

Learning Now for Future Success



**CPD SCHOOLS**  
FEDERATION

Striving for Excellence

# EDUCATIONAL VISITS POLICY

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<b>DATE LAST REVISED:</b>	

## **CPD SCHOOLS FEDERATION: EDUCATIONAL VISITS POLICY**

### **Rationale**

CPD Schools Federation is committed to providing a broad, balanced curriculum for all pupils, and outdoor learning and educational visits is a key feature of our provision. We are committed to providing inspirational, real-world educational experiences for our pupils through visits and visitors to enrich and enhance their learning experiences, deepen knowledge and understanding and increase skills and confidence.

This policy will set out the key procedures that need to be followed when planning and undertaking outdoor learning and educational visits, in order to ensure they are not only worthwhile learning experiences, but also undertaken in a safe and responsible manner.

### **Purpose**

- To ensure that all Educational Visits have a clearly defined educational purpose.
- To ensure that all staff follow school procedures when organising and undertaking Educational visits.
- To ensure Health & Safety issues are addressed when organising and undertaking an Educational visit.

### **Responsibilities**

All Staff (Teaching and Non-Teaching)

### **References**

- Health and Safety of Pupils on Educational Visits: a Good Practice Guide 1988 (reprinted in 2001).
- Health and Safety: Responsibilities and Powers (DfES/0803/2001).
- Standards for LEAs in Overseeing Educational Visits. Part 1 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0564/2002)
- Standards for Adventure. Part 2 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0565/2002)
- A Handbook for Group Leaders. Part 3 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0566/2002)
- National guidance for school, EVC and leaders (As recommended by LA) - <https://oeapng.info/evc>

## **PROCEDURES**

### **Organising Visits - See Check list Appendix 1**

- Educational Visits (EV) must be directly and clearly linked to the curriculum. There must be clear Learning Objectives linked to the curriculum.
- Ensure that all educational visits are planned meticulously using standardised forms which are uploaded onto Evolve for approval from EVC and Headteacher. This must be done prior to the visit.
- The EV Lead must Share the appropriate documentation on EVOLVE. This documentation MUST BE READ BY ALL TEACHERS GOING ON THE VISIT.
- When organising travel, use the cheapest option. TfL is free and should be used wherever possible. Bookings must be made in advance before a visit. Coaches are an expensive option and should only be used if travelling a distance where TfL charges would make travel difficult or if travelling outside London. **A week before the visit** the EV leader must check with the office that tickets have arrived and are awaiting collection on the day of the visit.
- Consent forms are signed as part of the admissions procedure therefore it is not necessary to ask for parental approval each time. However, it is courteous to inform parents when their children are being educated off site. The office will organise a standard letter for your EV if requested. If teachers do their own they must give a copy to the office to go on file. Ensure this letter contains the correct date, leaving time, expected return to school and the amount of any voluntary contributions.
- This letter must be sent out well in advance of the visit to give parents enough opportunity to provide a voluntary contribution. Parents should be given the opportunity to pay in instalments if appropriate.
- Return slips must be signed and returned with any voluntary contributions. The teacher must keep a record of slips and contributions returned.
- At Central Park, money should be paid through the school website - School Money (Parent Pay). At Dersingham, cash contributions are processed by the School Office.
- If not enough voluntary contributions are collected the visit may need to be cancelled.
- Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day. These follow the 'School Learning Area' Operating Procedure (Appendix 4).
- Residential Visits - See Appendix 3

### **Lunches**

- All children are entitled to a school packed lunch however many parents prefer to provide their own.
- Packed lunches need to be ordered from the kitchen when needed at least 3 days before the educational visit to allow the kitchen staff to ensure they have enough suitable food.
- School packed lunches will be collected from the kitchen by an adult going on the visit by 9.00am. They can be collected earlier if arranged with the kitchen.

## **Supervision**

- The EV leader will organise adults/parents to accompany the visit. They must be responsible adults. The number of adults going will depend upon the age of the children, means of travel and the actual place to be visited.
- The EV leader will arrange for other adults where needed. This will include school staff and parents.

