

Adopted: July 2017  
Next Review Date: July 2019



## **E21C Trust Primary School**

### **Educational Visits Policy**

#### **Purpose of this Policy**

At the Trust Primary Schools, we are committed to sending our children on educational visits. On visits they gain first-hand experience that can bring work alive and children have the opportunity to undergo experiences not available in the classroom. Learning outside the classroom helps to develop a student's investigative skills and longer visits in particular encourage greater independence. Taking children off the school site obviously brings additional risks so it is vital that each visit is planned and prepared fully. All risks must be assessed before the visit can proceed. The safety of children must be of paramount importance when planning a visit. The purpose of this policy is to set out clearly the procedures to be followed when organising a visit.

#### **Roles**

There are different roles that staff must be aware of regarding educational visits. They are outlined as follows:

##### **A) Head**

- ensures the proper management of all educational visits is in accordance with the school policy and DfE guidelines.

##### **B) Educational Visits Co-ordinator (EVC)**

- ensures the proper and safe organisation of all educational visits, using all available current advice and Government guidance about trips abroad.
- advises and supports group leaders in the organisation of each educational visit.

##### **C) Group Leader**

- ensures that the educational visit is planned in accordance with the policy and under the supervision of the EVC.
- is the designated person in charge during the visit.

##### **D) Teachers and Associate Staff**

- work closely with, and under, the supervision of the group leader before and during the visit.

##### **E) Volunteers, including Parent (if used)**

- must have knowledge of the planning of the trip
- must adhere to school ethos and work with the Group Leader
- Have a DBS and, if a parent, be part of the Parent Volunteer Trip Group
- If a parent, should not have their own child in the group they are supervising.

### **Types of Educational Visits**

There are two types of educational visits.

**Category A Activities**- are non-residential and take place in the UK:

- Local surveys and fieldwork.
- Visits to local businesses, libraries, theatres, museums, exhibitions etc.
- Sports or recreational events as participants or spectators.

**Category B Activities** – include all residential trips and those that go abroad:

- Adventurous/Hazardous activities
- River/beach/traffic studies
- Trips abroad
- Journeys involving an overnight stay
- Any activities including swimming or where being able to swim is necessary

### **Planning a visit**

- Check with the school diary/log to ensure that there are no clashes and that the trip may take place.
- Collect the relevant forms from DHT Educational Visits, for completion by a specified date:
  - Category A (yellow) - all trips except those in category B
  - Category B (blue) - all residential trips, hazardous trips, and trips abroad.
- Confirm these arrangements with the Head.
- Book the relevant venue/trip/transport/company etc.
- Draft a letter to the parents/carers of the group concerned and send it to the relevant member of the admin team to type it up and add to school letterhead. They will then send the letter on to DHT for final checking. The Administrator will add the medical form.
- Issue medical forms as part of the consent return; this should be attached to the letter.
- Inform Finance of the costings for the trip by raising a Purchase Order.
- If you use the school mini bus you must build-in a basic charge (voluntary contribution) of £1.00 per pupil.
- See Office staff if you wish to book a driver for the mini bus (this could involve a charge which will need to be reflected in the cost of the trip).
- Arrange for all monies to be sent to the main office.
- Collect back all the medical forms and permission slips from the children (these must go with the party leader on the trip, and a copy given to Executive Head if it is a residential or evening trip).
- Place a list of all the pupils due to go on the trip in the staffroom at least one week prior to the trip. Please send list of children attending the trip to the attendance officer.
- Book packed lunches for those entitled to free school meals –collect them on the morning of the trip. Be sure to let the chef know at least 1 week in advance. Let the kitchen know if large numbers of children will be absent for lunch.
- Produce a risk assessment for the trip – you will find examples of many different trips on the staff drive.
- Pass all relevant trip documentation to DHT, preferably 7 days prior to departure. Respond promptly to amendments made by the DHT.

- Collect the small emergency first aid bag from the office on the day of departure and return it immediately after.

