

**ESSEX PRIMARY SCHOOL**

# **Educational Visits Policy**

Reviewed                      September 2019  
Next Review due              September 2022

## **Educational Visits Policy**

This policy must be read in conjunction with Newham's Guidance on Educational Visits (Guidance for Educational Visits and adventurous activities with National Guidance & Evolve - 2018) – a copy of which is available in the Policy folder on Google Drive.

The governing body of Essex Primary School believes that pupils benefit enormously from taking part in educational visits. These provide opportunities for pupils to undergo a wide range of experiences to enhance their learning outside the classroom as well as to help them develop skills and confidence. Longer visits in particular encourage greater independence.

The DFE Health and Safety: Advice on legal duties and powers, February 2014 states:

*Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.*

*It is important that children learn to understand and manage the risks that are a normal part of life.*

*Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.*

*Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.*

The governing body delegates to the Executive Head Teacher and Associate Head Teacher the responsibility for establishing the detailed procedures, consistent with the LA guidance.

These detailed procedures will encompass the following:

- Approval of an educational visit by the Executive or Associate Head Teacher
- Arranging and obtaining consent from parents
- Acceptable supervision and ratios
- Insurance arrangements
- Competence of the visit leader
- Planning procedures including risk assessment
- Conduct and safety
- Information to parents/carers
- Emergency procedures including first aid arrangements and Plan B
- Specific arrangements including those for pupils with special educational needs (SEN) or disability, residential visits, visits abroad and any visit involving particular risk e.g. outdoor and adventurous activities (OAA)
- Evaluation and monitoring
- Travel arrangements including use of public transport, use of school minibus, coaches and use of private cars (cabs)

The Executive Head Teacher, Associate Head Teacher and Educational Visits Coordinator will maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the governing body (or equivalent) as appropriate.

### **Approval of educational visits**

The Educational visits co-ordinator will submit the approved risk assessments to the Executive/Associate Head Teacher.

The final approval of all educational visits will be made by the Executive Head Teacher or the Associate Head Teacher.

### **Consent and Information for parents**

Written consent from the parent/carer is not required for pupils to take part in the majority of visits organised by Essex Primary School (except for nursery pupils) as most take place during school hours and are a normal part of education at school.

All Parents sign a general consent form for educational visits when their child is admitted to the school.

Medical consent forms part of our consent form. Parents will be asked to agree to their child receiving emergency treatment deemed necessary by the medical authorities. Parents will be expected to inform the school of any changes to medical conditions and needs prior to educational visits. Parents are expected to keep the child's details updated on the schools records.

Parents will be informed by letter of any educational visits outside the local area that their child will be participating in.

The school will provide a free packed lunch for all Reception, KS1 & KS2 pupils during visits over half a day. Parents will be required to indicate if they wish their children to receive this lunch, this request will form part of the permission letter which advises parents of the visit.

One off consent forms may be required if the visit or an activity within the visit is considered a higher risk e.g. Ice skating. If parents withhold consent, the child will not be taken on the visit but the curricular aims of the visit will be delivered to the young person in another way. If parents give conditional consent the Executive Head Teacher will consider whether the pupil attends the visit or not.

### **Acceptable supervision and ratios**

*Recommended* ratios are as follows:

- EYFS                                    1 adult to every 4 pupils
- Years 1, 2 & 3                    1 adult to every 6 pupils
- Years 4,5 & 6                      1 adult to every 10/15 pupils

Ratio is dependent on the age and experience of the pupils, as well as the distance, length and type of visit planned. The Educational Visits Coordinator and Executive or Associate Head Teacher will agree with visit leaders the suitable number of adults needed.

All new teachers will be inducted to the Educational Visits policy by the Educational Visits Co-coordinator. Autumn and spring term visits must be led by an experienced teacher. NQT's will not lead a visit until the summer term. Teachers new to the school will not lead a visit until they have been inducted to the Educational Visits policy.

### **Educational visits and insurance - refer to Newham Educational visits Policy**

The London Borough of Newham arranges public liability insurance and offers this to schools as part of a service level agreement (SLA). This means pupils and staff undertaking Educational Visits are insured under LBN's public liability insurance.

