

## **Barton Seagrave Primary School Policy for Planning an Educational Visit**

Trips, visits and learning off-site comprise an essential part of the school curriculum at Barton Seagrave Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- cooperate with their employer to carry out activities in accordance with training and instruction
- inform the employer of any serious risk.

This policy been produced to offer school staff advice and support in the planning and organising of all off-site activities in order to ensure the health and safety of pupils.

### **Definition**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher.

This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Residential and adventurous activities
- Visits abroad.

### **Aims and expectations**

Most classes in the school will have one educational visit during the academic year, although there may be fewer in Reception and Y1. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, music or religious trips. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

### **Planning and Preparation for a trip**

The Educational Visits Coordinator

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an unexpected educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

The EVC's at Barton Seagrave Primary School are Stephanie Bianchi and Marek Krzanicki.

### **Procedure**

The best practice and Local Authority guidance will be adhered to in the arranging of school trips. This is outlined as follows:

- In consultation with class teachers and/or phase leaders as applicable, the office will book the entire trip on the agreed date(s).

- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary.
- In cases where school lunches are affected, kitchen staff must be informed by the school office.
- The Headteacher must be informed using the 'EVOLVE' web tool at least two weeks prior to departure. Templates for risk assessments can be found on the shared drive.
- The school will inform parents via the school website, newsletters and class correspondence with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate, payments will be made directly to the school office via the school payment system.

### **Risk assessments**

A full risk assessment must be completed at least two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template (currently E-Visit).

To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

### **Parental consent**

In accordance with the Home School Agreement, most parents give blanket permission for their child to attend school trips within the local area. As a result, permission is no longer requested from parents for local school trips or sporting activities. However, parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Visits that take place outside the local school area
- Trips that take place outside of school hours.

### **Ratios**

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. The local authority EVC policy sets out the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

### **Residential trips**

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits. Residential Visits are always sent for approval to the Local Authority Outdoor Education Advisor.

## **Payments for trips**

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via the school online payment system or the school office.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to contact the school office.

## **Behaviour on school trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety, and the safety and enjoyment of others, that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip, as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Should a child's behaviour in school fall below these expectations and consequently present an unacceptably high risk to the safety or positive educational experience of either the pupil themselves or other pupils, such that it will adversely impact on the smooth running of the visit, then the school reserves the right to withdraw the child's attendance from the visit. If such a case were to arise, then the school would ensure that the educational aims of the visit were covered in school.

## **Trip Safety**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible. If accompanying EYFS visits, one member of staff needs to hold a paediatric first aid qualification.
- For EYFS trips, at least one first aider must accompany children.
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g asthma pumps/EPI pens must be taken on the trip
- Children to be briefed about the importance of staying with their partner group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity.
- Adults must never travel alone with a child in their own vehicle unless there are exceptional circumstances.
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
- Regular headcounts to be taken.

## **Emergency procedures**

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff

member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child.
- If a child has been left on the tube/train, they are to get off at the next station and wait.
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them.
- The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
- If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.
- The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.
- When the situation has been resolved, the headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

#### **Other Relevant Policies and Documents**

This policy complements and supports a range of other policies:

- Local Authority Educational Visits Policy
- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

This policy was adopted by the governing body on

Date:

Signed: