

Educational Visits Policy

This policy refers to all educational visits which occur outside the school premises. Its purpose is to provide guidelines on how to plan and carry out educational visits, as well as to set out the roles and responsibilities of all staff involved in the process.

Aims and objectives for educational visits

At Grinling Gibbons, we aim to provide the best possible education for all our children and we believe that educational visits, and outdoor and adventurous activities are an integral part of this. They offer opportunities to enrich children's learning beyond the classroom, enabling them to learn through first-hand experience.

By taking the learning out of the classroom, we help to broaden children's experience and deepen their understanding of the world around them, as well as giving them the opportunity to apply some of the skills learned in school, elsewhere.

On residential visits especially, there are opportunities to develop social skills which have a long-lasting beneficial effect.

The different types of educational visits

The school runs a wide range of educational visits, all of which are planned carefully to support children's learning in the topics outlined on our long-term curriculum plan.

Examples of these could include:

- Short trips eg walks around the immediate area, and/or taking part in local activities such as swimming, visiting the library, Creekside or Deptford high Street etc
- Day and half-day visits to places of historical, environmental, religious or other interest, to support children's learning across the different curriculum areas
- Residential trips to Macaroni Woods

No matter what the visit, robust arrangements need to be made to ensure that the trip results in a rich, learning experience for the children. The safety of all concerned, is paramount, therefore an important part of organising any trip is to consider the dangers and difficulties which may arise, and to make plans to avoid them. Staff also need to know what to do if things do not go as planned.

Health and safety

All content of this policy complies with the following local and national guidance:

- The Lewisham LA handbook: 'There and Back Again' (2013 but currently under review);
- DfE guidance: 'Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies' (February 2014)

In addition, Lewisham LA has a named Adventure Learning Adviser who is able to give support and advice, and who has the responsibility of approving listed adventure activities. This is currently Ian McInnes (March 2017) and he is contactable via ian.mcinnnes@widehorizons.org.uk.

Roles and responsibilities

It is important that all staff understand their roles and responsibilities when it comes to the planning, organisation and carrying out of educational visits. The following sets out guidelines to support with this.

The Education Visit Leader (EVL)

The EVL for Grinling Gibbons is currently the deputy headteacher, who attended EVL training with Lewisham's Adventure Learning Advisor in February 2017.

It is the EVL's duty, to ensure that:

- all trips planned are purposeful and relevant to the children's learning and that they meet the employer's and school's requirements
- the party leader has researched the visit properly beforehand, and followed the school's procedures at all times, from the seeking approval stage through to evaluating the trip at the end
- all risk assessments are filled out to a good standard and that the party leader has taken all appropriate measures to ensure the safety and well-being of all adults and children going on the trip
- training and induction on educational visits are organised annually, and systems and practice are reviewed and monitored regularly
- up-to-date records are kept of visits, accidents or incident reports

It is also important that together with the Head of School (HoS), the EVL must ensure that any member of staff leading a visit has had their 'competence to lead' assessed, before any approval for a visit is given. Where a problem arises, the EVL and HoS are responsible for organising emergency arrangements.

The Governing Body

The Governing Body also has a specific role to play in all educational visits as it is responsible for ensuring that:

- guidance is available to inform the school policy, practices and procedures relating to the health and safety of pupils on educational visits
- the HoS and EVL are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities

- they ask questions about a visit's educational objectives and how these will be met
- visits are approved, where necessary, by the LA before bookings are confirmed
- the HoS and EVL have taken all reasonable and practicable measures to include pupils with special educational, medical or behavioural needs on a visit
- these procedures are reviewed with the HoS on an annual basis

The Head of School (HoS)

The Head of School is responsible for ensuring that:

- approval for visits is given, including liaising with the LA where appropriate
- the Governing Body is made aware of visits
- arrangements are in place for the educational objectives of a visit to be inclusive
- all accreditation or verification of providers has been met
- visits are evaluated to inform the organisation of future visits
- each visit has an appropriately competent party leader and that all staff are aware of the LA and school guidance
- the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from Lewisham's public relations unit.

The party leader

The party leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the children's health, safety and welfare. S/he must:

- be approved to carry out the visit, and be suitably competent and knowledgeable about the school and Lewisham's policy and procedures
- plan and prepare for the visit, including carrying out a pre-trip visit to assess the risks and filling out the agreed paper work **three weeks prior** to the trip taking place (most educational visit venues will offer this for free, and if reasonable, staff can claim back any costs incurred from carrying out the pre-visit trip)
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do

Please note: The party leader must weigh up **before the trip itself**, whether any visits to the gift shop will be made. If children are allowed to purchase something as a memento of their trip, this must be limited to a reasonable amount and all monies collected must be looked after by the party leader until such time as the children need it.

