



Baines' Endowed

Church of England Primary Academy

A member of **CDARI**

Baines' Endowed Church of England Primary Academy

Educational Visits Policy

At Baines' Endowed Church of England Primary Academy, we aim to develop self-belief and self-confidence in all our pupils and staff, through our mission that:

"With God, nothing is impossible" Luke 1:37

To support our pupils, staff, parents and governors in their quest to achieve the 'impossible', we will teach, guide and nurture our community in the following twelve values:

generosity	compassion	courage	forgiveness
friendship	respect	thankfulness	trust
perseverance	justice	service	truthfulness

At Baines' Endowed, we believe that by valuing all God's children and teaching them to learn, develop and grow in the Gospel values, we will allow them the opportunity to believe that, with the help and love of God the Father, God the Son and God the Holy Spirit, they can achieve what they aim to achieve.

Intent

Our Aims are:

- To enrich and inform the curriculum by providing our pupils with experiences and knowledge that cannot be provided from within the school.
- To allow our pupils to ask questions and learn from 'experts' from various walks of life and disciplines; relating to curriculum learning objectives.
- To allow our pupils to gain a wider view of the world, and find out about the area in which they live.
- To give our pupils and insight into the lives of other people.

As a school our aim is to provide our pupils with a broad, balanced curriculum, enriched with opportunities to experience school trips and visitors to school, that can enhance their enjoyment of education and provide unique experiences that they may or may not have at home. Our aim is to also ensure that all experiences are conducted to the health and safety guidelines expected for educational trips and visits. Therefore, all experiences held within and beyond our Academy are planned with reference to the DfE's guidance on [health and safety on educational visits](#). In accordance with this document, specific risk assessments are conducted for all trips



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that pose a higher level of risk; other trips and activities will be covered by our Academy generic policies and procedures.

The higher risk level could be related to things such as:

- Distance from school
- Type of activity
- Location
- Need for staff with specialist skills

Whereas lower-risk trips are those that only include everyday risks (for example, slips and trips).

The [Outdoor Education Advisers' Panel \(OEAP\)](#) is consulted by staff for further guidance to help with decisions on risk assessment (see documents '4.3f Risk management – some practical advice' and '4.3g Risk management – what to record and how', both under the 'Good Practice Essentials' heading).

IMPLEMENTATION

Children will only be taken out of School with the prior permission of the Headteacher and their parent/carer, in line with the requirements below. Educational visits are planned by class teachers working together in year groups and by nursery staff. By following the procedures for booking a trip (Appendix 1) they provide the Headteacher/SLT with written details of the following before they make any formal bookings: location, purpose, date, times, including estimated time of return activities, names of the staff attending the visit, the Visit Leader and the transport arrangements.

PLANNING AN EDUCATIONAL VISIT

Once these details are gathered and have been authorised the Visit Leader should ensure the procedures set out by the Headteacher for booking a school trip are followed. A Visit Request will be created using the EVOLVE system, which includes all necessary information. The form will then be submitted electronically to the school Educational Visits Coordinator (EVC), who will check that all the necessary criteria have been met. The EVC will then be responsible for returning the form for updating, or will submit it to the Headteacher for approval. The Headteacher will ensure that the visit complies with this policy and legal requirements before authorising the visit.

Parental consent must be collected by parent app or letter, at least two weeks before the visit. Parents should be given the opportunity to provide relevant medical information and a contact telephone number. Letters to inform parents about visits



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must be shared with the school office staff before being sent to parents. Parental consent forms should be collected by the office staff and a list compiled. These should be kept securely until the pupils return from the trip. All monies towards the cost of the trip must be collected and recorded by the office staff.

If a visit is planned to a destination not previously visited by school or nursery then consideration is given as to whether a pre-visit needs to be made. If a member of staff has visited the location previously and/or the location is known to regularly take school or nursery visits then it may be possible to undertake an appropriate risk-benefit assessment without a pre-visit. The Headteacher and the visits leader will make this decision. Following a visit, the visit leader should complete the evaluation section of EVOLVE.

Visits need to be planned and booked well in advance in order that the above procedures can be followed. Therefore, generally, the above arrangements must be completed at least four weeks in advance and all summer term visits should be planned and booked before the Easter holidays. Where this time-frame cannot be adhered to then the Headteacher and EVC must be consulted to ensure there is time to make safe and suitable arrangements in line with this policy.

