

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



## **Procedures for Organising Educational Visits**

<b>Reviewed:</b>	<b>Autumn 2023</b>
<b>Date of Next Review:</b>	<b>Autumn 2026</b>

## **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.

### **Responsibility of the Local Authority**

- acts on behalf of the employer to discharge health and safety responsibilities for educational visits through:
  - producing policy and guidance, based on risk assessment, including defined standards of competence
  - monitoring arrangements to ensure compliance
  - providing training opportunities
  - providing associated information and advice
- is informed by knowledge of educational objectives, legal requirements and relevant practical experience

### **Responsibilities of the Educational Visit Coordinator (EVC)**

- ensures educational visits meet employer and establishment requirements
- supports leaders and managers with approval and other decisions
- assesses competence of prospective group leaders and staff
- ensures risk assessments meet requirements
- organises training and induction
- ensures parents are informed and give consent
- oversees emergency arrangements
- keeps records of accident or incident reports
- reviews systems, monitors and evaluates practice
- ..... all within a framework guided by “common sense”
- Provides induction for all new staff on the ‘Evolve-system’ for educational visit risk assessments

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

- has overall responsibility for the supervision and conduct of the visit including direct responsibility for young people’s health, safety and welfare
- and must:
  - ☐ be approved by the EVC as competent and knowledgeable
  - ☐ comply with LA and establishment policies, procedures and paperwork
  - ☐ plan and prepare for the visit, assess the risks and organise emergency arrangements
  - ☐ define the roles and responsibilities of other staff and young people and ensure effective supervision
  - ☐ review and evaluate after each visit
  - ☐ Creates a risk assessment on Evolve and shares this with the EVC for compliance. The visit will only go ahead once the EVC and the head teacher have signed their approval.
  - ☐ Holds meeting with all staff involved at least 1 week before the educational visit and reports on any identified risks, workshops and procedures on the day

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

## Arranging for a School Visit to take place

All pupils should be given the opportunity to go on at least one educational visit in half term. Subject and phase 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 discuss their plans with the EVC lead to ensure that the visit is appropriate and to agree some provisional dates. Once this has been agreed, you will need to:

- do a preliminary visit - especially for those visits that are in London or new to the school curriculum
- Create a Risk Assessment for the visit on Evolve and share this with the EVC lead at least 2 weeks before the date of the visit.
- The online risk assessment should have uploaded: pupil medical and allergy list, risk assessment from the place of visit, letter to the parents and if needed an individual risk assessment for those pupils who may need extra support (to be discussed alongside the SENCO)

Wherever possible, travel should be by public transport. We are able to get free travel using the 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 class teachers leading the visit.

It will, however, sometimes be more appropriate to travel to some destinations by coach. Coach bookings should be made through the finance assistant. An order form should be signed by the EVC lead and then handed over to the finance assistant 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).

Bookings made on C2C should be done 3 weeks in advance on their website in order to receive heavily discounted ticket prices.

**NB:** Clearly indicate that you are booking a coach and not a bus, as buses do not have to provide seatbelts.

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 for pupils in EYFS for any visit and for residential visits. Where possible, paediatric first aiders should accompany KS1 and KS2 pupils on any visit, however registered first aiders are also allowed if paediatric first aiders are not available.

An educational visit day form (*Appendix A*) 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. On the parent return slip, please ensure that there is a tick-box which asks if parents provide their children with their own packed lunch. The school 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, to order ingredients in advance.

## **Notification of parents**

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 pupil enrolment 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 and should be uploaded onto ClassDojo together with a paper copy for parents to sign. Regular reminders of payment and when the visit takes place should be put onto ClassDojo. A member of SLT assigned to the phase group 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 curriculum)
- the cost of the visit
- transport arrangements
- lunchtime arrangements
- Time of departure and arrival back to school

## **Collection of Money**

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 pupils 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 the 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 class teachers to keep a record of the costs that they ask from parents so that the requests are reasonable. Pupil Premium Grant will be used for any pupils who are PPG and parents are unable to pay fully or are only able to pay a certain amount.