- **Central Park's Staff to Pupil Ratios are :-**

Nursery & Reception      1:4

Year 1 - 3                  1:6

Year 4 - 6                  1:10

- **Dersingham Staff to Pupil Ratios are**

Nursery & Reception      1:4

Key Stage 1                  1:5

Key Stage 2                  1:6

These ratios may be altered in line with any risk assessment carried out in consultation with the EV co-ordinator. SEN children who have 1:1 in school will have 1:1 on the Educational Visit. This will not be accounted for when arranging ratios. 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. Teachers should consult with the SENDCO or SLT in order to consider the needs of a individual pupil.

At least one staff member will be a first aider.

There must be a minimum of two adults per class when travel is by coach and three when public transport is used. Where possible there should be an adult of each sex on the visit.

- Where parent helpers are used those with DBS should be used first.
- A briefing must be organised for all adults going on the visit so that they can be told what is expected of them before the visit - their responsibilities, the number and names of children for whom they will be responsible and what they should do in an emergency.
- A casual supply teacher must not act as the lead teacher for a visit. If a teacher is unable to attend then the supply teacher would cover another class in the same year group to release a teacher to attend. If a Year Group is out together at the same time, then a suitable adult will be recruited from another year group.

## **Risk Assessments**

- The EV leader must complete a risk assessment for general considerations and for all modes of transport used. Risk assessments produced by the place being visited can be attached to this.
- Preliminary visits are advised to ensure risk assessments are as accurate as possible.
- All Risk Assessments must be class specific referring to any particular children. If no Risk Assessments are completed then the EV Co-ordinator will cancel the visit.
- The EV co-ordinator will offer advice and guidance on completing risk assessments and EVOLVE.

## **Conduct**

- Children will be reminded of how they should behave before they leave school:

- a) how they are expected to walk along pavements
- b) how they should wait at bus stops or on stations platforms
- c) that they must sit on coaches and other means of transport if possible
- d) they will wear seatbelts
- e) how they are to board buses and trains
- f) how they will cross the roads
- g) how they will conduct themselves at the place they are visiting
- h) when they will be eating
- i) what they should do if they get lost
- Children must be accompanied at all times. If they are to be allowed freedom in a space e.g. a room in a museum, make it very clear that they must not leave that area.
- At all times, arrange the adults so that all the members of the party can be seen.
- All adults and children should wear high visibility jackets.
- When crossing roads, ensure that there is an adult at the front of the line and at the back.
- When boarding transport, ensure that someone is at the front and someone is at the back.
- Make frequent checks/head counts to ensure that no child is missing
- Pupils who behave inappropriately will be subject to the appropriate sanctions as outlined in the Behaviour Policy.

#### **General Points – Emergencies – Appendix 2**

- All pupils are expected to join Educational Visits; however, arrangements must be made for pupils not going on a visit. Pupils must not be stopped from attending an EV as a sanction for poor behaviour. They will be given suitable work and placed in a classroom of children of similar age.
- All adults must have the phone numbers of the other adults in a group.
- On the morning of the visit the class teacher ensures that they have all equipment for the Educational Visit; adult hi-vis jackets, children's hi-vis jackets, first aid kits, telephone numbers.
- Staff who are going on a visit must follow guidance in the Educational Visit Pack. This contains details on what to do to ensure the visit runs smoothly.
- If Staff are delayed on a visit, they **MUST** call the school office to inform the school of revised estimated arrival time in order for parents to be informed at the end of school.
- On returning to school the EV leader must ensure that all equipment is returned. If hi-vis jackets are damp they must be hung on the back of chairs to dry out overnight and be returned the following morning.
- An EV evaluation form on EVOLVE system must be completed within 48 hours of the visit. This is an important part of the process. Failure to complete an evaluation may result in a delay in signing off the risk assessment for any future visits.
- Make sure that the person in charge knows what to do in an emergency and that they contact the school as soon as possible if an emergency arises.
- If the visit involves water activities, then there must be a qualified first aider.

