

St John Fisher RC Primary School

Educational Visits Policy



"Every child has the right to an education." Article 28.

Headteacher:
Educational Visits Coordinator:

Ms J Kenna
Miss C Higgins

St John Fisher R.C. Primary School Educational Visits Policy

1 Introduction

- At St John Fisher R.C. Primary School, we seek to ensure that the National Curriculum is delivered in a variety of different ways, to make learning exciting and engaging for all pupils. We believe that educational visits enrich our curriculum and provide our children with a wide range of experiences that are not always achievable within the classroom setting, and where their learning can become 'real'.
- Our Educational Visits Policy is written in accordance with the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:
 - Equality Act 2010
 - SEND Code of Practice
 - Keeping Children Safe in Education
- It aims to provide a clear and coherent structure for the planning and evaluation of our educational visits.

2 Roles and responsibilities

- As employers, the governors are responsible for all educational visits. They may scrutinise all or specified visits.
- The headteacher is responsible for the approval of all risk assessments and the final approval of all educational visits.
- The Educational Visits Co-ordinator is responsible for ensuring all teachers are aware of the correct procedures for organising educational visits.
- The named Educational Visits Co-ordinator (EVC) is Miss Claire Higgins
- Party leaders are responsible for all aspects of the planning - ensuring the needs of everyone taking part are considered, including co-ordinating any additional support needed, risk assessment, communication with parents/carers and volunteers attending.
- The party leader will be a qualified teacher with at least one year's experience. ECTs can be deputy leaders, but their classes will need to be accompanied by an approved party leader.
- Teachers who are new to the school will also be accompanied by an approved party leader until it is deemed appropriate for them to be party leaders.
- Parents and carers
 - By agreeing that pupils can take part in educational visits, parents/carers agree that they will:
 - Provide all information required, such as emergency contact details and health/medicine information if applicable
 - Sign and return consent forms and any other documentation required in a timely manner
 - Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip
- Volunteers
 - Volunteers attending school trips, including parent volunteers, agree to:
 - Follow the directions of staff and act accordingly
 - Behave appropriately and model good behaviour for pupils

- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3 School Approval System

The party leader will normally be a class teacher, who will be responsible for the planning and management of the educational visit. As part of this process, they will:

- Complete an initial approval form, which will be signed by the deputy headteacher/headteacher, before the trip is booked.
- Go on a pre-visit to assist with risk assessment.
- Complete a risk assessment, signed by the headteacher.
- Send a consent letter to the parents.
- Complete a list of children and staff's medical requirements and contact details, which must be taken on the trip.
- Complete an itinerary for the day, including transport, workshops, lunch slots and groups.
- Prepare written instructions for parent helpers, outlining the expectations and aims of the day. A copy of the itinerary should also be included.
- Obtain final approval from the headteacher, at least a week in advance.
- If necessary complete an evaluation form upon return, identifying any first aid administered and any issues that arose.
- A copy of all the above documents should be saved in the Educational visits folder on the shared drive.

4 Risk Assessment

- A risk assessment will be completed by the party leader for each educational visit at least 2 weeks prior to the start of all trips.
- The school has a standard risk assessment format that will be used. This outlines general information about the educational visits, generic risks, site-specific risks and ongoing risks that need to be considered. The venue's risk assessment may be referenced for any site-specific risks. Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.
- Risk assessments should be signed by the party leader and headteacher.
- A pre-visit to the visit's destination must be undertaken by all party leaders to assist with risk assessment, unless they have already made a previous visit to the same destination. This may be within school hours, if deemed appropriate by the headteacher. During this stage, the possibility of all adults and/or children wearing high visibility jackets should be considered. Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left in school.

5 Ratios

- For a class of up to 30 children, there should be at least 3 adults on each educational visit: one party leader (a qualified teacher with at least one year's experience), one deputy leader (a member of school staff) and one responsible adult. However, actual ratios will depend upon the age of the children, the venue, activity and means of transport. All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- Any parent helpers who are acting as responsible adults must be given written information about procedures they should follow, and a copy of the itinerary for the educational visit. They

should also be directly supervised by staff who have been DBS checked. Adults without a DBS check will not be left alone with pupils at any time. The trip lead will take regular headcounts and/or rollcalls

- Children with an EHCP who have 1:1 or higher level support during the school day will have 1:1 or higher level support on the trip. The supporting adult should only be responsible for this child, and is in addition to the expected ratio.

