



**“Together we learn, Together we succeed”**

# **Educational Visits Policy**

This policy has been written to ensure that the school’s ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

As a Rights Respecting School, we put the United Nations Convention on the Rights of the Child at the heart of our planning, policies, practice and ethos.

Policy Agreed	Reviewed by	Ratified on	Approved by	Signature on behalf FGB	Next Review
September 2017	J Stone	25/11/19 7/3/2022	FGB	Rhys Moffat	March 2024

## Welbourne Primary School Educational Visits Policy

### 1. Introduction

This policy should be read in conjunction with supporting documents, including:  
London Borough of Haringey –Educational Visits and Journeys –Guidance for Schools

All forms are available from the Educational Visits folder on the school server.

### 2. Aims and Purposes

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school arranges a number of educational activities and other visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Inter school team sports, such as football and netball
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

### 3. Responsibilities

All schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE requirements and LA guidelines.

This school's EVC is Jane Stone and Robert Lane.

The role of the EVC is

This role is **mandatory** in all schools. See Appendices of the LA Guidance Notes for full role details.

- Acts as the contact point for the school on any educational visit issue;
- Ensures all paperwork is completed prior to and after visit;
- Ensures Corporate Health and Safety Team have the relevant paperwork which needs to be signed off in advance of residential/overseas visits on the EVOLVE system.(Corporate Health and Safety **MUST** be notified at least 6 weeks in advance).

Other specific responsibilities include:

- Local Authority – to approve overseas, residential and adventurous activities
- Head teacher – to approve visits and assesses competence of visit leaders
- EVC – to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA
- Visit leader – to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment
- All additional adults (not school staff) names must be submitted 48 hours prior to the visit, they must also be briefed by the class teacher prior to leaving site
- Pupils – to follow instructions and procedures in line with the risk assessment

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

#### **4. Approval Procedure**

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and/or EVC by completing an Educational Visit Approval Form.

In addition, visits that are either:

- Overseas
- Residential or
- Involving adventurous activity

will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types. Completing of form electronically using EVOLVE. If an external provider or tour operator is being used, they must have approval of the Headteacher at the time of the provisional booking. The procedures to be followed in this case are outlined in Haringey guidance.

It is essential that all visits have sound and clearly stated educational aims.

#### **5. Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as ‘Acknowledgment of Risk’).

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that the detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

For day visits only, where written consent has not been received, verbal consent will not be accepted, the pupil will not be permitted to attend. Therefore the office staff will chase up the consent by texting parents in advance of the day.

#### **6. Staffing**

##### **a) Competence**

Any member of staff leading a visit will need to have their ‘competence to lead’ assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head teacher and/or EVC.

##### **b) Ratio**

As a general guide and in normal circumstances, the adult /child ratio may be

EYFS 2yr old Nursery:	1 adult: 2 children	Local Walk 1 : 2
EYFS Nursery:	1 adult: 3 children	Local Walk 1 : 4
EYFS Reception:	1 adult: 4 children	Local Walk 1 : 4
Yr1-Yr2:	1 adult: 6 children	Local walk 1 : 10
Yr3-Yr4	1 Adult: 10 Children	Local walk 1 : 15
Yr5-Yr6:	1 Adult: 15 Children	Local walk 1 : 15
[1 adult: 10 children for category 3 visits]		

##### **N.B:**

Minimum of 2 adults per visit however small the group

At least one member of staff needs to have current first aid training

Adults ratios can include students, parents and volunteers

However, a professional judgement must be made for **each visit**, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

### c) **Supervision**

Pupils must be supervised throughout all visits. A decision regarding the supervision on the trip eg. whole class stay together, groups split up [ALL with a school adult] and reconvene at a set time will depend on:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care. They must all be listed on the parent form and you must have a copy of the list attached to the risk assessment. Parents **MUST** not take a child or group alone but be with a member of staff.

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children.

## **7. Risk Assessment**

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- **Generic Risks** - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic self assessment.
- **Event Specific Risk** - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- **Ongoing Risk** - the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

The publication 'Group Safety at Water Margins' must be consulted when assessing risks where the visit involves walking along the seashore, collecting samples in ponds or rivers, or paddling in shallow water.

The health and safety of those involved in a visit overrides any disability act.

### On the day of the Visit

- Refer to the checklist
- Collect first aid kit(s)
- Take asthma pumps and Epipens as necessary
- Brief supervising adults, including parents
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of pupils regularly, and always when changing locations
- Take emergency contact sheet

### **8. Plan B**

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. public transport problems, parent helper is unavailable. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B. Please ensure an alternative travel route is listed on the travel RA.

### **9. Transport**

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

### **10. First Aid**

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has a good working knowledge of first aid.

First aid kits are available from the medical room. If the visit involves the party splitting up, a kit should be taken for each group.

### **11. Water 'Margin' Activities**

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfE 'Group Safety at Water Margins' is relevant. All staff, should be provided with a copy of this guidance prior to the visit. Parents should be briefed.

### **12. Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. The letter should also state the cost of the visit per child.

Typically the reply slip should read:-

"I give permission for my child \_\_\_\_\_ to take part in .....  
I have read and understand the information about the visit.

I enclose my contribution of ....”

In the case of sports fixtures, the reply slip should read:-

“My child \_\_\_\_\_ is able to play in the ..... match (at .....) on .....  
I have read and understand the information in the letter, and give permission for my child to take part.”

### **11. Emergency Procedure**

Visit leaders must take with them a copy of **the Emergency Contact Sheet**, which sets out the local authority's procedures to be followed in the case of an emergency. This information must not be shared with parents.

School Contacts must hold a copy of **the Emergency Contact Sheet** at all times, which details procedures for supporting visit leaders and liaising with the local authority.

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

### **12. Educational Visits Checklist**

The Educational Visits Checklist is an essential part of the risk management process and should be adhered to for all visits.

### **13. Evaluation**

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

### **14. Booking Procedure**

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- Admin Officer who will enter on school diary and inform the Kitchen

### **Procedures**

1. Inform the headteacher, check that proposed dates are convenient and get entered in diary.
2. Complete transport booking TFL booking a minimum of 2 weeks in advance
3. Complete Educational Visit Approval Form at the time of booking the trip minimum of 2 weeks before trip
4. Residential trips and adventurous activities need to be completed on EVOLVE prior approval from Headteacher must have been granted.
5. Provide office with a copy of the letter then liaise with the Admin office with regards to checklists, slip & money collections
6. Office staff will book the lunches and liaise with the kitchen
7. Inform parents using standard letter available on server. A copy must be checked by SLT and then given to the school office for file
8. Submit Risk Assessment to EVC for approval
9. Carry out pre-visit if possible and necessary
10. Office will keep record of contributions made by parents using class list, ensuring money is checked
11. Use the educational visits checklist as an aide memoir before and on the day of the visit

If the headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**