

# **Keir Hardie Primary School & Children's Centre**



## **Procedures for Organising Educational Visits**

Reviewed:	Spring 2018
Date of Next Review:	Spring 2020

## Procedures for Organising Educational Visits

**This policy was reviewed by the co-ordinator**

**Print Name** .....

**Signature** .....

**Date** .....

**This policy was reviewed by the Head Teacher**

**Print Name** .....

**Signature** .....

**Date** .....

**This policy was reviewed and agreed by the Chair of Governors**

**Print Name** .....

**Signature** .....

**Date** .....

## **Procedures for Organising Educational Visits**

### **Rationale**

This policy has been produced with the aim of clarifying the procedures for school<sup>1</sup> visits. This policy is not intended to be a complete guide to organising a visit but contains certain standard procedures that all staff should follow.

### **Responsibilities of the Visit Leader**

All pupils at Keir Hardie Primary School are entitled to a broad and balanced curriculum and this includes Educational Visits. The health and safety of the pupils is always of paramount importance, and more so when pupils are taken out of school. If these procedures have not been adhered to and it is felt that the pupil's health and safety has not been considered, then the only option will be to cancel the visit. It is therefore the responsibility of the visit leaders to ensure that these procedures are always followed. Where these procedures have not been followed according to the guidelines, including those that include following the advised timescales for arranging transport, lunch provision and Risk Assessments, it is the EVC's responsibility to inform the Headteacher.

### **Arranging for a School Visit to take place**

All pupils should be given the opportunity to go on at least one educational visit in each half term.

Subject co-ordinators and year leaders should build up a library of recommended places to visit relevant to the school topic programme.

Before booking an educational visit, the organiser should complete the Educational Visits Approval Form and discuss their plans with the Headteacher or the Deputy Headteacher to ensure that the visit is appropriate and to agree some provisional dates. Once this has been agreed, you will need to write a Risk Assessment for the visit and present this to the EVC lead – Astrid Tromp - at least 2 weeks before the date of the visit. Please attach the Approval Form and letter to parents to the Risk Assessment. A copy of the signed risk assessment should be handed back to Astrid Tromp who keeps a file of all risk assessments.

Wherever possible, travel should be by public transport. We are able to get free tickets using London Underground for educational visits. This application to TfL needs to be processed at least 14 days before the date of the visit. This booking should be made by giving Ms Bond all the necessary information. It will, however, sometimes be more appropriate to travel to some destinations by coach. Coach bookings should be made through the office staff (Simon Bond) who should be given clear details about the date of the trip, the destination and the number of persons travelling (this should include the number of adults travelling). Clearly indicate that you are booking a coach and not a bus, as buses do not have to provide seatbelts.

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<sup>1</sup> 'School' refers to KH Primary School and KH Children's Centre

To ensure that the required visits are booked and that parents receive appropriate notice all visits should be fully booked at least 2 weeks before the date of the visit.

A paediatric first aider must accompany the visit whilst out of school and out of the local area. Emergency first aiders can accompany pupils on visits in the local area.

An educational visit notification form should be left at the office on the day of the visit to inform them of the number of pupils leaving the premises, which pupils are staying behind (if any) and in which class.

### **Lunch Arrangements**

Pupils are entitled to be provided with a packed lunch. You may need to order a few extra school packed lunches than the pupil request for instances when a packed lunch brought from home may need to be supplemented. Corinne (cook) should be informed in writing of the number of pupil who will require a packed lunch at least two weeks before the trip is due to take place.

### **Notification of parents and collection of Money**

Written consent from parents/ carers is not required for pupils to take part in the majority of off-site activities by a school during school hours. This is only required once during the time a pupil is on roll at the school.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours.

All parents should be informed in writing about a forthcoming visit at least two full weeks before the visit is to take place. Letters can be typed by the organising teacher or by Jean Bond. Either the Headteacher or the Deputy Headteacher should approve all letters to parents before they are circulated to parents. The letter to parents should include information about:

- the place being visited
- the reason for the visit (i.e. links to the scheme of work)
- the cost of the visit
- transport arrangements
- lunchtime arrangements
- Time of departure and arrival back to school

The letter should be attached to a permission slip/payment envelope for parents to return.