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; however this should only be done as a matter of urgency. It is not the responsibility of office staff to make these phone calls.

## Parental contributions

Money is brought in by pupils who then hand 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

A week before the visit takes place, year groups need to discuss the visit and risk assessment in planning meetings to ensure that all adults are aware of the potential hazards on the visit and discuss any questions that they may have.

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 have competent supervision. Staffing ratios for visits are difficult to prescribe as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visits to local historical sites and museums or for local walks, in normal circumstances, might be:

- 1 adult for every 4 pupils in EYFS
- 1 adult for every 6 pupils in years 1 to 3
- 1 adult for every 8 - 10 pupils in years 4 and 5
- 1 adult for every 10 – 15 pupils in years 6

Visit leaders must assess the risks and consider an appropriate safe supervision level for their particular group. For the majority of visits, there must be a minimum of one teacher.

**NB:** Teaching Assistants who are specifically allocated to a particular pupil should not be included in these calculations.

All accompanying adults must be named on the risk assessment; this should include parents/ carers of pupils and any staff family member who may be accompanying school on the visit.

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.

### Good practice for pupils

- 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.

## Learning before and after Educational Visits

It is the requirement of all teaching staff to plan a series of lessons, which integrates the Educational visit into the learning journey. Pupils will be made aware why they are going to visit a place of interest, the objective and the outcome of the visit. After the visit, learning should be evident in the books with what the pupils have learned, experienced and taken part in.

## Parental support

In EYFS and KS1, parents/ carers may be required to support the educational visit. All parents/ carers need to be deemed competent by a member of SLT. Staff need to inform EVC which parents/ carer they would like to take on the visit before any agreement has been given. Parents/ carers need to read and sign the 'guidelines for parents/ carers' form (*Appendix B*) before they can be allowed to join the visit. The form should be discussed and signed a day before the visit takes place with all parents by the visit lead.

## Inclusion

All pupils in school have the right to take part in educational visits no matter their disability or educational need. Reasonable adjustments need to be made so they can be included. Activities may need to be adapted so that pupils are able to access the learning. Individual risk assessments will be carried out for those pupils who are at risk. (*Appendix C*) Pupils can only be excluded from visits when their behaviour can cause significant safety risk to themselves and others during the visit or if they are excluded from school; following the school's policy and procedures for exclusions.

## 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 contacted and the LEA Risk Assessment Adviser 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 and the adults should be a member of staff or the parent if they have come to the visit and a member of staff.
- 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 pupils and adults must not speak to a member of the media or press. This is the responsibility of the LA.
- Emergency contact during Residential Visits are the Headteacher and Deputy Headteacher(s) on a rota basis.

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.
- If you are travelling, find a place of safety such as a local school or religious building and inform school as soon as possible.
- If no phone network is available, a member of staff to find the emergency services and inform them where your place of safety is
- **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.

Please complete a borough accident form (you can get this from the office), even if you have completed an accident form from the place that you are visiting.

## **Insurance**

The school is covered under the London Borough of Newham educational visit insurance, this includes medical and cancellations.

## **GDPR**

Only the visit lead should have a paper copy of the risk assessment and their accompanying documents; on return to school this should be shredded. Any medical information regarding pupils should be discussed during the planning meeting before the visit commences. No medical forms should be taken on visits.

For residential visits, medical forms will be completed before the visit commences and if needed, only the visit lead will have a copy of any medical forms. This should be shredded when returning to school. No care or EHC plans should be taken on educational visits.

## **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
- All visitors need to share their public liability insurance details and risk assessment of working in school, with staff who have organised the visit
- Visitor details of public liability and risk assessments need to be shared with the Office Manager Sufia Tailor.





**APPENDIX A**  
**EDUCATIONAL VISIT DAY FORM**



This form must be completed by the educational visit leader and handed to the office staff  
when leaving the premises.