The council has public liability insurance. This means that the council is covered for any acts of negligence by its staff, which results in injury to young people or loss of, or damage to their property. In such circumstances of negligence by the council, the parents/carers of young people may claim compensation for the injury that has been suffered. This insurance covers all activities whilst in the care of school staff.

The council has arranged school journey insurance that may compensate for injuries or other loss which may occur in the course of an educational visit in the UK or abroad where there is no negligence by the council's staff. This insurance also covers medical expenses and cancellation where valid. Parents/carers who wish to have additional insurance must make their own arrangements.

### **Planning procedures including risk assessment**

- Before any Educational Visit is booked, a visit proposal must be submitted via email to the Associate Head Teacher, discussions must take place with the year group leader and the team.
- If required, the mini bus or coach booking request must be submitted to the office. It is the visit leader's responsibility to ensure there are enough seats for staff and pupils.
- A risk assessment must be submitted for all visits via the Evolve platform, this is to be completed by the visit leader/s.
- The visit leader must include any relevant 'Event Specific Notes' related to their pupils, medical needs, the journey and arrangements at the venue (See appendix 2.)
- The Schools generic risk assessments which must be edited according to the needs of the visit must be attached electronically to Evolve (See appendix 3.). This must form part of the staff and pupil briefing.

- The risk assessment must be submitted to the Educational Visit Co-ordinator for approval at least two weeks before the visit, unless by prior arrangement with the Executive or Associate Head Teacher .
- When the EVC approves the visit they will submit it to the Associate Head Teacher for final approval.
- Once approved a copy of the risk assessment must be provided to the office prior to the visit leaving school.

Preliminary visits are required when:

- The venue is new to the school
- Pupils are to be included whose special needs require specific risk assessment
- The environment presents particular potential hazards

In the case of residential or foreign visits only registered and approved companies with comprehensive risk assessments will be used. The risk assessment will be completed in conjunction with the visit leader, the Executive Head Teacher, the EVC and other relevant parties. Advice will be sought from School Support and Relationship Management at NPW.

### **Emergency procedures and Plan B**

Risk assessment forms are personalised for each educational visit and must include details for;

- Emergency procedures and a plan B
- Named first aider/s.
- Specific arrangements including those for pupils with special educational needs (SEN) or disability.
- Arrangements/considerations for any visit involving particular risk.

During periods of heightened national security visit leaders may need to consider venue and location of visit and add extra plan B measures to the risk assessment. Educational Visits Coordinator will liaise with Head teacher and inform staff of any updates from NPW.

### **First aid procedures**

- Visits with children aged five and under require a paediatric first aider.
- Visits with children six and older do not require a first aider but there must be a named person to administer first aid. The nature of the visit and the age of the children and the medical needs of individuals in the group must be taken into account when considering the person to be named as a first aider.
- The names and medical conditions of pupils on visits arrangements must be detailed on the risk assessment.
- For pupils with an extreme condition such as epilepsy, severe allergies or allergies that require epi pens or conditions which require any medication a suitably qualified first aider must support the visit.
- Medicines/ equipment for pupils must be taken on all visits. Copies of Care plans and instructions for administering medicines and emergency procedures

must be held by the visit leader or appropriate adult. These must be shredded on return to school. The Executive Head Teacher must be informed immediately if these documents are lost, as this constitutes a data breach.

- Staff must not administer any medication, including travel sickness pills without direct authorisation from the Executive /Associate Head Teacher and signed parental permission. This information is located in the class medical file.

## **Conduct and safety**

The Educational Visits Coordinator will assess staff training and needs and will organise relevant training in agreement with senior management.

The visit leader must brief all staff and volunteers prior to the visit about learning outcomes. The visit leader and first aider will take a risk assessment on the visit, there must be one copy of the risk assessment available to each group when travelling separately i.e. on multiple coaches .

All staff must follow the points outlined in Guidance for Staff on Educational Visits (Appendix 5), all staff have been briefed on expectations during staff briefing.

A member of staff must brief all children with regards to their conduct and safety, prior to the visit.