Adult volunteers

Wherever possible, all children will be accompanied on trips by teachers and non-teaching staff from Grinling Gibbons. However, we recognise that sometimes, particularly with the younger children, there will be occasions when we may need to ask parents and carers to volunteer to help, in order that the staffing ratios are met, and visits can go ahead.

In these cases, it is important that the party leader has met with all adults before the trip and that the following information is shared explicitly. This is to ensure that volunteers are clear about their roles and responsibilities during the visit, and so that they can fully comply with school and LA procedures. Volunteers are never allowed to bring younger children on trips.

Before the visit, all volunteers will be briefed as to what the destination is and the route to be taken. They will be given a copy of any appropriate paperwork, including the names of the children in their group, and an outline of the day's activities.

In order to keep everyone safe, we ask that all volunteers observe the following good-practice guidelines:

- The group must stay together at all times, therefore a volunteer is not allowed to take the children to the toilet by themselves, or out of the eye-sight of a member of staff.
- If the volunteer needs to leave the group unsupervised for any reason – for example to take a comfort break, or buy refreshments – then that needs to be agreed with the party leader and suitable arrangements made for the children to be supervised in his or her absence. **Smoking is not permitted on any of our school visits.**
- All volunteers must follow the instruction of the party leader and other staff members throughout the visit, and support with the control and discipline of children in their group. This means reminding the children that they are representing the school and need to set a good example of behaviour at all times, and praising them when they do so.
- If volunteers are concerned about the health and safety of any child at any time during the trip, they must speak immediately to the party leader or other staff members.
- No adult should ever give the children in their care anything to eat, drink, or money to spend, even if the child is their own.
- **The use of mobiles phones is not permitted for any reason** whilst supervising children during the visit – **this includes taking photographs of any children**, even the volunteer's own.
- We ask that volunteers always accompany the children all the way back to the school at the end of the trip.

Should the party leader have to enlist the support of **adult volunteers** who are not teachers at the school, s/he must ensure that they fully understand their role in relation to the above and that they sign the appropriate form to confirm this – see Appendix 4

Grinling Gibbons procedure for preparing for educational visits

The following set procedure is followed for the organisation of all educational visits, although the nature of each visit will determine the level of preparation required. In each case, a visit will proceed only when the EVL is satisfied that the party leader has made all reasonable preparations, and that the appropriate paperwork has been completed. A check list outlining these steps is available to support the party leader at the visit planning stage (Appendix 3)

- 1** Before any visit can take place, it must first be discussed with the EVL or Head of School, to ensure that it is appropriate in terms of learning / timing / budget etc.
- 2** If agreed, the trip date must be marked on the planner in the school office so that any potential date clashes can be identified.
- 3** Booking transport:
Transport needs to be priced and booked. Wherever possible, we take advantage of TFL's policy of providing free transport when children travel to educational visits by bus, DLR, overground, train or tube. However, this always needs to be booked at least **3 weeks in advance**, and is organised by the admin team in the office.

For younger children, or on longer trips, coaches may be used, however, these are usually expensive and need to be booked and costed as soon as the trip is organised.
NB: We are only insured to travel with coaches that have working safety belts fitted.

- 4** Parental consent:
If the trip requires payment and/or involves transport, letters informing parents about the trip must go out **at least 2 weeks before** the visit. All letters must be approved by the EVL or HoS before being given to the office to be sent out.

There is a standard Educational Visit letter on the server (Appendix 2) but as a guide, all trip letters should contain the following:

- information about where/when/why the visit is being organised, including the educational reason for the trip
- time of departure and arrival back in school
- details about transport arrangements
- requested voluntary contribution, including the proviso that the trip may not be able to go ahead if there are not enough contributions received
- arrangements for packed lunch with a slip to return requesting a school lunch
- clothing requirements if appropriate

A copy of the letter must be kept by the office for filing.

Trips within the immediate vicinity of the school, which take place within the school day and do not impact on lunchtimes, are covered by the educational visit letter which parents signed when their children first started at Grinling Gibbons, therefore no additional letter is needed.