**DATE:** \_\_\_\_\_ **CLASS/GROUP:** \_\_\_\_\_

**TOTAL NUMBER FROM EACH CLASS:** \_\_\_\_\_

**LEAD MEMBER OF STAFF:** \_\_\_\_\_

**OTHER MEMBERS OF STAFF:** \_\_\_\_\_

**MOBILE NUMBER OF LEAD MEMBER OF STAFF:** \_\_\_\_\_

**NAME OF TRIP VENUE:** \_\_\_\_\_

**TOTAL NUMBER OF PUPILS:** \_\_\_\_\_ **NUMBER OF STAFF:** \_\_\_\_\_

**NUMBER OF PARENTS:** \_\_\_\_\_ **RATIO:** \_\_\_\_\_

**HAVE ANY PUPILS BEEN LEFT AT SCHOOL? YES/ NO**

**IF YES, WHO ARE THEY AND WHICH CLASS HAVE THEY BEEN SENT TO?**

\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED TIME OF ARRIVAL BACK TO SCHOOL:** \_\_\_\_\_

**IF YOU ARE TAKING A GROUP NOT A WHOLE CLASS, PLEASE ATTACH A LIST OF NAMES TO THIS FORM.**

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**MEDICAL**

**HOW MANY PUPILS NEED MEDICATION?** \_\_\_\_\_

**WHAT MEDICATION ARE YOU BRINGING WITH YOU?** \_\_\_\_\_

\_\_\_\_\_

**WHICH MEMBER OF STAFF HAS HAD SPECIALIST TRAINING (E.G. EPIPEN) OR FIRST AID?**

\_\_\_\_\_

**WHICH MEMBERS OF STAFF ARE CARRYING THE REQUIRED MEDICATION?**

\_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **PRINT NAME:** \_\_\_\_\_



#### **Guidelines for Parents/Carers accompanying classes on Educational Visits**

We are very pleased that you are able to help out on this school trip and we want you to know that your help is highly valued.

It is important that whilst an educational visit may be fun, it is still part of the school day, and is an integral part of the children's learning.

All children are still the responsibility of the school, which means that:

- ❖ All children should still follow school rules.
- ❖ All children should be treated equally – you should not treat your own child any differently than any other child, this includes the way you would discipline your child.
- ❖ We would expect all our children to treat adults and other children with respect – if a child does not show respect (for example not following instructions) we would like you to report this immediately to a member of staff.
- ❖ We ask the same of all adults accompanying a class – think of how you would like adults to speak to your child.
- ❖ Please do not give your child extra sweets/drinks etc. as this is not fair to the other children in your group.
- ❖ Please stay with the group during the duration of the visit, do not take your own child or any other children off at any time.
- ❖ We expect all children to return to school together – please do not take your child home before the end of the school day.
- ❖ Please stay with the group you are with until they are safely back into the classroom.
- ❖ Please do not smoke at any time during the visit.
- ❖ Please make sure that any topic of conversation you may share with other adults is child friendly and please do not swear in front of any children or members of staff.
- ❖ Sometimes you may hear something that is of a confidential nature. If this happens, please respect confidentiality and do not share the information.

#### **These guidelines are our way of ensuring the safety and well-being of all children on the visit.**

The school would like you to sign below to say that you accept and agree the guidelines as set out above when accompanying children on any educational visit.

Name.....

Child's name and class.....

Date of trip.....

Signed.....

**Please note that for insurance purposes, any person accompanying children on educational visits must be above the age of 18 and under the age of 65.**



Individual Risk Assessment	
Visit to	
Group Leader	
Date Of Visit	
Name of Pupil	
<p>Pupil needs:</p> <p>What are the hazards?</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p>Safety measures that will be put into place to reduce the risk to an acceptable level:</p> <ul style="list-style-type: none"> <li>• Ensure that emergency first aid kit is carried and is fully stocked</li> <li>• <b>First Aiders:</b></li> <li>• Brief pupil on code of behaviour for the visit:</li> </ul> <p>Evaluate:</p>	
<p>Changes to be made:</p>	
<p>Emergency procedures</p>	
<p>Signed by:</p> <p>Date:</p>	<p>Signed by:</p> <p>Date:</p>
Risk Assessor	SEN lead/ HT