

ST. ANDREW'S CE PRIMARY SCHOOL EDUCATIONAL VISITS POLICY

Introduction

St. Andrew's School has adopted, through the Governing Body, "There and Back Again" The Outdoor Education Handbook' produced by Lambeth. Further school procedures have been agreed to ensure that the guidance in this handbook is adhered to. These procedures are detailed in this policy. The school also takes Government departmental advice on health and safety covering activities that take place on or off school premises, including school trips updated 13 February 2014 and adopts National Guidance www.oeapng.info

This policy relates to all visits or journeys undertaken pupils, under the supervision of staff of the school, which take them outside the physical boundaries of the school. This does not include visits where a class are taken off site on foot for no more than the normal duration of the lesson (e.g. swimming, Church services)¹.

This policy covers the entire period between departing from and returning to the school or into the care of the parents – whichever happens first.

Aims

At St Andrew's, our vision is to inspire our children to be confident individuals, who are excited about learning and curious about the world they live in. St. Andrew's has a strong commitment to the added value of learning beyond the school environment. All children are entitled to at least one educational visit per term. Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. We believe these visits are part of each pupil's cultural entitlement and are detailed in the curriculum maps for each year group. In addition to this, a number of children may be selected to take part in cultural enrichment activities (gifted and talented workshops, School Council).

Principles

- We believe in the educational value of educational visits both in enhancing the curriculum and providing pupils with the opportunity to learn which cannot be replicated in the classroom.
- Educational visits should be organised, led and run in the safest possible way and Health and Safety considerations must always be given the highest priority.
- Educational visits should be planned with educational outcomes as the main objective.
- In planning educational visits we will have regard to the individual needs and circumstances of all children.
- Children should experience risk in a controlled and safe manner and be encouraged to participate in evaluating risk as part of their learning. All staff involved in educational visits should receive the correct level of information and guidance.

¹ If a group of children are going to be taken off site on foot for a short period of time then it is the Group Leader's responsibility to inform the Head or EVC.

Roles and Responsibilities

The Educational Visits Co-ordinator (EVC) (Sam Penberthy)

The EVC should ensure that:

- Off-site activities comply with the procedures stated in “There and Back Again” (Lambeth’s guidance on educational visits) and the agreed procedures of the governing body as detailed in this policy;
- The Group Leader has been appointed and additional staff are sufficiently experienced and competent to assess the risks and manage the visit;
- Risks have been assessed, significant risks recorded and appropriate safety measures are in place;
- Procedures for approving off-site activities are followed;
- The final planning checklist is completed and all supporting documents are completed and seen by the EVC before the visit takes place.
- They support and challenge colleagues over visits and learning outside the classroom activities.

The Group Leader

The Group Leader has overall responsibility for the supervision and conduct of the visit. In particular the Group Leader should:

- Obtain the approval of the EVC before any off-site visit takes place;
- Follow policy guidelines and regulations of Lambeth Directorate of Education and the Governing Body;
- Assess the risks involved and draw up or amend as appropriate any previous risk assessment;
- Ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles;
- Consider the planning checklist to ensure that all procedures have been followed;
- Inform parents about the visit.
- Compile a list of emergency contact for each child who is taking part in the visit and take this with them on this visit;
- Ensure that all children involved are aware of the school’s code of conduct.
- Ensure a first aid kit and a mobile phone is taken on the visit.
- Be familiar with Lambeth’s emergency procedure;

Deputy Leader and Supervising Adults

A named deputy leader should be involved in the preparation and organisation of the visit, and should it be necessary, to take over the running of the visit. Volunteers act as employees of Lambeth Council whilst on approved off-site visits.

All members of staff and volunteers should:

- Assist the Group Leader to ensure the health, safety and welfare of all the children on the visit;
- Be clear about their roles and responsibilities whilst taking part in the visit;
- Ensure that the established code of conduct is adhered to;
- Consider stopping any activity and notify the Group Leader, if they think the risk to the health and safety of the children in their charge is unacceptable.