**Check list for Educational Visits - See Appendix 1**

**Emergencies - See Appendix 2**

**Residential Visits - See Appendix 3**

**School Learning Area - See Appendix 4**

#### **Monitoring and Review**

The implementation of this policy will be monitored by the Educational Visits Co-coordinators. The policy will be reviewed annually.

Review date: November 2019

#### **1 - CPD Schools Federation - EDUCATIONAL VISITS CHECKLIST**

Date:	Class:	Visit To:	CHECKED
All children briefed about the visit and expectations :	<b>YES or NO</b>		
All children have handed in consent slips	<b>Yes or NO</b>		
Has all the money been collected through the school website/School Office	<b>YES/NO</b>		
All pupils, staff and any other helpers have been briefed :	<b>Yes or NO</b>		
I have the First Aid Bag	<b>Yes or NO</b>		
Name of person responsible for first aid:			
Name of people responsible for road crossing (2 people)			
I have any medicines the children need for example Asthma pumps & any care plans required.	<b>Yes or NO</b>		
Names of children with Asthma pumps/Medical conditions			
SEN children and their 1 to 1 Support who?			
Was there need to fill in Complex Needs Risk Assessment	<b>Yes or No</b>		
Have I thought of what to do in case the SEN child becomes distressed?			
I have discussed the emergency procedure ( <b>plan B</b> ) with all the adults (eg terror attack, trains/bus running late or have no service)	<b>Yes or NO</b>		

I have carried out a risk assessment - approved by EVC and have shared it with all the adults - staff and parents. Yes or NO	
I have all necessary tickets Yes or NO	
Who will accommodate the children to the toilets?	
All children have relevant clothing including Hi-Viz vests -Yes or NO	
All children have packed lunch: Yes or NO	
Number of children not attending the visit and the class they have been allocated to	
Depends on the Complexity of the visit (Central Park)	Depends on the Complexity of the visit (Dersingham)
Nursery & Reception 1:4 Year 1 - 3 1:6 Year 4 - 6 1:10	Nursery & Reception 1:4 Key Stage 1 1:5 Key Stage 2 1: 6
<b>Total Number of Children on Visit</b>	
<b>Total number of adults</b>	
<b>Group Leader Name &amp; Mobile No</b>	
<b>Names of other adults</b>	
<b>Inform the school office of how many children/adults going on the visit</b>	
<b>If I am late in arriving back, I need to call the school and let them know.</b>	

## **Emergencies and Plan B - Appendix 2**

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?

### **Emergencies**

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 following the school's Educational Visits Policy
- 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 incur

### **Residential Visits/Visits Abroad (Headteacher/Deputy Head Teacher) Appendix 3**

The Head Teacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to the LA for approval.