## **GDPR Compliance**

- The Evolve Platform is GDPR compliant, all personal pupil and staff information will be communicated via the platform.
- The visit leader will take a risk assessment on the visit. There must be one copy of the risk assessment carried on each coach or by each party if they are travelling separately. The first aider should also carry a risk assessment based on individual needs if required. These must be returned to the office for shredding at the end of the visit. The Executive Head Teacher must be informed immediately if these documents are lost, as this constitutes a data breach.
- Pupil's first names only will be used on the risk assessment regarding medical needs or special arrangements.
- In the case of sensitive information such as behaviour, emotional needs or other information which may be regarded as damaging to the pupils well-being initials only must be used, as staff will be fully briefed before leaving school, this information does not need to be carried on the visit.
- Recording of evidence on visits e.g. photos or videos, can only be recorded on school equipment. Transmission of this evidence may only be carried out via school secure systems. Loss of equipment must be reported immediately to SLT as this may constitute a data breach. **Staff must not use any personal recording equipment.**
- The school website will be used as appropriate to share information and photos of the visit. All other forms of sharing via social media are strictly prohibited.

### **Evaluation and monitoring**

Class visits must be evaluated by teachers attending the visit, feedback will be monitored by the Educational Visit Coordinator and discussed as appropriate with staff and feedback in staff briefings as appropriate.

### **Competence of the visit leader**

The Executive /Associate Head Teacher will make the final decision regarding the competence and suitability of the visit leader, staff and volunteers.

### **SEN arrangements**

Every effort should be made to ensure visits are suitable for all pupils within the class. Class teachers and visit leaders should assess and make specific arrangements for pupils with special educational needs. Visits should aim to be inclusive for all pupils, extra measures should be taken to include SEN pupils including, alternative methods of transport, suitable areas for changing, hoisting and toileting pupils, alternative timings, or additional support staff.

In the case of RP pupils or those with complex needs, where a visit is considered not to be purposeful, or meet the needs of the individual pupil or to be contrary to the pupils wellbeing, alternative visits should be arranged. Arrangements for SEN pupils will be detailed on risk assessments, where appropriate an additional risk assessment may be required to safeguard SEN pupils e.g. swimming.

### **Travel arrangements**

Travel arrangements including use of public transport, coaches, use of own minibus and use of private cars.

#### *Public transport;*

Where appropriate public transport will be used, risk assessments will explore safety for all pupils whilst boarding, leaving and waiting for transport.

As part of The Schools Party travel scheme the visit leader can contact Transport for London to book free travel. The scheme offers free travel on scheduled services on:

- Buses
- Tube
- Trams
- Docklands Light Railway (DLR)
- London Overground
- National Rail within Greater London
- National Rail outside Greater London between Amersham and Moor Park only

It does not offer free tickets on London River Services or Emirates Air Line.

Tickets can be booked up to three months before the date of travel, they must be booked 14 days prior to travel. TfL will provide assistance where possible, they can be contacted on 0343 222 1234 or via their website <http://www.tfl.gov.uk/info-for/schools-and-young-people/>. The user name and password can be obtained from the office.

**Appendices:**

Appendix 1 Procedures for organising Educational visits.

Appendix 2 Guidance for Event Specific Notes (ESN)

