



# Coleridge Primary School

## Educational Visits Policy

September 2024

Review: September 2026

At Coleridge Primary School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- Provide children with first hand experiences;
- Enhance learning opportunities and develop personal and social skills;
- Involve the children in active participation and provide experiences that would not be possible in school;
- Reflect and enhance the work in the school;
- Are safe, well-planned and managed;
- Are consistent across the school so that equality of opportunity is maintained.

Visits include:

- **Category 1:** Visits within the school day, or extended day, that do not involve travel outside of Greater London, and do not involve adventures/activities. This includes swimming, sports fixtures and regular/routine visits to local establishments and facilities, such as parks and museums.
- **Category 2:** Visits outside of London which do not fall into Category 1 and do not involve an overnight stay, travel by sea or air, or adventurous activities.
- **Category 3:** Residential visits, overseas visits, including student exchange visits and visits involving adventurous activities.

The Governing Body delegates responsibility for the planning, organisation and approval of educational visits to the Head. However, they should:

- Ensure educational visits are properly managed.
- Be informed of proposed Category 3 visits at an early stage in the planning procedure.
- Ensure that trips have a stated educational purpose.

The headteacher bears ultimate responsibility for all educational visits. They will:

- Give approval for all trips. The head may delegate approval of Category 1 and 2 visits to the Educational Visits Coordinator (EVC), who will normally be a senior member of staff.
- Ensure the governing body are informed of Category 3 visits and arrangements in a timely manner.
- Ensure approval is given in sufficient time for all visits.
- Ensure that a suitable experienced member of staff is appointed as EVC and trained to ensure competence.
- Ensure that all staff, pupils and volunteers are appropriately trained, experienced and briefed.

- Ensure that the visit is appropriate for the suggested group of pupils and has an educational value.

The Educational Visits Co-ordinators (EVCs) are Ben Strange and Louise Foulkes. They will:

- act as a contact point for the school on any educational visit issue;
- ensure all paperwork is completed prior to and after visit;
- ensure Haringey have the relevant paperwork which needs to be signed off in advance of residential visits.

The group leader will:

- take overall responsibility for planning and organising the visit and enter details on Evolve for approval;
- ensure that the proposed visit is suitable for all the pupils involved and that all staff have details of special educational or medical needs of pupils;
- inform parents of the details of the visit;
- take overall charge of staff, volunteers and pupils during the visit, and organise an assessment review after the visit;
- contact the school in the event of any emergency or problem during a visit to obtain further advice.

Other members of staff, as delegated by HT or EVC, may organise the following:

- obtain insurance (School Business Manager)
- book travel tickets
- collect parental consent forms and payments
- issue school mobile phones (ICT manager)
- arrange packed lunches if required

### **Residential Visits**

Applications for residential visits must be signed by the Chair of Governors and approved by the Local Authority.

### **Planning Ahead**

Ideally, visits should be planned at the beginning of the school year as many venues get booked up early. This will also help parents to organise their time if they wish to help on the trip.

### **Parent/Carer Helpers**

Helpers are essential to enable most trips to go ahead. Where possible, we aim to give parents or carers an opportunity to accompany their child on a trip. If there are limited places available on certain trips, and the trip is oversubscribed, a 'random name picker system' will be used to select names from those who have not been on a trip earlier in the academic year.

There is a guidance sheet regarding the role of parents accompanying children on trips (Appendix 2)

### **Pupils with Additional Needs**

School visits should be available to all pupils who have additional needs, but these individual needs must be considered when planning the visit as they may influence adult/pupil ratio for example. Risk Assessments should be put in place for all children with the highest level of need.

Supervising adults may also need special skills. All supervising adults should have clear information about the nature of any pupil's additional needs and should clearly understand how these will affect the pupil's ability to take part in planned activities. Specific, necessary information, such as medication,

allergies or special dietary requirements, should be identified on the parent consent form. The venue should also be checked for wheelchair access if required.

### **Medical Issues**

At least one of the supervising adults should have a current qualification in first aid. Travelling first aid kits are available and must be taken with all groups taking part in a school visit.