- 5 Wherever possible, the party leader must carry out a pre-trip visit to maximise learning opportunities and to ensure that the journey to and from, and around the venue has been rehearsed and will go smoothly.
- 6 A risk assessment must be completed and a copy given to the EVL or Head of School **at least 3 weeks** before the trip using the form in Appendix 1. Particular consideration needs to be given to matters of first aid and staffing, as well as the risks involved in being off-site – see below for more detail.
- 7 Additional adults

The appropriate adult : child ratio must be in place for any trip to go ahead, therefore the number of TAs, LSAs, or other member of staff accompanying the visit, must be planned carefully in advance. However, it shouldn't be assumed that because they work in a particular class, on a particular day that they will automatically be available. Many staff have duplicate roles and if they are on a trip, it can have implications for cover. This must be checked first with the HoS/EVL

If parents/carers are needed to accompany a trip, they must be familiar with the Grinling Gibbons guidelines for adult volunteers on educational visits and the party leader must ensure they have signed the form to say they agree to follow them. (Appendix 5) In no circumstances, should a parent/carer be responsible for more than 4 children at a time, and for the EYFS, this number is 2.
- 9 Charging for trips / permission slips

All money collected must be fully accounted for. It should be handed straight into the office, along with the relevant permission slips, where it will be kept in a large envelope with the class list in the front. Office staff should note payment / permission granted with the date received next to each child's name. **3 days before the trip is due to commence**, the party leader must check with the office to see who has not returned permission / made a voluntary contribution. The party leader then needs to arrange for parents to be contacted.

First Aid

First Aid provision should be considered when assessing the risks of the visit. First-aid kits should be taken on all visits and if the visit involves splitting into groups, a kit should be taken for each group. Groups should always contain a qualified first-aider. The party leader must ensure that all appropriate medicines are taken e.g. asthma pumps and epi-pens and that this information is clearly detailed on the risk assessment.

Staffing Ratios

It is important to have a sufficient ratio of adult supervisors to children. At Grinling Gibbons, we adhere to the following recommended guidelines:

- Nursery: 1:1, and Reception: 1:2
- Key Stage One and Year 3: 1:6
- Key Stage Two: 1:10

In practice, however, this ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, transport and weather conditions. KS2 must never be less than the number quoted. Ideally EYFS would be the ratio quoted above but never be less than 1:3. Whatever the length and nature of the visit, regular head-counting of children should take place, especially on and off public transport. The party leader should establish rendezvous points at each new section of the trip, and make it clear to all adults and children what to do if they become separated from the party.

Risk Assessment

Risk assessments for all educational visits, must be carried out by the party leader, at least **three weeks prior** to the trip. The purpose of this is to identify all potential hazards, assess the risk of possible harm and put in place any appropriate control measures so that risks are reduced to an acceptable level.

In considering risk, the following need to be considered:

- generic risks which are the normal risks attached to any activity out of school
- site- or event-specific risks which relate to the particular type of activity that has been planned, and are outside the scope of the former
- ongoing/dynamic risks which relate directly to the monitoring of risks throughout the actual visit as circumstances change. These cannot always be planned for in advance, and may rely on the party leader having to make judgements during the visit itself eg where sudden poor weather results in transport being cancelled and alternative arrangements have to be made. This is why leader competence is a critical factor.

All teaching staff and members of the Inclusion team at Grinling Gibbons have received training on filling out a risk assessment in March 2017 using the agreed format (see Appendix 1). Wherever possible, staff are encouraged to think through 'Plan B' scenarios in advance, to pre-empt some of the common things that might go wrong on the day.

It is important that all staff attending the trip have seen and discussed the contents of the risk assessment, and all adults should sign it **before the trip begins**. All staff on the trip should carry a copy of it with them and a copy should be filed in the appropriate folder in the office.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), wherever possible, we keep costs to a minimum and take into account the overall cost across the year when planning visits. **No child should be excluded because they have not sent in a voluntary contribution. However, if no subsidy is available, then a trip may have to be cancelled where there are insufficient funds to cover the cost.** For some trips, classes may plan and carry out fund raising activities, in which case all money raised in this way, should be handed over to the office with clear documentation stating how much has been raised and what the money is to be used for.

Emergency Procedures

It is the responsibility of the EVL/Head of School to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- ensuring that there is a named contact point at school throughout the visit – this is usually the EVL or HoS, although the first port of call is likely to be the office
- all adults on the visit knowing who this is
- having a risk assessment which takes into account, access to an emergency (Critical Incidents) plan appropriate to the visit
- ensuring that parental contact information is up to date and accessible

Expectations of behaviour when off site

Before and during the visit itself, all staff must remind children that they are representing the school and that their behaviour should be exemplary. Any ground rules that are specific to the visit itself must be made clear to all who are going, and for anyone whose behaviour does not meet this standard, there will be consequences once the children return to school. If appropriate, poor behaviour off site will be followed up with the EVL / HoS and parents, and in some cases, we may ask that parents accompany their children on subsequent trips.