Appendix 3 Generic risk assessment

Appendix 4 Risk Assessment for a major Incident during an Educational Visit

Appendix 5 Guidance for Staff

Appendix 6 Educational Visit Parent consent form

## Appendix 1

### Procedures for Organising an Educational Visit

*This form sets out requirements for all visits as per Education Visits policy.*

<b>Planning and Organisation Procedures For Educational Visits</b>	
1	Visit proposal must be submitted and approved by the Executive / Associate Head Teacher, this must include the cost of the visit. (Check the school diary for suitable dates)
2	<p>Booking Venues and Transport</p> <p><b>Venue:</b> Complete a purchase requisition order and submit to the Office manager 8 weeks before the visit.</p> <p><b>Transport &amp; travel which involves cost:</b> Enquire the cost for travel from the office staff and discuss with phase leader with regards to cost per pupil for approval. Once approved by Phase leader and Associate Headteacher a booking request must be made to the office staff 8 weeks before the visit.</p> <p><b>TfL/ free transport:</b> Tickets can be booked up to three months before the date of travel, they must be booked 14 days prior to travel. TfL will provide assistance where possible, they can be contacted on 0343 2221234 or via their website <a href="http://www.tfl.gov.uk/info-for/schools-and-young-people/">http://www.tfl.gov.uk/info-for/schools-and-young-people/</a>. The user name and password can be obtained from the school office.</p>
3	<p><b>Evolve Risk Assessments:</b> A risk assessment must be submitted to the Educational Visits Co-ordinator at least 2 weeks before the visit. Ongoing or regular visits can have regular dates set in the diary, any changes must be logged with the EVC before the visit. The HLTA must be informed at least 3 weeks prior to the visit so that she can organise for the additional adults for the visit.</p> <p>The risk assessment must be completed as per Educational Visits Policy. There must a named first aider.</p> <p>The risk assessment must include Event Specific Notes on the main form (See Appendix 2).</p> <p>The School Generic Risk Assessment must be electronically attached, this must be edited appropriately to suit the needs of this visit (See Appendix 3).</p> <p>The visit leader will take a risk assessment on the visit. There must be one copy of the risk assessment carried on each coach or by each party if they are travelling separately.</p>
4	<p><b>Lunches:</b> The Admin officer will organise with the kitchen any lunches required, please inform them if there are any specific dietary needs. You must collect the lunches from the kitchen on the day of your visit.</p>
5	<p><b>Parents:</b> Please ensure letters are organised to inform parents, checked by the phase leader and then signed by Executive Head Teacher to be sent via school ping.</p> <p>If a parent wishes to withdraw their child from a visit please refer them directly to the Phase Leader first then Deputy followed by Associate and finally the Executive Head Teacher.</p>

5	<p><b>Briefing:</b> All staff must be briefed prior to a visit, it is advisable that this occurs at least one day before to ensure measures from the risk assessment are put into place. It is the visit leader's responsibility to brief staff; it is the individual's responsibility to ensure they have been briefed. All adults should be aware of the learning intentions for the visit.</p>
6	<p><b>Medication:</b> The visit leader and first aider must ensure all medication is taken on the visit. All copies of care plans and instructions for administering medication must be available. The correct medication and information must be carried on the correct coach when there are multiple groups travelling.</p>
7	<p><b>Prior to the visit:</b></p> <ul style="list-style-type: none"> <li>● Liaise with visit leader to ensure you have the correct number of adults.</li> <li>● Rearrange your playground duty and clubs if appropriate.</li> <li>● Ensure you have any money, tickets and travel cards you need on the day.</li> <li>● Liaise with Admin staff/HLTA for any first aid provisions (at least one day prior to visit)</li> <li>● Exchange mobile telephone numbers with all staff, ensure mobile phones are charged.</li> <li>● A copy of the risk assessment must be given to the main officer.</li> </ul>
8	<p><b>Day of visit:</b></p> <ul style="list-style-type: none"> <li>● Where there are multiple coaches or groups travelling separately a list of which pupils are on which coach/group must be left with the office.</li> <li>● Collect lunches from the kitchen.</li> <li>● Check all pupils with a lunch from home have an adequate packed lunch.</li> <li>● Check medication and first aid equipment. Any medication must be carried with the correct coach or group when travelling separately.</li> <li>● Ensure you have all tickets and documentation needed.</li> <li>● All staff must sign out of school.</li> <li>● Complete and sign your visit checklist and leave at the office.</li> </ul>

**Visit Checklist**

*All relevant sections must be ticked by visit leader and or class teacher before leaving school, this will be attached to your risk assessment. By signing this form you are confirming you have followed correct procedures .*

Copy of risk assessment given to office	
Total number of pupils	
Total Number of Staff	
Staff and pupils briefed	
All pupils have a packed lunch	
Medication and care plans (asthma pumps..)	
I confirm that I have followed all procedures as set out in the Educational Visits Policy	
Signed:	Date:

## Appendix 2

### Event Specific Notes (ESN)

Please use the following tick list to guide you through completing your risk assessment for Educational visits on Evolve. You can add the relevant sections in the Event Specific notes section at the bottom of each page. Anything not covered in the generic RA but is relevant for this visit must be covered in the Event Specific Notes (ESN).

