

# Hayesdown First School

## Educational Visits policy



<b>Approved by:</b>	Charlotte Fletcher	<b>Date:</b> 23 <sup>rd</sup> November 2022
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## **Introduction**

Trips, visits and learning off-site comprise an essential part of the school's Thrill, Skill and Will Curriculum at Hayesdown First School. Successful trips provide memorable learning experiences, develop cultural capital and enhance a child's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- plan their visit at least four weeks/one month in advance
- co-operate with the EVC and share risk assessments with them
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

## **Definition**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher and the EVC.

This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Outward bound and adventurous activities, including residential visits

## **Aims and expectations**

Most classes in the school will have three educational visits /visitors, in each year group (two of which will incur a payment contribution from parents). These trips support and broaden the children's understanding of the current project. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, PSHE or music. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

## **Planning and Preparation for a trip**

### **The Educational Visits Coordinator**

The school has an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of activities. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable. All off-site activities must be approved by the EVC at least four weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last-minute invitation to a significant event or rearranged sporting fixture.

Teachers must provide a pack of documents to the EVC which includes:

- Educational Visits proposal form
- Educational visits planner (checklist)
- Copy of letter to parents
- Risk assessments

If the correct paperwork has not been provided to the EVC and approved, the educational visit will not be allowed to proceed. It is the EVC's responsibility to ensure the correct procedures have been followed.

### **Procedure**

The best practice to be adhered to in the arranging of school trips is as follows:

- Teacher's fill out an Educational Visit Proposal Form and submit it to the EVC for approval. This document can be found in School Admin/Educational Visits /Trip Proposal Form. There is an example form to support teachers to complete this thoroughly.
- Teachers to check the school calendar prior to booking anything to ensure there is not a clash in the diary
- Best practice is for the Trip Leader to make a preliminary visit to venue to assess all risks and be fully prepared.
- There are guidance documents (found in School admin/ educational visits) for teachers, to support the effective planning of an educational visit:
  - Educational visits planner
  - How to plan and Educational visit (Everything You Need To Know About Planning An Educational Visit (School trip)
- In consultation with class teachers and/or phase leaders as applicable, the office will book coach travel on the agreed date(s).
- Teachers, in conjunction with the office staff, will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary.
- Inform the office so they can place the details of payment onto Parent Pay.
- If cover is required for anyone on your trip (for example a TA who is supporting the trip has a lunchtime or playground duty) this must be brought to the Deputy Head's attention.
- Any outside agencies, social workers, S&L, Hearing or Play therapists etc; visits will need to be re-arranged by the class teacher if any sessions are missed due to the trip.

- In cases where school lunches are affected, the class teacher must inform the school office at least two weeks in advance so special arrangements can be made with the catering company
- Class teachers will inform parents in advance of dates for school trips including specific details giving at least three weeks' notice (unless there are exceptional circumstances). Please refer to the "example letter to parents" for guidance on what to include in your letter to parents. This document can be found in School admin/Educational Visits.
- Where applicable, parental volunteers will be asked to attend the trip. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process. This may be based on DBS clearance checks.
- Payments for Educational visits will be made via ParentPay.

### **Risk assessments**

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the place to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

### **Parental consent**

Parents will always be informed about Educational visits by Dojo and letter. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound)
- Any visit involving transport
- Trips that take place outside of school hours
- Trips that require a payment / voluntary contribution

Parents provide permission for visits within the local area (i.e. walking distance from school) on their child's admission data forms, therefore enabling teachers to take children on short trips to the local area at short notice. In this case the teacher will consult with the EVC regarding appropriate risk assessments and inform parents via Dojo at least 24hrs before the visit.

### **Ratios**

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the normal minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher. Adventurous activities may require a higher child:adult ratio and this will be risk assessed on a visit-by-visit basis.

- Minimum Adult: child ratios are:

- 1:6 in Reception & Year 1
- 1:8 in Year 2 &3
- 1:10 in Year 4 (including residential visits).
- Children with additional needs/EHCP that require specific supervision etc should be supervised 1:1 on a trip. Safeguarding children should be the main concern – most venues allow 1:1 TAs free of charge where necessary.

### **Residential Visits**

Residential visits must be planned and risk assessed using the EVOLVE health and safety online portal. They will require authorisation from the Local Authority as a Category B activity. The EVC is responsible for placing all information on EVOLVE in a timely manner.

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request.

Special equipment/clothing will be listed as required; for example, for adventurous visits additional or waterproof clothing may be necessary.

Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The trip leader will have a copy of children's medical information sheets and emergency contact details with them on the residential visit.

The school will ensure that adults of each gender accompany the children on residential visits where possible.

### **Payments for trips**

When planning educational visits, class teachers will always consider the cost implications for parents. The PTA provide an annual contribution per child towards the cost of Educational Visits.

Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips are made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via Parent Pay.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

For children entitled to the Pupil Premium Grant, there will be a subsidy of 50% of the total cost of all Educational visits, to support participation.

### **Behaviour on school trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the visit as these are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Children with individual Behaviour Support Plans will be considered for 1:1 adult support when planning ratios for an educational visit.

### **Inclusion**

The school will endeavour to include all children in educational and residential visits, making as much adjustment as required for children with:

- Medical needs
- Physical disabilities
- SEND concerns

When needed, consultation with parents will be undertaken when their child is participating in an offsite trip.

An individual risk assessment will be written for those who require it and shared with all of the adults attending the trip/residential.

Additional support in the form of medicine, equipment, a supporting adult or parental accompaniment will be considered, to enable all children to be included.

### **Safety on Educational Visits**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit.
- Supervising adults must include a member of staff with basic First Aid training
- For EYFS trips, at least one Paediatric first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- All supervising adults must read and sign the risk assessments before going on the visit
- First aid kits and any individual medicines, e.g., asthma inhalers, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle. Written permission from parents must be gained if a child is to travel in a member of staff's vehicle.
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside. Children must wear high viz jackets especially the child walking on the outside of the pavement. These are found in the store room opposite the office.
- Regular headcounts to be taken.

### **Emergency procedures**

The trip leader must take the school mobile phone with them on an educational visit, in case of an emergency. In cases where a child or children need urgent medical attention, one staff member will

accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. The trip leader must notify the school as soon as possible, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below (which they will have been briefed on prior to departure):

- Wait where they are, so that the trip leader can re-trace their steps to locate the child
- Speak only to adults in uniform, e.g., site staff, police etc. but under no circumstances go with them
- The trip leader will notify the visit centre staff immediately and ask for their support.
- The trip leader and one other member of staff will search the immediate vicinity.
- Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them. The trip leader will then phone the police to report the child as missing. The school will notify the parents immediately.

Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

### **Other Relevant Policies and Documents**

This policy should be read in alongside the following policies:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

Contacts:

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