Whilst teachers may be prepared to accept responsibility for administering medication, they cannot be required to do so. It is important to discuss such issues before the visit so that the situation can be resolved.

Any accident, which may occur on a school visit, should be reported in the same way as an accident taking place on the school site. An accident report book should be taken on the trip.

Medication for those children who require it, is always taken on trips including auto-immune pens and inhalers.

Teachers will take into account any allergies within the class group when organising the trip.

### **Emergency Procedures**

Clear guidance about the procedure for dealing with an emergency situation is to be provided to all staff and supervising adults on a school visit. Guidelines from the Educational Visits Emergency Plan should be followed in case of emergency (Appendix 3).

### **Charging for School Visits**

Schools may not charge for any activity which takes place during school hours, although in the case of a residential visit, a charge will be made for board and lodgings. Children who are in receipt of Pupil Premium funding are entitled to the remission of any charges for board and lodging on the residential visit and they should be informed of this.

Parents will be asked to make a voluntary contribution towards the cost of any visit. Each September, parents will be asked for a one-off voluntary contribution per child, which will determine the budget allocation for trips for each year group. Any money not spent by the end of the year, will be rolled over to the following one.

### **Risk Assessments and Potential Hazards**

Risk assessments and risk management are legal requirements under health and safety legislation. For educational visits, this involves a careful examination of any potential causes of harm in relation to the visit (assessment of risk) and what precautions should be in place to minimise these (management of risk). The overall aim is to make sure that no-one gets hurt or becomes ill during the course of the visit. Risk assessments should explicitly cover issues arising from any additional needs of the pupils taking part in the visit, including medical needs. If the visit involves lengthy periods of time spent outdoors, a contingency plan should be in place in case bad weather means that the planned activities are not possible.

Risk assessments for educational visits can be usefully considered as having three levels:

- generic risk assessments for particular activities – these relate to the nature of the activity and are likely to apply wherever and whenever the activity takes place;
- specific risk assessments for particular visits – these relate to the venue for the visit and the age of the pupils taking part, and will vary from place to place and group to group;

- on-going risk assessments once a visit has commenced – these relate to changing conditions which may arise during the course of the visit, such as deterioration in the weather conditions or the illness of a pupil or member of staff.

#### **Following a Visit**

- The Headteacher or EVC should be informed of any issues that caused concern on the trip (pupil behaviour, poor quality of trip etc.) These may need to be followed up with the establishment.
- The Headteacher or EVC should be informed of the success of the trip. A particularly good visit can be followed up with the establishment and a note can be made to use that venue again.
- Information on the visit should be entered into Evolve for use by other groups.

### **Appendix 1**

#### **Staff Guidance for School Day-Trips**

**Risk Assessments:** These are required for the school trip site and travel to the site. Specific risk assessments must be sought from the external provider (where appropriate) for each trip and generic risk assessments can be used for travel. (There are blank RA forms in the Risk Assessment file in Staff for off- site trips where no provider is used). Risk assessments should also be carried out for children with a high level of need.

**Site visit:** If possible, visit the site beforehand in order to find out location of toilets, lunch place and to identify a central meeting point. Alternatively, speak to a member of staff who has visited the site previously.

**Written consent from parents:** The school has prepared a 'one-off' consent form which the school can ask parents to sign when a child enrolls at the school and annually thereafter (see Trips Pack). This is required for pupils to take part in the majority of off-site activities organised by the school (with the exception of nursery-age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and made aware of any extra safety measures required so they have the opportunity to withdraw their child from the trip. If a parent/carer withdraws their child from the school trip, the child will still be expected to attend school that day.

Individual written consent is usually only requested for activities that need a higher level of risk management, those that take place outside school hours, or outside of London. This includes a child's participation in adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery school which take place at any time (including during school holidays or at the weekend). Parents must be told in advance of each activity and must be given the opportunity to withdraw their child. If a parent/carer withdraws their child from the school trip, the child will still be expected to attend school that day.

**Travel Plan:** This must be clarified if not travelling by coach.

**Accompanying parents** should be given the following;

- a written list of those children that they will be specifically responsible for;
- a copy of '*Notes for Parent Helpers*';
- details of the emergency meeting place within the venue;

- a phone number that they can contact you on;
- your travel plan if not travelling by coach;
- information about children who have medical issues.