<b>Route for the visit</b> <i>This must include the streets, bus /train journey and changes etc.</i>	
<b>Travel arrangements</b> <i>This may include times you plan to leave school, are due to arrive at the venue, a meeting time or point if classes or groups separate at a venue, numbers for coaches.</i>	
<b>Timings</b> <i>Times you plan to leave school, travel home, arrive back at school.</i>	
<b>First aider</b> <i>Please name your first aider and anyone else who has specific responsibility or training for a specific child.</i>	
<b>Medical needs</b> <i>List pupils and how medical needs will be met. If you have no medical needs please state.</i>	
<b>Dietary needs</b> <i>List pupils and how dietary needs will be met.</i>	
<b>Arrangements for SEND pupils</b> <i>Modes of travel, changing &amp; toilet facilities, medication, care plans, mobility considerations, access to venues.</i>	
<b>Behaviour</b> <i>How you will support/ organise groups where there are specific behaviour issues.</i>	
<b>Toilets</b> <i>Who, how and when will your pupils be supervised, provision for accidents.</i>	
<b>Accessing the venue</b> <i>Entrances, exits, travel from carparks, travel from public transport stops, meeting points, areas to be visited, where you will stop to work, eat, meet.</i>	
<b>Lunch arrangements</b> <i>Where will pupils eat, will this be weather dependent</i>	
<b>Plan B</b> <i>Weather, travel changes, current events, cancellations; what you would do if...</i>	
<b>Any extra measures related to individuals, your group or the venue which may be pertinent to your visit</b>	

**You must brief staff and pupils prior to visits**

### Appendix 3

#### Generic Risk Assessment – Travelling, Terrorism and Medical Arrangements

\*Staff to edit according to their visit

Issue	How to Manage it	To be informed		
		Parents	Staff	Participants
Walking to/from eg. <b>East Ham Station or Venue</b>  South Kensington Underground station to Science Museum	<ul style="list-style-type: none"> <li>● All staff and children to wear HVJ</li> <li>● Class teacher to do a headcount throughout journey</li> <li>● Pupils to walk sensibly and in pairs, and to remain by the garden walls/fences etc. (inside)</li> <li>● Adults should walk on the right of the pupils (nearest the road, by the kerb)</li> <li>● Adults to make children aware of any dangers</li>   <li>● Adults to watch out for cyclist and skateboarders</li> <li>● Pupils to stay by the adults</li> <li>● <b>Ratio 1:??</b></li> </ul>		✓	✓
Crossing the roads	<ul style="list-style-type: none"> <li>● Cross all roads at traffic lights/pelican or zebra crossings</li> <li>● Nominated adults should stand in the middle of the road whilst the pupils are crossing to ensure that they cross promptly and that the traffic has stopped</li> </ul>		✓	✓
Travel by the [district line] from East Ham South Kensington	<ul style="list-style-type: none"> <li>● Stay behind the yellow line</li> <li>● Walk forward when directed by the adults</li> <li>● Hold onto the handrails whilst the train is moving</li> <li>● The visit leader will organise head counts and one adult to go onto the train and one to stay on the platform until all the pupils are safely on the train</li> <li>● Head count must be done at various intervals to ensure all pupils with adults</li> <li>● 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.</li> </ul>		✓	✓
Terrorist Attack – transport <b>train or bus or venue</b>	<p>The teacher's/adult's roles are to:</p> <ul style="list-style-type: none"> <li>● <b>Remove the pupils/staff</b> from any potential danger from the carriage/bus (if safe to do so) or at venue</li> <li>● <b>Speak</b> to the transport/TFL staff/emergency services, and seek advice on the current situation</li> <li>● <b>Speak</b> to venue staff/emergency services and seek advice on the current situation</li> <li>● Find a safe location, as the tubes, trains, etc. will be stopped e.g. <b>A safe location is:</b> a school, any religious building, public house, restaurants e.g. McDonalds etc. but try to avoid shopping centres</li> <li>● Contact the school ASAP and explain the situation, as far as you know <b>e.g. number of injuries, fatalities, safe location, advice from emergency services, best routes home</b></li> </ul>		✓	✓

