



Educational Visits Policy

Approved: Spring 2021
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Staff Guidance

At Canon Barnett Primary School we see educational visits (EVs) as an integral part of school life that helps us to provide a broad, balanced and stimulating curriculum that expands children's horizons and grows their cultural capital. They add value to the learning and provide children with experiences beyond those we can offer in the classroom. Most EVs are included in termly planning, although for some destinations it may be necessary to plan further in advance.

A visit that includes an overnight stay or participation in potentially hazardous activities is referred to as educational journey (EJ) and consent by Local Authority and school governors should be given beforehand.

Planning and Preparation

1. Check the online school calendar and arrange the trip with chosen destination
2. Complete EV Checklist
3. Undertake a pre-visit prior to completing risk assessment
4. Complete a risk assessment and have it signed by all staff who are going on the EV. This must then be presented to either the DHT or HT for signing off.
5. Write draft letter to inform parents and carers including:
 - where you are going and the purpose
 - transport
 - staff who are going with you
 - all activities that the child will participate in when there

Parents/carers need to know the risks involved in order to make a decision on whether to allow their child to attend.

6. All paperwork must be given to either the DHT or HT a minimum of 2 weeks before the date of the trip. You must present a copy of the final document. This will then be filed in the HT's office.
7. Staff, volunteer escorts and children are to be briefed prior to EV so that all adults and children are fully aware of the purpose of the trip, the route to be taken and of any possible risks.
8. Children should be reminded of expectations of behaviour during the trip and to know that they should be responsible for their own and their partners conduct throughout. Where possible, children should use a "Buddy System" to encourage group responsibility.

Pre visits

The EV leader and any class teacher in charge of a group should carry out a pre-visit that includes a trial of the journey.

Any roads should be assessed and a plan for crossing made.

If coaches are used, check that all seats have seatbelts. Children should not sit in the front and seatbelts must be worn at all times. If a coach has no seatbelts or insufficient seatbelts then an alternative coach must be provided or the trip cannot go ahead. A different mode of transport cannot be used on the day as a risk assessment would not be in place.

If using public transport to get to the venue, trip leaders should consider all possible alternative routes in the event of disruption to the main travel route.

Applications for Transport for London travel permits should be made at least 14 days prior to travel.

Children with special educational needs should be considered, and the visit should be planned in order to be as inclusive as possible.

During the pre-visit, notice should be taken of what facilities are available to include those with disabilities.

Packed lunches should be booked at least two weeks prior to the visit using the relevant school booking form.

Risk Assessments

The risk assessment (RA) process should focus on the journey and the programme at the venue. It should include the consideration of the safety of pupils with emotional and behavioural difficulties. The RA is an opportunity to think about significant hazards, foreseeable hazards and plan control measures. The RA should be shared with other teachers, volunteers and children as part of the EV briefing. Risk assessments provided by the organisation should be attached to the RA document when presenting it for signing off.

Risk assessments should consider the current terrorism threat and Covid advice.

EV Letters

Letters should include: venue, date, transport, departure and arrival times, clothing, footwear, packed lunches, cost if applicable (including a statement about voluntary contributions) and a clear reply slip for visits outside the local area, see attached for an example.

If reply slips are not returned, admin staff may telephone parents/carers and ask them to come in and sign forms.

Verbal permission from parents and carers is not acceptable; there must be written consent to take children out of school premises during school hours.

Briefing

A detailed itinerary should be prepared for the whole visit, and copied for all accompanying adults. This will form the basis of class briefings as well as for staff and other adults.

The itinerary should include:

1. Timetable
2. Address and phone number of destination
3. Mobile number of EV leader and school phone number
4. Groups
5. Transport arrangements
6. Risk assessment

The day before a trip

1. Children and adults should all be aware of who is in each group and who the adult in charge is
2. A first aid kit should be taken from the school medical supplies for the trip
3. Teachers must identify who will carry individual's medicines if needed and ensure that a copy of the care plan is taken
4. Teachers should ensure that all permission slips have been returned, if there are missing slips then admin staff may make calls to remind.

The day of a trip

1. A copy of lists of groups and adults accompanying should be given to the office staff
2. Teachers should ensure that children are appropriately dressed for the trip or visit. Children should be encouraged to wear protection from the sun on sunny days. Teachers should not allow children to join the trip if they judge that children are not suitably dressed
3. Teachers should check that every child has a packed lunch if needed
4. Prior or on the day of the visit, if the adult pupil ratio becomes less than stated on the form, the lead teacher should inform the member of staff in charge of the school who will make alternative arrangements re staffing.

Costs

The governors of the school have agreed that all costs will be met by the school as long as they are able to.

If it is deemed necessary to ask for a contribution, staff should remember that all contributions are voluntary, and no child should feel that they cannot come on a trip for failure to pay. However, trip leaders should ensure that any costs are clearly identified on a basis of the cost per child. Parents and carers may be asked to contribute towards the cost of a trip and a trip may be cancelled if sufficient contributions are not made.

If venues require a cheque to be brought on the day of the trip ensure that the school financial administrator is informed well in advance and has time to prepare a cheque.

Adult: Child ratios

1:2 in Foundation stage

1:6 in Years 1-2

1:10 in Years 3-6

However, these are a guideline and if the teacher decides that for a particular trip it is necessary to have more adults then this should be taken into consideration.

As a guideline, a coach should be booked for EYFS Educational visits outside of the local area.

The school has volunteers who are DBS checked and should be the first adults asked to accompany a trip.

Other adults who accompany classes must not be left in sole charge of a group if they do not have DBS checks completed.

Volunteers accompanying during the visit should be aware that the teacher in charge should deal with any behavioural issues and that they should be their first point of contact if they have any concerns during the visit.

If parents are accompanying classes with their children they should understand that the teacher has overall responsibility for all children within the class for the duration of the EV.

The number of adults will depend on the nature of the visit and the amount of supervision needed. The needs of the class and individuals will also need to be taken into account. One of the adults must be a teacher. Supply teachers are not allowed to lead EVs, and must have another teacher with them taking that role. NQTs may request that another teacher accompanies them until they are familiar with the responsibilities of leading an EV. Children with a statement of SEN will have their support adult with them at all times, and this adult will not count in the overall supervision ratio.

Emergency Procedures

In the event of an emergency, the lead teacher must phone the school immediately and speak to a senior member of staff. If taking part in an EJ, contact details for a senior member of staff should be taken before departing.

If it becomes apparent that groups will be delayed in returning to school. Contact the school immediately; this means that parents can be informed and for those children who come to school on TH transport service, alternative arrangements can be made. At the end of the trip, the teacher should evaluate conduct and learning from the trip. If teachers have had to deal with substantial behavioural issues during the trip then a senior member of staff should be involved and parents informed. If there are any events where the safety of the group or individuals is jeopardised, then this should be recorded in either the incident record or as a “near miss”.

Record Keeping

It is our legal responsibility to keep and file:

1. EV plans and checklists
2. Risk assessments
3. Written briefings
4. EV letters
5. Returned consent forms
6. Accident/incident reports
7. ‘Near miss’ reports

These provide evidence to show that we have taken every reasonable precaution before every visit and that trip leaders are fully prepared before setting out on a visit. If you have any queries, please speak to a member of the SLT.