It is the responsibility of the visit leader to complete the EVOLVE document for each visit, giving the EVC and the Headteacher time to approve the visit. The visit leader must complete the risk assessment for each visit before it goes ahead. It is the role of the EVC to ensure staff understand this policy and support the visit leader with planning the educational visit. The EVC must remind the visit leader of the need to continue to assess risk throughout the visit, and ensure that they are competent to do this.

The EVC and the Headteacher are responsible for ensuring that these checks have been completed; that all relevant documents have been attached to the EVOLVE system; and that the arrangements for the visit comply with national and local requirements.

Parents of children in school are informed by letter of all visits and children are only taken if the parents sign a permission slip. The only exceptions to this are swimming lessons, visits to church and short walks along the school side of Penrose Avenue for curriculum related activities. Parents sign permission for these on the admission form, which are updated annually by the school office. The Headteacher, visits coordinator and business manager are informed about any "short walks" as above before they are undertaken. A list of children's names and accompanying staff and adults is left in the office with a note as to when they are expected to return.

In the unlikely event of a terrorist attack, the visit leader should follow the advice of the police or FCO, and regularly update the Headteacher as much as possible.



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TRANSPORT

For all trips requiring transport, this must be by coach – fitted with seat-belts. Checks that the children's seat-belts are fastened are made by a member of school staff before the coach is allowed to set off. Small groups of children may travel by taxi or in staff cars with parent's approval. Children travelling by car or minibus must be in booster seats or car seats if they are under 135cm tall. If employees are transporting children in their own cars, it is their responsibility to ensure the car is roadworthy and that they have appropriate insurance.

School does not have a minibus. School may hire minibuses, with drivers, for journeys in the same way as for coaches. There should be a minimum of two adults on any minibus, unless the minibus is travelling in convoy as per taxis above. A list of approved providers is already set up on EVOLVE.

In order that we can ensure that the essential conditions are met only the office staff can book transport. A transport booking form should be completed by the visit leader and given to office staff at least 4 weeks before the visit date.

ORGANISATION AND RATIOS

Adult: pupil ratios will reflect the nature and risk of the trip or activity to be undertaken. Nursery ratios will be adhered to in line with recommended Early Years advice:

- 2-3 year olds: 1 adult to every 3 children
- 3-4 year olds: 1 adult to every children
- Reception 1:10
- KS1 1:8
- KS2 1:12

With a minimum of 1 teacher and 1 support staff for each class and 1 Nursery Officer and 1 assistant with each nursery group.

The exceptions to the above are as follows:

- Visits to church – accompanied by two crossing patrol staff, each class to have two designated staff to supervise plus an overall "group leader" who does not have responsibility for a class.
- "Door to door" transported visits to the swimming pool or other local facility at which additional staffing is allocated to work with the children on arrival –



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juniors - 1: 20, infants 1:15, with a minimum of two staff to a group, if a visit is “door to door” to a local facility and there are no additional adults at the venue to work with the children, then the ratio can be 1:12 if the activity at the venue is a tightly controlled one. Nursery to be calculated according to the specific details of the visit, but no less than 1:3.

- For school trips only where children are travelling directly from school to the venue by coach and the venue has adults known to school leading the visit, these adults can be counted in adult: pupil ratios.

The visit leader must designate another member of staff to be the deputy visit leader; involved in the visit planning the deputy leader will make decisions when the visit leader is unable to do so.

Where pupils are split into smaller groups a member of staff is designated group leader; that person takes full control of the situation should an emergency arise.

A first aid kit and the school mobile phone are taken on every visit. Staff should keep in mind that mobile phones are not always reliable. A laminated card showing the school name and telephone contact details is displayed in a prominent position on the bus or coach.

On the day of the visit a final and accurate list of names of children and staff going on the visit is left in the school office by the group leader, together with mobile phone numbers for relevant staff: i.e. staff that will be separated from the school mobile phone during the visit. This list, along with pupil's medical information should be carried by all staff in case the group leader is not available.

For school visits

Children undertaking the visit are divided into sub-groups, each one led by a supervisor, that supervisor must be a member of staff. Another adult can be part of the group to assist the supervisor, the overall ratio of the group must be in accordance with the above levels. Each child is allocated to a named adult within the subgroup before the journey starts. That person is given a list of names and instructions as to when and how to check all his/her children are present. This always includes counting the children on and off the coach at both ends of a journey and also at any time during the visit when the group changes location. Whilst on the visit the whole group can be split into the subgroups to undertake activities, but the subgroups must not be separated further.