Travelling on escalators	<ul style="list-style-type: none"> <li>● One adult should lead and one adult to be at the end of the class</li> <li>● Adults will accompany the pupils at regular intervals</li> <li>● Pupils should be reminded to stand on the right with their hand on the handrail</li> <li>● Any emergency – press button for emergency call</li> </ul>		✓	✓
Coach Journey	<ul style="list-style-type: none"> <li>● Remain seated at all times</li> <li>● Seatbelt to be fastened correctly. <b>THEY MUST REMAIN FASTENED AT ALL TIMES.</b> Teachers are to check that all pupils have correctly fastened the seat belt.</li> <li>● If there are two decks, inform the pupils to hold the rail as they mount the stairs. Teachers to guide and support to ensure pupils are seated safely.</li> <li>● Bags and coats to be securely stored either above or under the seat</li> <li>● In the event of an emergency, follow the instructions as directed by staff and other significant persons e.g. police officers etc.</li> </ul>		✓	✓
At the venue <b>e.g. museum</b>	<ul style="list-style-type: none"> <li>Identify any dangers e.g. stairs, lifts, escalators, etc.</li> <li>Walk around slowly and carefully</li> <li>Adults to engage and discuss</li> </ul>		✓	✓
At the venue <b>Theatre/cinema</b>	<ul style="list-style-type: none"> <li>● Remind pupils to walk safely around the area.</li> <li>● Remind pupils to stay with their adult at all times.</li> <li>● Adult lead to explain to pupils the different hazards for the different types of electrical equipment.</li> <li>● Remind pupils not to touch any equipment</li> <li>● Remind pupils to be aware of their environment</li> <li>● Pupils are to hold onto the rail when walking up and down the stairs. A member of staff is to monitor.</li> <li>● Each member of staff is to monitor ensuring that all pupils are sitting in their seats correctly and not leaning over any front rails.</li> <li>● <b>STAFF MUST BE CLEARLY BRIEFED ON ACTIONS IN THE EVENT OF A FIRE</b></li> <li>● Visit leader to keep in close contact with theatre staff to ensure that pupils/staff are aware of any changes</li> <li>● <b>Visit leader TO FOLLOW BOMB SAFETY PROCEDURES – ENSURING ALL STAFF ARE AWARE AS WELL</b></li> <li>● Visit leader to contact school</li> <li>● Visit leader to complete a headcount and remind pupils to stay with the relevant staff members.</li> </ul>		✓	✓
Toilet Arrangements	<ul style="list-style-type: none"> <li>● Adult accompany pupil/group to the toilets – the adult must check toilets before allowing pupils in, then wait for all pupils.</li> </ul>		✓	✓
Lost Child	<ul style="list-style-type: none"> <li>● Adults to remind pupils to stay where they are if they are lost or to find another adult from the school.</li> </ul>		✓	✓

	<ul style="list-style-type: none"> <li>• Staff member to recount the pupils.</li> <li>• Inform security at venue to support</li> <li>• Visit leader or teacher assistant to call Mrs Ilyas (07764350936) or Mrs Mojzes (07764350937).</li> </ul>			
Public Photographs	<ul style="list-style-type: none"> <li>• Only authorised staff to take photos using school equipment.</li> <li>• If the general public takes a picture of the pupils, the visit leader should ask the specific person to delete the photo (for child protection reasons).</li> <li>• Visit leader must have photograph permission for pupils.</li> </ul>		✓	✓

## **Appendix 4 - Risk Assessment for a Major Incident during an Educational Visit.**

For the purpose of this document a Major Incident is defined as an incident which is declared as a major incident by the police, who will take control, and where relevant Local Authority's Major Incident Plan is initiated. Both the establishment's and the Employer's Response Plans will be required in order to coordinate with the police or other authorities.