- Class teachers should maintain a class list that clearly indicates those pupils for whom a permission slip has been received and those pupils who have returned payment. On a daily basis any money received should be sent to the school office to be kept safe. (see Parental Contributions section below)
- A final list of the pupil taking part in the visit should be given to the office on the morning of the visit.
- On the day before the visit, the school office should be advised about how much money will be required at the time of the visit for fares etc. This will then

be made available on the morning of the visit. Please note money sent to the office is paid into the school account and then you are given money from school account to pay for the visit. This is to allow us to keep a clear record of which visits are being subsidised.

- Parents should be given an opportunity to pay for a visit over a period of time and where possible visit leaders should try to take advantage of free opportunities to keep costs to a minimum. No child is ever excluded because of non-payment and it is understood that some of the visits require parental contribution. However, it is necessary for visit leaders to keep a record of the costs that they ask from parents so that the requests are reasonable.
- No child should be allowed to take part in a school visit unless written permission from parents has been received. Verbal permission is not adequate. When a signature has been given, it must be from the adult with parental responsibility.
- Class TAs are allowed to make phone calls on the day to get verbal permission from parents/ carers if slips have not been handed in on time. It is not the responsibility of office staff to make these phone calls.

### **Parental contributions**

Money is brought in by pupils who then hands it to the teacher or TA, who will make a record of the child's name and amount paid. The teaching assistant then brings the money to the office and completes a slip detailing the date and total amount of money being given to the office staff and signs the slip. The office staff signs to confirm that the amount is accurate. The money is then kept in the safe until time to bank.

### **Guidelines for good practice on a School Visit**

- Pupils should be aware of the rules and procedures for visits before a group leaves school. This should be done with the pupils before the visit with the pupils being involved in the process.
- On visits that involve travelling beyond the local area, pupils should be accompanied by one adult for every 10 pupil or one teacher for every 15 pupil. Teaching Assistants who are specifically allocated to particular pupil should not be included in these calculations.
- When travelling to and from school visits, pupils should not be allowed to eat or drink.
- Pupils should not be allowed to bring cans or glass bottles.
- Pupils should not be permitted to take mobile phones, electronic games or personal stereos with them on school visits.
- If appropriate, the teacher organising the visit may allow pupils to take spending money. It should be made clear to the pupils that this money is their responsibility.

### **Emergency Procedures**

In the event of a medical emergency on a school visit:

- In conjunction with the First Aider, the Visit Leader will make the decision as to whether the emergency services need to be called.

- The visit leader will make the decision as to who will accompany the child and who will be responsible for the rest of the group.
- The Headteacher or Deputy Headteacher need to be phoned and the LEA Risk Assessment Adviser, Alan Merry (07770 227094), will be contacted if necessary.
- The school will be phoned so that parents can be contacted.
- If a child needs to be taken to hospital, 2 adults should accompany the child where possible.
- At hospital, one adult will remain with the child while the other is in contact with the school/parents of the child.
- In the event of a fatality, all pupil and adults must not speak to a member of the media or press. This is the responsibility of the LA.

In the event of a security alert:

- Follow the emergency instructions of the place that you are visiting and make contact with school so that they are able to inform parents.

Always follow the instructions of the emergency services.

On return to school, please make sure that all necessary paperwork has been completed, e.g. Accident Forms.

### **Guidance for members of staff organising visits from external agencies and speakers**

The following procedures should be followed by all school staff involved in organising visits from outside speakers:

- Prior to the visit discuss with the visitor how their session will add value to the pupils' learning experience.
- Ensure that the visitor/external agency has the required expertise and necessary experience/skills to deliver sessions that are age appropriate and factually accurate.
- Discuss and agree the aims of the session.
- Inform the visitor/external agency regarding about any needs of the children (where applicable) so that the sessions are inclusive.
- Ensure that the activity meets Health and Safety guidelines and that visitors are aware of the school's safeguarding procedures and policy.
- Inform any visitors to bring their DBS checks for photocopying. If they do not bring this in, the visitor may not be able to provide the workshop or activity planned.
- Ensure that the visitor/external agency has a named contact and telephone number/ email address.
- Ensure that the relevant staff members are present during the session as they are responsible for class discipline, monitoring and evaluation