5.4 Volunteers

- Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:
 - The needs of the pupils going on the trip
 - The setting and circumstances of the trip
 - Volunteers' skills, attitude and past behaviour, including previous volunteer experience
- Parents/carers selected to volunteer will be informed with as much notice ahead of the visit, and asked to confirm their attendance. They will also be asked to read the volunteer guidance.
- Volunteers will receive information from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.
- Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.
- At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

6 First Aid

- EYFS must have a qualified Paediatric First Aider accompanying on each educational visit.
- It is preferable that KS1 and KS2 classes also have a qualified Paediatric First Aider accompanying on each educational visit. However, if this is not possible, there must be a designated First Aid provider, who carries basic First Aid equipment.

7 Transport

- Journeys should be via the easiest route, which may not always be the quickest or most direct. This pre-planned route must be followed at all times. If for any reason this route cannot be followed, a member of SLT should be contacted for further advice.
- Transport types utilised will depend on the location, type and timing of a visit. These may include all forms of public transport as well as privately hired coaches or minibuses where necessary.
- Tickets to travel on public transport should be booked as far in advance as possible (at least 14 days) and transport staff should assist boarding and alighting the train, if possible.

8 Parental Consent

- Before each educational visit, parents will be sent a consent letter detailing the trip's date and location and anything their child may require.
- If there is a cost for the educational visit, parents will be asked for a voluntary contribution. However, if there are insufficient funds, the visit will not go ahead.
- Parental consent will be required for any educational visits outside of the normal school hours.
- If a parent does not wish for their child to attend an educational visit the child is expected to attend school as usual and alternative arrangements will be made for them to join another class/year group.

9 Behaviour

- There are clear expectations of behaviour for all the children, both in school and on educational visits. The children will be briefed with the itinerary for the day and reminded of any rules they will be expected to follow.
- If it is felt that the behaviour of an individual child is likely to compromise the safety of themselves and/or others, the party leader will discuss any concerns with the headteacher. School may complete an individual risk assessment for planning in regards to a pupil and their needs.
- A child's parent may be asked to accompany their child, if necessary. They will be given at least a week's notice and will not be required to cover the cost of their attendance.

9.1 Inclusion

- All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.
- If a pupil with a disability, special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.
- We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.
- Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

10 Local Visits and Sports Fixtures

- In order to make visits within the local area more accessible teachers will be required to complete only a risk assessment and have a final approval form signed by the headteacher.
- Similarly, when attending sports events and fixtures, teachers will be required to complete only a risk assessment and have a final approval form signed by the headteacher.

11 Residential Visits

- Before any residential visit, a meeting will be held for the parents, informing them of the itinerary for the trip, and providing them with an opportunity to ask any questions they may have.
- All parents must provide the school with details of any medical and/or dietary requirements their child may have.
- An itinerary must be in place for each day of the residential visit, which may be reviewed each day due to factors such as weather. Changes to the itinerary must be approved by the party leader/senior member of staff.
- Parents of pupils who are in receipt of Pupil Premium Grant will be asked to cover the deposit of the trip.

- A non-refundable deposit will be sought from all parents, this deposit will be non-refundable if their child does not attend the residential or if the venue in which the residential is booked ceases trading.

12 Emergencies

- All teachers should be familiar with the emergency procedures.
- Each class will be allocated a member of SLT, who will not be in class, to act as an emergency contact for the visit's duration. They should be contactable directly via mobile phone, in case of an emergency. The party leader for each visit is responsible for carrying the school mobile telephone. This will enable them to contact school/senior leaders swiftly in case of emergency.
- In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.
- 1 member of staff will always accompany a pupil seeking medical treatment.
- In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.
- All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).
- Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.
- There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

13 Training

- All ECTs and new teachers to the school must be trained in the procedures for planning an educational visit. They will assist other class teachers in their year group when planning educational visits. They will be supervised by an experienced party leader on educational visits until they are deemed suitable to be a party leader.

14 Monitoring

- After each educational visit, the party leader should complete an evaluation form, outlining any issues encountered. These will then be used to assist the planning of further educational visits.
- A record will be kept of all required documentation for each educational visit.
- An annual Health & Safety report will be given to the governors.
- The Educational Visits Policy will be reviewed annually.

15 Charging and insurance

- We will follow our school's charging and remissions policy at all times.
- Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of

school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

- Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.
- We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

Dated: September 25

To be reviewed: September 27