**At the time of writing this document there is no advice against visits to venues and locations within the UK, including London.** The current threat level within the UK is 'Severe'. This situation provides the Government with the ability to focus additional resources, but there is no information at present to suggest that specific targeted risks have materially changed. The Home Office advises caution and awareness at all times, but does not advise the cancelling of activities in general.

The British Transport Police's security campaign "See it. Say it. Sorted" can support school visit leaders in the event that school visits are taken by rail or coach and can be found here:

[http://www.btp.police.uk/latest\\_news/see\\_it\\_say\\_it\\_sorted\\_new\\_natio.aspx](http://www.btp.police.uk/latest_news/see_it_say_it_sorted_new_natio.aspx)

Finally, the National Counter Terrorism Security Office provide security advice at <https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

In response to this as a school we have set down the following advice;

During periods of increased or high alert the Executive Head Teacher will decide if planned visits can go ahead. The school will continue to take advice from the relevant Government departments.

### **Local visits:**

Any local visits must be agreed with the Executive Head Teacher. When walking to local visits minimum of two members of staff to walk with pupils to location, both to carry mobile phones. School to be contacted on arrival and departure of visit.

### **Major attractions:**

- Prior to a visit pupils and staff must be briefed, sensitively and in line with their age about how to respond to a Major Incident; this includes knowing who their designated adult is, awareness of surroundings, following instructions from venue staff and emergency services in the event of an evacuation, meeting points in event of groups becoming separated, following run and hide procedures in the event of an attack.

- When visiting major attractions e.g. theme parks, museums, concerts etc, all pupils to be allocated to a designated adult for supervision throughout the day.
- Pupils must stay in view of their group leader at all times.
- Where groups decide to split there must be two adults/ two groups merged together at all times.
- The adults must organise designated places and times to meet.
- All staff must carry charged mobile phones with both school telephone number and the Executive and Associate Head Teachers' numbers. All staff on visits should have access to each other's numbers.
- Staff should be vigilant and aware of their surroundings and the location of pupils at all times.
- Groups should avoid congregating too long inside entrances to major public sites – stations, museums, sports stadiums, etc.
- If any major incident is declared during a time when pupils are out of school, the Executive or Associate Head Teacher will decide on any action which needs to be taken and contact visit leaders or other staff accordingly. Actions may include; pupils returning to school as soon as possible, staff being advised to seek shelter in a local school or public building (SLT will coordinate and liaise with NPW if appropriate).
- In circumstances where the incident does not affect the visit directly, any alterations to the visit required, such as a change in travel plans, must be coordinated between the Executive or Associate Head Teacher and the visit leader.
- In the advent of a major incident which directly affects the group, members of the public or the location in which the visit is taking place staff will follow instructions from the emergency services on how to evacuate or keep the group safe. School will only be contacted once pupils and staff are in a place and position of safety.
- In the advent of a major incident which directly affects the group, staff will support pupils to run and hide, as advised by current guidelines. Mobile phones must be switched to silent, alerts and vibrate modes must be switched off, until an adult feels it is safe to contact the emergency services. Staff and pupils will remain in hiding places until the emergency services find them. Staff will then follow advice from emergency services. This may mean that they will not be able to contact anyone else until emergency services advise it is safe. Once it is deemed safe, staff must contact school immediately, and the school will inform pupils and staff families as is appropriate.
- In all circumstances SLT will contact NPW for support. A media officer will be designated by SLT, this person will deal with all incoming calls from parents, SLT will provide updated information to be given out.

## **Appendix 5 – Guidance for staff on educational visits**

Educational visits are a required part of pupils' education, this means that any visit from school is a part of learning and development, as such expectations and behaviour of any pupils, staff or volunteers should be as an extension of the expectations and policies set out as part of normal school guidelines and policies.

### **Staff;**

Visit leaders should brief all staff and pupils prior to the visit.

It is the responsibility of all staff to ensure they have been briefed before leaving school. It is the responsibility of all staff to know the needs of the pupils in their care and to ensure adequate provision is made to meet these needs. All staff should know the learning intention of the visit.

All staff should be appropriately dressed, in line with the staff dress code, unless otherwise agreed with the Executive Head Teacher. All bags taken should be secure and easily transportable, rucksacks are preferable.