Updated January 2017

Children

Whilst taking part in off-site activities children also have responsibility for their own health and safety and that of the group. All children participating in a visit must agree to abide by the code of conduct at all times during the visit. This is signed by the child on the yellow trip permission form.

Children should:

- Act in accordance with the school's "code of conduct".
- Avoid taking unnecessary risks.
- Follow the instructions of the Group Leader and other adults who are accompanying the visit, including those at the venue of the visit.
- Dress and behave sensibly and responsibly.
- Respect the property of others.
- Be sensitive to local codes, customs and the environment.
- Look out for anything that may hurt or threaten themselves or anyone in the group and tell a leader of their concern.

Parents

Parents have an important role in deciding whether any visit or activity is suitable for their child.

Parents should:

- Inform the Group Leader about any medical, psychological or physical condition relevant to the trip (Appendix 1)
- Provide an emergency contact number (Appendix 1);
- Sign a "one-off" consent form when a child enrolls at the school
- Sign the trip letter and return to the Group Leader
- Ensure their children have signed and are aware of the school's code of conduct.

Governors

The Governing will approve the Educational Visits policy and will ensure it is reviewed annually. They will also approve residential visits.

Procedure for planning and carrying out an educational visit

1. The Group Leader identifies an area or areas of the curriculum for which an educational visit or visits may be an essential or relevant component.
2. The Group Leader completes the outline proposal form (EVO - Appendix 2) giving details of the activities to be undertaken, the pupils involved, the staffing etc.
3. The proposal is submitted to the EVC for outline approval.
4. The Group Leader arranges a meeting with the EVC. In this meeting the planning checklist (EV1 – Appendix 3) is completed (this form may not be fully completed at this meeting but it **MUST** be completed before final approval is granted). At this meeting the Group Leader is informed if outline approval is granted.
5. Once outline approval has been granted the Group Leader can inform parents and make provisional bookings.
6. The Group Leader carries out risk assessments and discusses these with the EVC.
7. At least three days prior to the visit the Group Leader arranges a meeting with the EVC. During this meeting the EVC checks through all the arrangements with the Group Leader and gives final approval to the visit. If the trip involves overnight accommodation the form EV2 (Appendix 4) is

Updated January 2017

completed. If the visit does not involve an overnight stay then the EVC and Group Leader sign EV1. A copy of this form **MUST** be filed along with all the supporting documentation for the visit.

8. If accidents occur off-site then this needs to be recorded in the accident report book (this is kept in the staffroom).

(A flow chart of the planning procedure can be found in Appendix 5)

Risk Assessment

Risk assessment is a legal requirement for all activities involving pupils that take place off the school site. A preliminary planning visit is an essential part of this process. A completed risk assessment form must accompany planning submitted for authorisation of a visit. A copy of this form must be given to all staff taking part in the visit.

Sites that are frequently visited should be re-assessed on a regular basis, at least annually.

The process of risk assessment involves:

- Identifying the hazards
- Recognising who is at risk
- Deciding on the possible outcomes and their likelihood
- Putting in place the necessary control measures to rectify the problem

Group Leaders should concentrate on **significant risks**; there is no expectation for insignificant risks to be included in a formal risk assessment. Additional guidance on completing risk assessments can be found in “Demystifying Risk Assessment” (available to download from www.schooltravelforum.com) and in the “There and Back Again” Lambeth’s Outdoor Education Handbook.

The pro-forma for risk assessment can be found in Appendix 6. Group Leaders should ask for a copy of the venue’s risk assessment.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.

Trips for the Early Years must have at least one qualified Paediatric First Aider.

For adventurous activities, there should be at least one trained first-aider in the group.

Emergency Procedures

All major incidents should be relayed immediately to the Executive Headteacher, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the office, including the home contact details of parents/guardians and next-of-kin as appropriate.

