expenses incurred.

Group Control and Organisation

It is beneficial to develop a school approach to moving around outside school, starting from Nursery and Reception. Frequent experience of travelling in a group eliminates anxiety and excitable behaviour.

Our Approach:

- Short walks around the school grounds or in the local area
- Regular planned visits
- Theme activities to develop lifelong learning skills
- High expectations of behaviour
- Children are encouraged to consider codes of conduct
- Clear roles and responsibilities for adults

Types of Visits

For visits which require more detailed safety procedures e.g. farms, seaside, swimming pools, woodland areas etc. Risk Assessments must be written in consultation with the Educational Visits Co-ordinator and with reference to the Borough Educational Visits Guidance.

Residential Visits

All residential visits follow:

- Newham's guidelines

- School policy on educational visits

All Year 5 & 6 classes have the opportunity to be taken to Fairplay House. The visit includes work on Geography, History, PSHCE and PE. The appropriate ratio for adult to pupils is used based on the policy and additional staff are available at the Centre.

Residential visit must be planned well in advance. Prior to any residential visit, the staff responsible must:

- Check for suitability and safety, especially appropriate safety standards in outdoor activity centres
- Look at disabled access/facilities/arrangements
- Collect information about the venue and its surrounding area
- Find out location, address and phone numbers of the local doctor's surgery, nearest hospital etc.

Following the initial visit, curriculum plans must to be finalised with the centre staff. A parents' meeting is arranged. This should explain:

- Purpose of visit
- Costs, including a planned saving scheme
- Practical arrangements
- Itinerary
- Arrangements for supervision and safety
- Insurance arrangements
- Medical and emergency arrangements
- Consent forms

Further preparations:

- A detailed itinerary
- Contact numbers of parents and staff
- Medical and dietary arrangements needed
- Rotas of staff on duty
- Use of leisure time
- Stand-by staff arrangements (They must be available throughout the entire event, and must hold all information, contact numbers, hotel numbers etc., to enable them to respond to an emergency at either end)

During the visit:

- Staff must ensure the adequate supervision and safety of all children at all times
- In the case of any emergency, the appropriate adults at school must be contacted immediately
- Children should know which adult is on duty at all times and what to do if they have a problem at any time

Appendix 1

PLANNING AN EDUCATIONAL VISIT – Sections in bold must be completed first & then the forms must be given to Deputy Head Teacher at least 2 weeks prior to visit.

All other parts of the form plus detailed risk assessment must be completed after confirmation from DHT and copies given to Phase leader and Office for reference.

Place to be visited:		Educational Value:
Proposed Dates:		Classes:
Provisional Cost per child:	Provisional Cost per adult:	
Pre-visit arrangements:		Visit proposal validated by DHT:
		SMT checked
Visit date in school diary: (Tick when details are entered)		Letter sent to parents: (Tick)
Named Visit Leader: Mobile:		Cost to pupil:
Accompanying adults – (please first check availability of support staff with HLTA)		Cost to be claimed:
		Any duties to be covered & by whom:
		Packed Lunches booked: (Finance officer's signature)
Children with individual needs		First Aid provision: <i>To take a First aid kit.</i>
		List any children who are not going on the trip and arrangements for them for the day:
Leaving school at:		Returning by:
Procedures if delayed: <i>Call the school</i>		
02084720322		

Plan B arrangements

What would you do if the destination station or the place to be visited were closed?

What would you do if you were required to leave your mode of transport before your destination?

What would you do if a child is taken ill during the journey or at your destination?

What would you do if a member of a child's family met you during the visit and asked to take the child with them?

What would you do if you found a child was missing from your group?

Group Leader signature: _____ Date: _____

EVC/Head Teacher's approval signature: _____ Date: _____

Appendix 2 - RISK ASSESSMENT

Ratio:

Head Teacher: *Rosie Cowan*

Risk		Who might be affected / harmed?	Precautions / Actions	Any further actions
1	Transport	Children		
2	Medical Asthma First Aid Emergency	Child		
3				
4				

Group Leader signature: _____ Date: _____

Head teacher's approval signature: _____ Date: _____



Appendix 3

ESSEX PRIMARY SCHOOL

EDUCATIONAL VISITS: PARENTAL CONSENT FORM

Essex Primary School acknowledges that educational visits form part of the school curriculum and whilst your child attends the school, it is expected that various educational visits will be organised during the school day to support the teaching of the national curriculum. Your child is expected to attend all visits.

You are asked to complete and return this consent form. All visits will be subject to the general conditions set out below, unless specifically notified otherwise in writing.

You will be informed prior to each visit taking place.

The types of educational visits which your child is likely to experience are:-

- Museums/Galleries,
- Seaside/Parks,
- Zoos/Farms,
- Cinema/Theatre,
- Places of religious interest,
- Sports events,
- Educational institutions (other schools or education settings).

1. I agree to my child (insert child's name) _____ taking part in educational visits which may occur from time to time during the course of the year.
2. I understand that the school and the organisers will take all reasonable and proper precautions for the care and safety of my child and of his/her personal property.
3. I agree to inform the school of any relevant medical or other special circumstances affecting my child, including any treatment during the course of the visit.
4. I understand that if my child should need emergency medical treatment, every effort will be made to contact me before treatment is given. If, however, this is impossible, I give my consent to my child undergoing emergency medical treatment.

Signed: _____ (Mr/Mrs/Miss/Ms)

Date: _____ (Parent/Carer)

Address: _____

Telephone No: _____ (Home)

_____ (Mobile)