### **Booking travel**

- Please note that if you intend to travel by public transport, free travel cards are available from Transport for London, providing you book the tickets at least 30 days before departure:  
 Transport Trading Limited  
 Customer Services  
 55 Broadway, London SW1H 0BD  
 tel 0845 3309881, Fax 020 7918 2990  
[www.tfl.gov.uk/schoolparty](http://www.tfl.gov.uk/schoolparty)
- The first aid bag must be returned immediately on return.
- A school mobile phone is available to take on the trip. Please see the school office.

Do not hesitate to ask if you are not sure of any area pertaining to Educational Visits.

### **Preliminary Visits and Risk Assessment**

In the majority of cases the teacher needs to make a preliminary visit. There are two reasons for this. Firstly, to determine the programme and activities for the day and to become familiar with the site with regard to toilets, places for lunch, emergency exits, etc. Secondly, the preliminary visit should be used to carry out the risk assessment. Some of the common risks are outlined here but each visit may possibly present its own risk.

#### **The common risks to consider are:**

1. Is the adult to child ratio adequate? The suggested outline is given later but this can depend on the place being visited or the nature of the visit. It is always better to err on the side of caution and if in doubt consult DHT Educational Visits Co-ordinator.
2. Are there any behaviour, medical or SEN issues regarding the children being taken on the trip? It may be necessary to inform the venue or take additional adults.
3. Is the form of transport suitable? Coaches must always be fitted with seatbelts and care must be taken to ensure children are wearing them at all times.
4. Are there any dangers on the roads? If children are walking anywhere, routes need planning with care and roads crossed at the safest point, usually at a crossing.
5. Is there a risk at the venue? There are many considerations such as how the children will be supervised or is the venue open to the public.
6. Where will lunch be eaten and where are the toilets? Lunch needs to be eaten in a safe place. Children should always ask an adult if they need to go to the toilet and be accompanied, reporting back on their return.
7. What steps should be taken to ensure children do not get lost? Frequent head counts should take place throughout the visit, particularly on arrivals, departures, on boarding and after leaving transport. Children should know what to do in the unlikely event of being separated from the party. They should be told of a meeting place, in the case of older children they should approach a police officer, member of staff at the place being visited or a transport worker in a uniform who can take the appropriate action.

8. Does the weather pose a risk? Depending on the time of year the weather could create different risks. If it is hot and the children are outside then they should be told to bring a hat and sunscreen. If it is cold, then they should wear warm clothes. Icy or very wet conditions could be a risk especially if children are walking.

9. Should children wear full school uniform? Is there any reason why they should not?

NB. There are a number of Risk Assessments on the staff shared area which staff may wish to refer to, adapt and save back into the file for future use. Save your new Risk Assessment under its new title on the shared area for others to use as a point of reference.

For offsite activities that happen on a regular basis throughout the year (e.g. swimming) the person in charge of organising the visit should follow the procedures outlined once, at the beginning of the year.

### **Cost of the visit**

Unless the trip is a compulsory part of a curriculum course, the visit must be funded by parental contributions. No one should be excluded for not contributing towards the trip, but if it is an enrichment trip and not enough children offer a voluntary contribution the trip may need to be cancelled. This must be made clear to the parents in the standard letter. When money is brought into school it should be paid into the main office. Do not keep any money back for expenses. Keep all receipts and claim all expenses from the Finance Department.

### **Supervision Ratios**

These show the minimum ratios of supervision for children. There may be occasions when, due to the nature of the visit, it would be sensible to have higher ratios. Generally, the minimum number of staff should be 2. If in any doubt, then consult the Deputy Head Educational Visits Co-ordinator. Student teachers do not count as members of staff.

	<b>EYFS</b>	<b>Years 1 &amp; 2</b>	<b>Years 3 &amp; 4</b>	<b>Years 5 &amp; 6</b>
Day Visits, Residential Visits and Visits Abroad	1 adult : 4 children	1 adult : 5 children	1 adult : 6 children	1 adult : 8 children