The Group Leader should always take a copy of the Lambeth “Emergency Procedure” (Appendix 7) and a mobile phone.

Staff Ratios

The staff ratios in the table below are minimum requirements. On the basis of risk assessment, it may be decided that additional supervision is required (particularly in relation to hazardous activities or children with SEN). Whatever the length and nature of the visit, regular head counting of pupils should take place. The

Updated January 2017

visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

On School Journey, a member of SLT will attend.

Age Group	Ratio
Foundation Stage	One adult for up to a maximum of 5 pupils
Key Stage One	One adult for up to a maximum of 6 pupils
Key Stage Two	One adult for up to a maximum of 10 pupils

Alternative Arrangements - Plan B

It is very important for Group Leaders to consider alternative arrangements if incidents occur. Key considerations should be transport options, illness, staffing and weather. Alternative arrangements must be discussed with the EVC prior to final approval being granted.

Consent and payment

Parents are asked to sign a “one-off” consent form when a child enrolls at the school. This will cover a child’s participation in any of these types of off-site activities throughout their time at the school.

Whilst parental consent is not required by law for trips that are a normal part of a child’s education at school and within school hours, we seek written parental consent for most educational visits. This will be communicated via a Trip Letter. If the trip letter is not returned, the child is still able to attend the trip as long as the ‘one-off’ consent form has been signed.

Parents will be informed of the proposed educational visit at least ten days prior to the visit date, where this is possible. A pro-forma for the trip letter can be found in Appendix 1. The trip letter is always photocopied on yellow paper.

Trip Letters for educational visits should be given to the Group Leader and payment made through the Parent Pay online system. If Trip Letters are given to other members of staff then it is their responsibility to give these items directly to the Group Leader. Information about funding for trips can be found in the school’s Charging and Remission Policy.

Code of Conduct

St. Andrew’s school has high expectations for behaviour, as detailed in the behaviour policy. The establishment of a “code of conduct” for all those participating in educational visits is an effective basis upon which to ensure the achievement of safe and successful outcomes. In advance of an educational visit, accompanying adults, children and parents should all be fully aware of the code, including possible sanctions (the code of conduct and sanctions is written on the reverse of the letter which is sent home). This code of conduct will be part of the agreement by parents, and includes the potential withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. It is the parent’s responsibility to cover any associated costs involved if a child needs to be withdrawn from a visit.

Updated January 2017

St. Andrew's Church of England Primary School

Code of Conduct

1. Always think about your own safety.
2. Always follow the instructions of your leader.
3. Behave sensibly and responsibly.
4. Dress sensibly.
5. Be respectful to all people and property.

St Andrews' C of E Primary School
Agreement for adults accompanying on a school trip

Thank you very much for agreeing to come on the trip. By signing this form, you agree to the following:

- DO come at the time you have agreed with the class teacher.
- You have volunteered to supervise a group of children. DO be prepared to not be in the same group as your child.
- DO read the risk assessment provided by the class teacher.
- DO ensure your mobile is switched off or put on silent and do not answer your phone during the trip.
- DO ensure that you use appropriate language at all times. It is ok to speak to the children about behaviour that you expect but please refer to a member of staff for any serious incidents.
- Please support all your class teacher's decisions with regard to the trip. This includes whether you can or cannot visit the gift shop or buy food and drink. Most trips will not involve visiting any shops.
- DO be courteous to all adults and children on the trip
- We do ask you not to take photos of the children on the trip. There is a class camera for trip photos.
- DO have a good time. Without your support we would be unable to go!

I have read and understood this agreement. I understand that if I fail to support the teacher in the above, it will not be possible for me to accompany a trip in the future.

Name:

Signature:

Date:

Mobile phone number

Linked Policies

This policy should be read in conjunction with the following policies:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Inclusion Policy
- Charging and Remissions Policy
- Critical Incidents Policy

Approved by:

Date: September 2016

Next review date: September 2019