You should have the mobile numbers of all accompanying adults.

**Adult to Pupil Ratio** - it is for schools to determine the number of adults required on an educational visit, depending on the nature of the outing. The adult to pupil ratio is as follows for day trips within the UK;

- one adult for six pupils in Years 1 to 3
- one adult for 15 pupils in Years 4 to 6

These figures are for guide purposes only and reflect the minimum requirements. The adults may be members of staff and/or parent volunteers.

For supervision levels for nursery and reception children, a full risk assessment will determine how many adults are required to ensure the children's safety.

**Children:** The group of children that you are taking on the trip should be given a clear explanation of where they are going, the reason for the visit and your expectations regarding their behaviour. They should be told what to do if they become separated from the group, i.e. approach a person from the venue or in uniform.

All children must wear hi-visibility bibs and, where possible, carry details of the school name and phone number and where possible, the mobile telephone number of the teacher in charge of the trip.

**First Aid:** You must take a portable first-aid kit and an Accident Report Book on the trip. Only a trained first aider should administer any first-aid.

**Toileting:** Toilet visits should be organised throughout the trip. If a child needs to visit the toilet in between organised visits, and a teacher or TA are unable to take the child, parent helpers should take another parent with them and failing that take another child with them. Children must go into the cubicle alone or with another child.

**Use of personal vehicles:** If teachers use their own vehicle for a school trip, they must consult their own insurers to check that their policy includes such use. It is advisable that every teacher checks their motor vehicle insurance with their insurance company if they are to transport pupils, parents/carers and even other members of staff. This could be classed as official business, not just social or domestic use, and may render the insurance invalid. With many insurance companies, there is no additional cost to add official business of this nature to the policy. It is recommended however, that enquiries are made to individual companies and that the reply is confirmed in writing.

**Information about participating children:** Names must be taken on the trip. The school will hold individual contact details for all children on the trip.

**Medication:** If any child requires medication, this must be included as well as details of administration of the medication.

## Appendix 2

### Coleridge Primary School Educational Visits notes for parent helpers

Please read the information below as it is important for the safety of the group:

- Please give your mobile phone number to the class teacher;
- Do not take photographs of children on your phone or any other device;
- Do not take a child to the toilet on your own; this must happen in a group;
- We will all walk together as a class but if you are allocated a group, please pay particular attention to them;
- Please tell the children in your group to: keep with you at all times; to walk in pairs, away from the road; to stop at roads and wait to be told to cross; not to get off the bus/train/coach until they are told to do so.
- Sometimes we may have to stand on London Transport but do try to keep your group together.
- Children must not eat or drink while travelling, unless there are exceptional circumstances and the children have been given permission.
- Keep counting your children to check that you have the correct number.
- Ensure that you and your group are all aware of the rendezvous point if one of your party gets lost. If this should happen, you should contact the class teacher immediately.
- If a child needs to go to the toilet in between orchestrated visits, if possible ask a teacher or TA to take them, otherwise take another parent with you. If that is not possible, please take a group of children with you. Do not accompany children into the toilet cubicle.
- The teacher will inform you if any of the children in your group have any relevant medical issues. The teacher will have the required medication.
- Please take note if anyone in your group has any sort of medication with them, e.g., asthma pump. Please supervise, but do not administer medication.
- Please discourage children from sharing food, owing to different dietary requirements.
- Children should not have money with them and should not be allowed to buy items from the gift shop. You may be tempted to buy something for your group but please do not as this can be divisive within the class.
- If you are smoker, please do not smoke on the trip even if you are in the open.

## **Appendix 3**

### **Coleridge Primary School Educational Visits Emergency Plan**

#### **Immediate action**

If an incident or accident occurs, the priorities are to:

- assess the situation;
- safeguard all members of the group;
- attend to casualties;
- inform the emergency services.

An adult from the party should accompany any casualties to hospital.

#### **At the incident**

- Give emergency service details of the incident, including:
  - Time of incident
  - Details of injuries
  - Number of injured
  - Names of injured or missing
  - