



Richard de Clare
Community Academy
Educational Visits
Policy

Reviewed:	Summer 2020
Next review date:	Summer 2023

Richard de Clare Community Academy

Educational Visits Policy

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Richard de Clare. 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 Board/ Trust, Head of School 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.
- Co-operate with their employer.
- Carry out activities in accordance with training and instruction.
- Inform the employer of any serious risk.

All leaders, teaching staff and LSA's undertook Risk Assessment Training throughout the Spring Term 2020 (through Evolve) in order to deepen their understanding of their roles and responsibilities.

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

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to minimum, for the safety and health of all pupils at all times.

All activities are available to all children irrespective of needs, ethnicity, gender or religion. If a child with a Statement of Special Educational Needs or 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.

Our school adopts the LA guidance (through Evolve) and uses their proforma when planning Educational Visits.

Visits and curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;

- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be a First Aider, other than the one running the activity on the premises.

Expectation

- ✓ During the academic year, it is anticipated that each class will take part in several local visits and one visit requiring transport.
- ✓ 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, drama or outdoor learning adventure trips.

Definition

Visits fall into two categories:

- **Local visits within walking distance of the school.** Parents sign permission for their child to take part in local visits when their child starts at the school. However, parents will always be told where their child will be at all times via e-mail or letter and of any extra safety measures required. Teachers will be notified by office staff if any parents have not signed to give their permission for these visits.
- **Visits to destinations further away where transport will be required.** Permission from parents will need to be sought separately for these visits.

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. In order to evaluate the risk assessments, the following guidelines should be followed:

- **A school visit request form** should be submitted to the SLT for approval prior to any off-site visit.
- All off-site activities including a cost must be approved by the EVC and the Head of School at least four weeks prior to the proposed date of the trip.
- All local visits (ie a trip to the library) must be approved by the EVC and the Head of School at least two weeks prior to the proposed trip.
- **Following approval for the trip by the SLT the risk assessment will be completed by the group leader on Evolve.** For Local visits this must be completed 2 weeks before the proposed visit and for all off-site activities this must be done 4 weeks prior to the proposed date of the trip.
- In exceptional circumstances a trip may be approved with less notice i.e the trip has been planned in response to an 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.

- 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/Evolve platform. If a risk assessment has been provided by the venue (e.g. zoo), attach this to your risk assessment when submitting it.
- **The risk assessment must include details of any specific medical issues, additional support for individual children (including behaviour) and details of adult helpers.** A copy should be taken on the trip, and another copy left with the office.
- All adults accompanying the visit will need to be named on the risk assessment and will need to sign the risk assessment to show that they have read it and are aware of its content.

All class teachers have access to the following documents which are saved in the 'Educational Visits' folder on the staff server.

- School visits procedure
- School visit request form
- Risk assessment form

Safeguarding

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:

- Any parent helpers accompanying a school visit will have a current enhanced DBS check. Visits are usually managed by only school employees accompanying the visit.
- Supervising adults must know of any special medical details relevant to any pupil.
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- The ratio of adults to children will ensure effective supervision based on the needs of the children. This ratio will be considered as part of the risk assessment process for the educational visit.
- At least one adult accompanying the visit must hold a paediatric first aid qualification. This person must be named on the risk assessment.
- It is recommended that one adult should not be responsible for a group of children thus enabling him/her to deal with any issues that arise. It would be most effective if this person were to be the named first aider.
- Costs for school visits will be kept to a minimum and will be subsidised by the school. Parents will be asked to make a contribution towards the cost of the visit, but no child will be excluded from the visit because parents have not paid.
- Adults must never travel alone with a child in their own vehicle.
- For visits involving transport, parents will be asked to make their contribution and to give consent via Scopay.
- If a visit is prohibitively expensive but would fulfil specific learning objectives that no other visit could fulfil, the school will consider heavily subsidising the cost of the visit. Subsidy is at the discretion of the Headteacher.

Checklist

Things to do:

Prior to the visit

- ✓ Please telephone your selected venue to ensure they can accommodate your planned visit.
- ✓ Please telephone coach companies to check availability and cost of double-decker bus or coaches.
- ✓ Talk to a member of the office team about drafting a letter for your visit.
- ✓ Send out letter 2 weeks prior to visit asking for permission and a donation towards the cost (as agreed on request form).
- ✓ If you are asking parents to accompany you, please ensure that they already have a current DBS disclosure.
- ✓ Please make one list per vehicle of the following:
 - Names of parent helpers
 - Names of all staff
 - Names of children

On the Day

Leave in the school office:

- ✓ An amended list of children present and going on visit.
- ✓ A full list of parent helpers and staff and groups of children for which they are responsible.
- ✓ The itinerary for the entire day.
- ✓ A copy of the written briefing notes for the parent helpers.
- ✓ Brief the children about the importance of staying with their partner/group/adult helper.
- ✓ Check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- ✓ Take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone for each vehicle.
- ✓ Make sure copies of emergency / Critical Incident cards are given to all leaders. This will have the school's contact number and action plan in case of an emergency.
- ✓ 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
- ✓ Ensure that all staff are wearing their ID badges and that all parent helpers sign in and wear a visitor's badge.
- ✓ Arrange with someone in the school office to collect your entrance fee cheque and car park fees before you go.

During the visit

- ✓ Young Children must be kept within sight of the group leader at all times.
- ✓ 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 need to be taken.
- ✓ There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.
- ✓ Courtesy to the public must be shown at all times, care taken not to block pathways, etc.
- ✓ Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

On return

- ✓ Check all children off the coach and a member of staff must lead the class either into school or to an area of playground where children can be collected by their parent and the teacher can check them off, thus ensuring that each child departs with their parent.

- ✓ A teacher must remain with uncollected children until all parents have arrived and all children have departed.

Monitoring and Evaluation

- After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. You will need to do this through Evolve. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.
- Such a process will help in the celebration of success and highlight the impact of funding from sources such as Pupil Premium and Sports Premium. It will also play an important role in feeding in to the general planning and risk management for future visits.
- Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

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.

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.
- Children are to be briefed to 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 Head of School and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Insurance

The school will ensure that appropriate insurance is in place for each school trip.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Critical Incidents Policy
- Safeguarding Policy
- Behaviour Policy

Review

This policy was completed May 2020 and will be reviewed in Summer Term 2022.



School Visit Request Form

Letter to go out on:

Learning Objective:

Destination:

Address:

Telephone Number:

Date of Visit:

Company Providing Transport:	Telephone Number:
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Approximate Arrival and Departure Times

Departing from school:	Arriving at destination:
Departing from destination:	Arriving back at school:

Teacher in charge:	Mobile Number:
Other Staff:	Mobile Numbers:

Entrance fees – child:	Entrance fees – adult:
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Number of children:	Number of adults:	Cost:
Cost per coach:	Number of coaches	Cost:
		Total Cost:

Total Cost per child: £ _____

Form Completed by _____

Form Authorised by _____

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For office use only.

Total Amount Received: £ _____

Total Amount Paid: £ _____

Cost to School: £ _____

Comments:

Signed: _____ Date: _____