



## St John's Walham Green CE Primary School

Policy Name	Educational Visits Policy			
Date	May 2017	Review Date	May 2018	
Responsibility	FGB	Resources	Curriculum	Headteacher
Committee agreed on:	Signed by:			
FGB agreed/ratified on:	Signed by:			

*St. John's Walham Green Church of England Primary School aspires to develop young people who are successful students, independent learners and confident individuals. We strive to ensure that our pupils become responsible citizens with a concern for the well-being of all God's creation.*

### **EQUAL OPPORTUNITIES STATEMENT**

St John's School is committed to the principle of equal opportunity for all pupils irrespective of race, religion, gender, language, disability or family background. We believe that equal opportunity is at the heart of good educational practice and challenge any form of discrimination. All staff and governors are responsible for ensuring that we implement this policy".

### **INTRODUCTION**

St John's Walham Green CE Primary School values educational trips and recognises that trips and visits contribute to a wider, engaging curriculum for all pupils. School trips and visits should add value to the learning taught within the classroom and allow children to participate in activities in a different environment from a school setting. Trips and visits may take place for any part of the curriculum including clubs and enrichment sessions that teachers and staff deem to be worthwhile.

The safety of the staff and children involved in them is paramount. It is essential that all visits are planned, risk assessed and supervised with great care.

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

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

### **PROCEDURES**

Under and health and safety laws, schools are required to obtain appropriate approval for educational visits.

- Approval for day visits including: museums, theatre trips, local schools, sports activities, must be agreed by the head teacher at least 4 weeks before the visit date, so that travel arrangements and tickets can be pre-arranged where necessary.
- Approval for overnight stays including school journey and foreign exchange visits must be agreed by the head teacher and the St John's Walham Green CE Primary School Governing Body at least 6 weeks before the visit date.

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

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

## **INCLUSION**

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational, behavioural needs or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils with adjustment made for particular pupils if necessary.

## **PLANNING**

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

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

## **RISK ASSESSMENT**

All proposed Educational activities off school site must follow the completion of a formal risk assessment. We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed.

We aim to do this by careful consideration of the following factors:

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

The school reserve the right to prevent a child from attending the trip/school journey according to an assessment of their previous behaviour. However, where possible, the school will endeavour to ensure that all children will attend educational trips.

All staff wishing to take pupils on a trip must complete the School Trip Booking Documents. These include:

- A Group Leader Checklist that must be completed and includes the actions to be taken before, during and after a trip
- A School Trips Application to be approved by the head teacher and given to the school office
- A School Trips Risk Assessment to be approved by the head teacher and given to the school office
- A School Trip Notification to be approved by the head teacher and given to Mrs Baxter to be sent to parents/carers
- A Details of the Trip Form that is to be handed to each volunteer / helper on the trip once they have been briefed by the trip leader
- A School Evaluation Form to be completed by the Visit Leader after the trip
- Risk assessments must be completed by the Visit Leader. It is recommended that the Visit Lead visits the venue prior to the visit in order to complete the risk assessment thoroughly. Some venues may include their own risk assessments – where this is the case these must be included with the required forms.
- All forms will be collated and sent to the Educational Visits Coordinator (EVC) who will keep an electronic record on Evolve of any trips undertaken along with the evaluation forms.

## **DUTIES AND RESPONSIBILITIES**

- All staff have a duty of care for the welfare and safety of all children taking part in an educational visit.
- Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.
- Every adult accompanying the visit must have a role.

- The Visit Leader should brief all adults as to their roles and responsibilities before and during the educational visit.
- The Governors have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits requires the approval of the Governing Body and LA notified.
- The L.A. also has a duty of care for children on school visits.
- The Headteacher has overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

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

Parents must receive written details of routine visits and journeys. We collect written consent for all activities that differ from the daily norm and activities that extend outside the normal school hours. In EYFS parents are asked to give their permission and sign for small local visits, which will take place during school hours. They will be notified when these are happening.

### **SUPERVISION OF PUPILS**

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

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

### ***First aid provision***

*Residential visits must include a minimum of one member of staff with a recognised First aid qualification. Wherever possible a qualified first aider should also support other 'non-residential' visits. Individual pupils' medication together with a complete first aid box must be taken on all educational visits.*

The teacher leading the trip must be aware of adults DBS status to ensure supervision in all areas of the trip is suitable. No voluntary helpers must be left alone with pupils, at any point.

### **RATIOS**

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group
- Pupils with special education needs or medical needs
- Nature of activities
- Experience of adults in off--site supervision.
- Duration and nature of journey
- Type of accommodation
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of pupils
- First aid cover

The following are regarded as the minimum ratio acceptable on any visit:-

- 1 adult to every 4 pupils in EYFS
- 1 adult for every 6 pupils in Years 1 – 3.
- 1 adult for every 10 pupils in Years 4 – 6

## **TRAVEL**

All children must be reminded of behaviour expectations and the Green Cross Code before leaving school.

- Pupils should walk in pairs on public footpaths and only cross the road when instructed by an adult who stands between the children and the flow of traffic.
- The school office must book a bus/coach operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Every passenger must have their own seat. All coach seats must be fitted with seat belts.
- When travelling on trains or the underground, due care must be taken whilst on the platforms especially when trains are arriving or departing. Adults must be positioned appropriately to ensure adequate supervision - particularly at peak times - when boarding and alighting the train, so that no children are left behind.

## **EMERGENCY PROCEDURES**

- Procedure in the event of an incident, accident or emergency – this is the responsibility of the Visit Leader.
- The Visit Leader should have the school telephone number (0207 731 5454) and telephone number of the Head teacher. A mobile phone should be carried by the Visit Leader at all times.

## **CLOTHING**

- Pupils are required to wear full school uniform on a trip, including the school coat and a hat or cap. In rare circumstances this may change, however, this will be clearly communicated by the Visit Leader. If children are not wearing the correct full uniform they may be unable to take part on the trip - the Head Teacher has the final decision.
- Key Stage 1 and EYFS children will also wear a high visibility jacket provided by the school for easy identification.

## **PACKED LUNCHES**

- The school has a 'no nuts' policy in place, therefore lunches/snacks consumed whilst on a visit should not contain nuts. Children should only eat their own lunches and fizzy drinks are not allowed. Parents / carers will be notified by the Visit Leader if a packed lunch needs to be provided.

## **ALLERGIES OR SPECIAL MEDICAL NEEDS**

- The Visit Leader should be made aware of any special medical needs of the children by parents and carers prior to the trip and should also seek the advice of the SENDCo. Medicines should be carried by the Visit Leader and all adults on the trip should be made aware of any medical issues where necessary.

Finally, parents should be made aware of the school policy via the school website or on request at the school office.