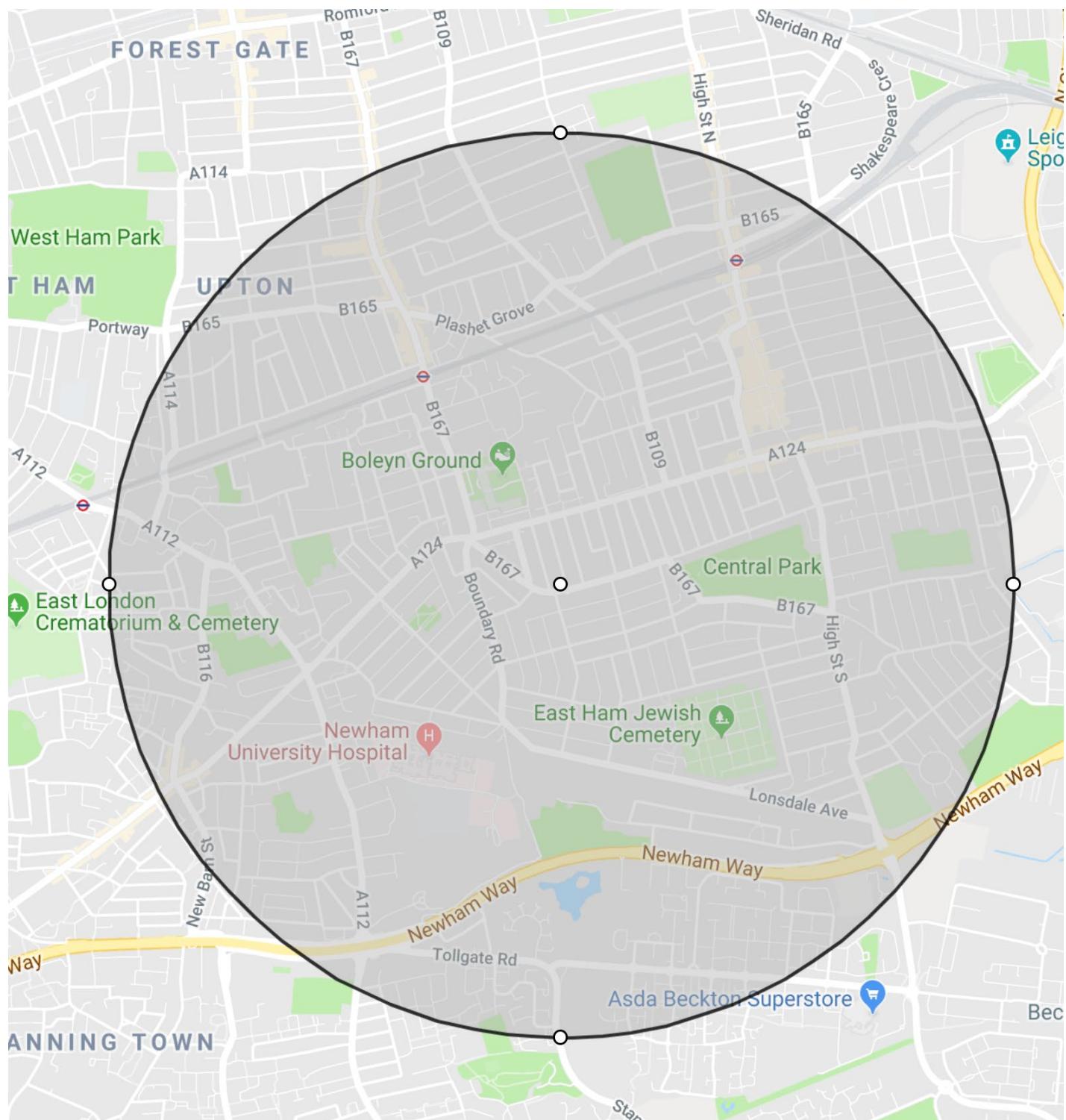
As above but additional hazards to consider and include on the Risk Assessment form are;

1. Transport (alternative routes if public transport not available)
2. Accommodation (fire, balconies, security etc.)
3. Consider hazards at each location to be visited (city centre, lake, beach, country/coastal walk, farm etc.)
4. For visits abroad consider the hazards specific to the country (contact Foreign Office)
5. Activities undertaken (rock climbing, swimming etc.)
6. Hazards during 'informal activities' (evening, recreational activities)
7. Changeable factors (weather)
8. Appropriate Passport/Visas
9. EHIC cards to cover medical treatment in EU countries
10. Parent Consent Forms
11. A trained First Aider MUST accompany the visit.

## School Learning Area - Appendix 4

These are local visits around the Central Park Learning area ie local shops, library, Green Street, Green Street etc.

1 mile radius centred around Central Park Primary School



## Dersingham Primary School - Appendix 5

These are local visits around the Dersingham Primary Learning area ie local shops, park, library, places of worship (church, temple, synagogue, gurdwara, mosque).

1 mile radius centred around Dersingham Primary School