Post-visit Evaluation

Once the visit has been completed, the party leader must evaluate the trip in terms of its organisation and its impact on the children's learning. This is done using the form in Appendix 5, and this is then discussed with the EVC in order to decide whether or not the visit should be repeated in the future, or whether it needs to be adapted.

Policy Review

This policy was agreed by Governors in May 2017, and as with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day-to-day basis, this responsibility is delegated to the Head of School who will report back to the governing body as appropriate.

All staff have read and signed to say that they understand and agree to it.

It will be reviewed again in May 2020.

The following staff have all read and understand this policy

Name in print	Signature	Date
Dean Gordon		
Loreta Bibby		
Cal Byrne		
Vanessa Deol		
Foluso Odutuyo		
So-Nia Hewitt		
Cardella Bryce		
Denise Skyers		
Charmaine Henny		
Carleen Archer		
Sandeesh Bhogal		
Shaunie Appleyard		
Sophia Ricketts		
Allison Bishop		
Amber Lyesight		

Education Visit: Risk Assessment

NB: this form should be completed at least **3 weeks** before the trip occurs

Venue and address:

Class:

Date of visit:

Leaving time:

Return time:

Total number of children:

No. of school lunches:

Party leader:

Class Teacher if different:

Other competent adults:

Transport arranged with office:

Free/Paid

Method of transport:

Date preliminary visit made:

Content/Subject relevance:

Educational Visit Leader:

Date:

Office signature:

Date:

Parents informed:

Date:

Insurance completed if necessary:

Date:

Party leader's signature:

Date:

Please notify the Head of School before departure and on return.

The undersigned have read, understood and will implement at all times the Grinling Gibbons Primary School Education Visits Policy.

Date	Name in print	Signature

Risk Assessment: NORMAL RISK ACTIVITY

Activity: Visits to historical sites / museums / centres / other

Participants at risk	Staff and pupils and accompanying adults		
Date of Visit			
Trip leader / class teacher		Other competent adults	
Group Size			
Address of Venue		Names of children needing individual support + arrangements made eg medical / 1:1 LSA support / parent accompanying	
Mobile numbers of members of staff		Minimum staffing ratio	

Risk Assessment	
Hazards	Control Measures
Being run over	<ul style="list-style-type: none"> Wherever possible, children will cross roads at dedicated crossing points eg zebra crossing, traffic lights, pedestrian crossing. If not available, adults will select the point in the road with the clearest view both ways – see below. Adults will stop traffic and wait in the road while children make the crossing. Adults will keep an eye on all children at all times
On the train/tube/bus	<ul style="list-style-type: none"> An adult must get on the transport first, and guide children to seats. Where possible, all should sit in same carriage, as close together as possible. Another adult must count the children on and ensure that they get on the transport last. While on transport, children must be seated, if possible on their own seat. They must not eat or drink. On disembarking, one adult must go first and secure a place for children to be collected. Children must be counted on and off transport. An adult must remain on transport until all children are off. Children in KS1 and Year 3 to wear high visibility jackets in order to be seen at all times.
Public Emergency eg Terrorist alert Fire Armed Robbery	<ul style="list-style-type: none"> Remain vigilant. At all times, follow the advice of the police / fire brigade. Keep all children together and calm. At the start of the visit, all staff are to be aware of the fire exit and the agreed meeting point in the event of an emergency. In case of fire, evacuate building immediately. As soon as possible, ring school. If appropriate, make arrangements to travel back to school as soon as permission has been given.

Emergency First Aid Ambulance procedure	<ul style="list-style-type: none"> • Ensure child is safe. • Ring for ambulance. • Ring school to inform parents. • Other children to be removed from site and settled with an adult in a nearby safe place. • Party leader to monitor both groups but to make arrangements for another adult to accompany child to hospital. • PARTY LEADER MUST STAY WITH MAIN GROUP. • Once hospital venue known, ring school again to update information. • If on site, fill in accident report with official and keep a copy for school records. • If on street, decide whether it is safe to continue journey and complete accident report sheet on returning to school.
Walking in streets / crossing roads	<ul style="list-style-type: none"> • On the street, children must walk in pairs and be furthest away from the kerb side. • No child should be in front of leading adult or behind adult at back. Other adults should be distributed along the line. • All adults need to remain vigilant at all times. • Wherever possible when crossing the road, public crossings or subways should be used. • If not, when safe, two adults should enter road – one on each side. Children should cross led by an adult, and if possible, be between the two adults. • If no adult leading children crossing, the children at the front should be told in advance the place to stop and be regrouped.
Travelling arrangements	
First aid arrangements	Take 2 first aid packs
Further Action Required:	