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Each supervisor takes responsibility for, and each other adult assists in:

- ensuring the children in their group understand and follow instructions as to how to proceed,
- being vigilant in supervising them closely at each point of the journey by checking their presence constantly and being alert to possible hazards – including when walking along pavements, when undertaking activities at venues, when eating lunch, when undertaking activities during “breaks”, when toileting.

Any concerns any adult has should be reported to the supervisor and the group leader immediately.

When walking along pavements the children form pairs and are led by a teacher at the front, a member of staff is positioned at the rear with the other adults ranged equally along the length of the line of children. (In the case of a sub-group the member of staff leads with the other adult being at the rear – the member of staff constantly scans the length of the line to ensure procedures are being followed). Adults always place themselves between the children and the roadside. When it is necessary to cross roads without crossing patrol supervision then a teacher, (or in the case of a sub-group a member of staff) stops the traffic, ensures it is safe for others to cross and signals the group to start to cross. Each adult then “takes over” the supervision of the road as they come to it. The adult at the rear always stays behind the last child in the group.

For Nursery visits:

Children are allocated to one person according to the ratios above. They remain with that person throughout the visit. The whole group stay together throughout the visit, i.e. they do not subdivide as is possible with school groups.

For all visits:

On-going risk management should take place throughout the visit. Where appropriate, visit leaders should have a ‘plan B’ in the event that an activity is deemed unsafe. If a member of staff feels an activity is unsafe and there is no ‘plan B’ the activity should be stopped and other arrangements made, ultimately returning to school if no other option is available.

In an emergency the visit leader should act in the best interest of the children, contacting the Headteacher at the earliest opportunity to explain what has happened.

If problems occur on the journey, which are not easily and speedily resolved and are not an emergency, then the group leader contacts the Headteacher and seek advice.



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The group leader informs the Headteacher, on return, that the group is back and whether or not any problems occurred. If any problem does occur the group leader makes a written record of it which is passed to the Headteacher. Near misses should be shared informally with the EVC and Headteacher to ensure that a similar situation may be avoided in the future.

SPORTS FIXTURES

The supervision, transport and hazard-risk requirements above are to be followed. The teacher in charge must carry a list of children's names and contact details. Taxis are only used if a member of staff can be included in each one. If transporting by staff cars, staff must ensure they have appropriate insurance and must set off in convoy. Parents can only transport their own child to a sports fixture.

Generally, the arrangements for sports fixtures must be made two weeks in advance so that the above procedures can be fully implemented. If a fixture arises without two weeks' notice, then the Headteacher, school business manager and EVC must be consulted to ensure there is time to make safe and suitable arrangements to ensure safety, in line with this policy.

RESIDENTIAL VISITS

Residential visits are agreed by the governors a year in advance. The arrangements for visits above are enhanced by the following additional requirements.

Visits are only arranged to locations which have been fully investigated by the organiser and demonstrated to the Headteacher's satisfaction that health and safety requirements are fully met. The children can be involved in adventure activities such as abseiling and motor-sports, but only when these are led by qualified instructors.

Only junior children will attend residential visits. Staff supervising the visit will be in the ratio of at least 1:12, which will be enhanced by the staffing at the Centre being visited. At least one male and one female member of staff will attend. Staff will not leave the site except in an emergency.

Parents are informed at least 6 months in advance of the proposed visit. They are given full information as to the arrangements for the journey, the supervision arrangements, the activities the children will undertake and the sleeping arrangements. Parents then sign a form giving permission for the child's involvement; they are also informed that if at any time the child's behaviour gives cause for concern in terms of health and safety then the child can be withdrawn from the holiday and monies paid will not be reimbursed.



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A form detailing the child's medical conditions and emergency contact arrangements is completed by the parent prior to the visit. A list of names and emergency contact details are held in school and by named members of staff at home. If there is an emergency the group leader contacts the Headteacher, or the most senior member of staff available, and he/she arranges for parents to be informed. The Chair of Governors has access to this information at any time from the list left in the school office.