Mobile phones should be fully charged and numbers swapped with other staff on visits, please do not share your private number with any parents/carers. Mobile phones should be used in accordance with school policy and not used to access social media or for private purposes whilst supervising pupils. Phones cameras and other personal photography equipment must not be used during visits, unless previously organised with the Executive Head Teacher.

Support staff and volunteers should work with the visit leader throughout the visit to ensure safeguarding for all. This includes supervising pupils during lunch breaks and free time.

### **Pupils;**

All pupils should wear school uniform, unless otherwise directed, this includes footwear.

All pupils should carry their own packed lunches unless otherwise directed. Rucksacks should be requested to ensure pupils' hands are free during journey. Pupils should be encouraged to leave areas where they eat clean and tidy, all rubbish must be disposed of. All staff should supervise this.

All pupils should be briefed prior to visit. Behaviour expectations remain the same as in school

**One to one pupils;**

Staff responsible for one to one pupils should not be given a group of pupils to supervise. Dependent on one to one pupils needs, a small number of reliable peers may be chosen to accompany the one to one pupil and work alongside them.

**Travel;**

**Roads:** One adult should be in the road to direct and alert traffic at all times whilst pupils are crossing. Roads should be crossed at a clear point, where pupils can clearly be seen, avoid crossing in between cars.

**Coaches:** Adults should supervise pupils on and off of coaches, one adult on the coach to supervise seating and one adult outside vehicle to supervise boarding. Pupils and helpers must remain seated throughout the journey. Everyone in the party must wear seat belts. Staff should be seated at key points across the coach to supervise during the journey. On coaches which have secondary exit stairs, pupils should be warned about the danger and an adult should stand at this point to avoid accidents when children are getting on or off the coach.

**Buses:** Adults should supervise pupils on and off buses, one adult on the bus to supervise seating and one adult outside vehicle to supervise boarding. All pupils, staff and helpers must be seated if upstairs on a bus, all pupils and helpers must be seated if downstairs. There must be one seat per person. Where possible the party should remain together on the bus. If both upstairs and downstairs seating is required a member of staff must be present to supervise pupils on each floor. Pupils & helpers must remain seated throughout the journey. Staff must ensure the bus is stationary before pupils attempt to disembark.

**Trains:** Adults should supervise pupils on and off of train carriages, one adult on board to supervise seating and one adult outside to supervise boarding, at stations where there is a gap between the platform and carriage an adult should stand over the gap. London Underground staff will organise station staff to help if you alert them before your journey. Pupils must remain seated throughout the journey. Staff should be seated at key points across the carriage to supervise during the journey.

**Escalators:** Members of staff should be placed to ensure pupils are supported on and off of escalators, other staff should be stood spread amongst pupils to ensure safety.

Pupils and staff are not permitted to eat or drink during the journey.

**Medicines and first aid:**

All visits must have a named first aider. A first aid pack must be taken on every visit.

Asthma pumps: KS1 pupils must be placed in the group of the adult who carries their asthma pump. KS2 pupils may carry their own asthma pumps.

All medication should be checked for expiry dates prior to visit, instructions for administration or care plans must be taken on each visit. Medication should be carried by an adult who is responsible for administering it, the pupil should be placed in this adults' group. Medication given should be recorded and reported as per school policy on return to school.

All medication and equipment must be returned to first aid boxes and cupboards on return to school.

Accidents which occur during the visit should be recorded and reported according to the school policy.

**Emergencies;**

In the case of medical emergencies the named adult should deal with the emergency situation, other adults should supervise other pupils. School must be contacted as soon as possible, a member of staff will accompany the pupil to hospital. Staff will review the situation to assess if it is possible for the visit to continue.

In the case of a minor public incident pupils should be directed away from any danger, any pupil's issues or concerns should be addressed by staff. Please report these on return to school.

In the case of major public incidents or emergency, direction should be taken from venue staff, public transport staff or emergency services. Pupils should be taken to the nearest safe place so staff can assess the situation e.g. a school, public building, large shop. School should be contacted as soon as possible and options for return to school can be made.

**Appendix 6**  
**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)