Working Practice	
Group structure	<ul style="list-style-type: none"> • Group will remain as one at all times, but each adult will have a group of named children – see list attached. • Group may be divided into subgroups providing that assistant leaders can be relied on to maintain operating procedures.
Restrictions	<ul style="list-style-type: none"> • Children will be given clear guidelines about where they can go/how to conduct themselves within the setting once they arrive at the venue.
Emergency Procedure	<ul style="list-style-type: none"> • Secure the group in a safe area while attending to any emergency

Safety Equipment	Access to a first aid kit All staff to have leader's and class teacher's phone numbers in case of emergency
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Staff member producing this risk assessment	
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Date of Assessment	
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Names:	Signature:

12th May 2017

Dear Parents and Carers,

Re: Horton Kirby

On Wednesday 7th June the Year 1 class is going to visit Horton Kirby to study Plants & Fruits.

Cost/Travel

The cost for this trip will be £13 per child. We will be travelling by Coach, leaving school at **9.30 a.m.** and returning at **2.30 p.m.**

Lunch Arrangements

Your child will need to bring a **healthy** packed lunch on this day. Please ensure your child **does not** bring any fizzy drinks or drinks in glass bottles. As with all trips, children should wear school uniform. Please take note of the weather and provide appropriate clothing and raincoat if necessary.

I give / do not give permission for my child to visit Horton Kirby on Wednesday 7th June.

Child's Name: _____

Class: _____

Signed: Parent/Carer: _____

Contact No: _____

Grinling Gibbons Educational Visit Check List

When organising any educational visit, the following procedures must be followed.

1	Trip has been researched and costed, and approval given by HoS / EVC	
2	Visit date marked in school calendar via office staff	
3	<ul style="list-style-type: none"> • coach travel has been priced and booked, or • details of route given to office and free transport has been booked 	
4	Letter drafted to send to parents and checked by EVC before it goes to office	
5	Letter gone out to parents	
6	Pre-visit carried out by party leader and any learning resources needed during trip have been prepared eg photocopying of worksheets, paper and pens collected etc	
7	Risk assessment completed and checked by EVC	
8	Accompanying adults organised and approval given by HoS / EVC	
9	Where applicable, school lunches ordered	
10	All permission slips have been returned – any missing have been chased up	
11	Office have collected money, and any shortfall resulting in the school having to pay out has been discussed with HoS / EVC	
12	Medicines and First-aid kits have been organised	
13	A pre-visit meeting has been carried out involving all adults involved in the trip with all appropriate paperwork signed off	

Important Information for Adult Volunteers on Educational Visits

Thank you for volunteering to support us on an educational visit to _____ .

The leader of today's trip is _____ and the children in your group are:

In order to keep everyone safe, we ask that all volunteers observe the following good-practice guidelines:

- The group must stay together at all times, therefore you must not take the children to the toilet by themselves, or out of the eye-sight of a member of staff.
- If you need to leave the group unsupervised for any reason – for example to take a comfort break, or buy refreshments – then that needs to be agreed with the party leader and suitable arrangements made for the children to be supervised in your absence.
Please note – smoking is not permitted on any of our school visits.
- All volunteers must follow the instruction of the party leader and other staff members throughout the visit, and support with the behaviour of children in your group. This means reminding the children that they are representing the school and that they need to set a good example of behaviour at all times, and then praising them when they do so. If you feel that a child is not listening to you, please tell the party leader at once.
- Similarly, if you are concerned about the health and safety of any child at any time during the trip, you must speak immediately to the party leader or other staff members.
- No adult should ever give the children in their care anything to eat or drink, including sweets or chocolate. Nor should any child be given money to spend, even if the child is your own.
- **The use of mobiles phones is not permitted for any reason** whilst supervising children during the visit – **this includes taking photographs of any children**, even your own.
- Please make sure you accompany the children all the way back to the school at the end of the trip.

Signed: _____ **Date:** _____

Post-visit Evaluation

Trip to: _____ Purpose: _____

Class: _____ Party Leader: _____ Date: _____

	Strengths	Areas for development
Transport / route		
Accompanying adults		
Lunch arrangements		
Appropriateness of venue		
Quality of workshop / activity		
Impact on children's learning / new skills developed etc		

Any other comments?
Is there anything you would change to improve the quality of this visit?
Would you say that this trip represents good value for money / should be repeated next year?

Please return this to the EVC so that areas for development can be acted upon and a decision made as to whether the trip should be booked or changed for the following year.