Once these details are gathered the Visit Leader should ensure that they submit the visit request through the EVOLVE system, entering all the necessary information. The form should then be submitted electronically to the EVC, who will check that all the necessary criteria have been met. The EVC will then be responsible for returning the form for updating or further submitting to the Headteacher for approval.

Once the Headteacher has checked and approved the residential visit on behalf of the school and Governors the details of the visit are submitted to the LA. The LA then checks them against their policy and informs the school of any issues which they feel need addressing before the visit can go ahead and is fully approved.

For the duration of the visit pupils should not be left in the sole charge of the PGL staff, but should be accompanied by a member of school staff who knows the children. Where numbers allow, staff can have 'down time' in agreement with the visit leader. During 'down time' staff must not consume more alcohol than is allowed under National driving laws and the visit leader must ensure that on any day there are three adults who have not consumed any alcohol and so could assume responsibility for the group or an individual child in the case of an emergency.

Staff supporting residential visits must remember that they are in loco parentis at all times and so must follow safer working practices and act in the way any reasonable parent would do at all times.

SWIMMING

Children in Y4 and Y5 attend Palatine for a weekly swimming lesson managed by the LA under a Service Level Agreement. Y4/5 and Y6 enter LA coordinated swimming galas from time to time. The LA's School Swimming Policy is closely adhered to. Children do not take part in any other school led swimming sessions.



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IMPACT - MONITORING AND EVALUATION

Monitoring and evaluation is carried out to ensure all educational visits enhance the teaching and learning within the relevant subject. It is the responsibility of all staff to monitor and evaluate the impact of the trip on curricular provision within their own classroom in order that pupils make the greatest possible progress. All adults who accompany an educational visit should informally evaluate their experience and raise any concerns with the visit leader, who will in turn make any concerns known to the EVC.

Monitoring takes place in a number of ways, however primarily includes:

- assessment of outcomes of visit including, if appropriate, children's work and displays
- discussion with individuals or groups of children
- discussion with members of staff.

Policy last updated by Mr. C. Walton November 2024

The Educational Visits Policy at Baines' Endowed CE Primary Academy will be reviewed and modified on a regular basis at least every three years.

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on this sheet adding the date and signing where indicated.

Name of Persons Responsible, School - Mr. C Walton, S Brewster & Nursery- Miss Sawyer

Policy Approved by Governors: _____

Date: _____

Appendix 1:



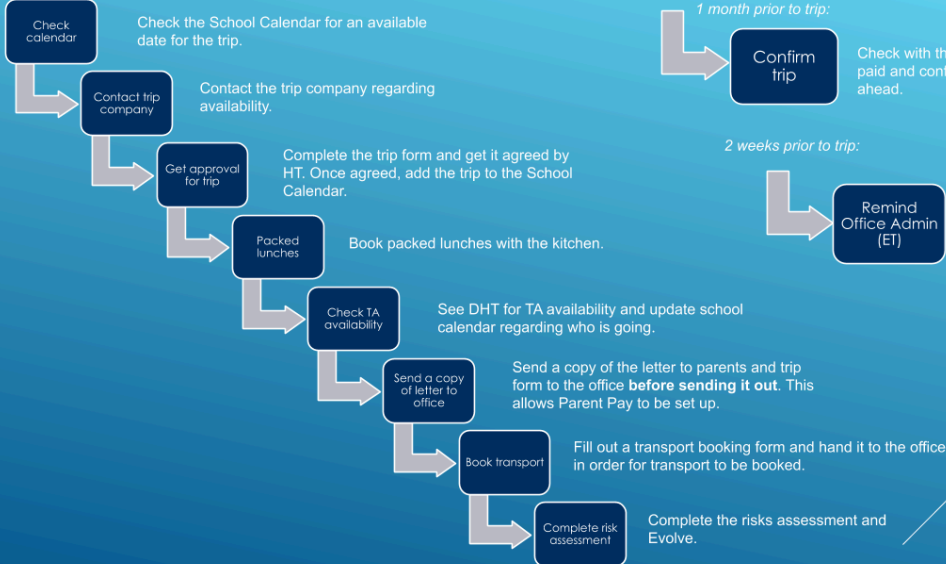
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Procedure: School trips

8 weeks prior to trip:



1 month prior to trip:

Confirm trip

Check with the office if parents have paid and confirm whether the trip will go ahead.

2 weeks prior to trip:

Remind Office Admin (ET)

Remind Office Admin (ET) about how many lunches have been ordered for trip.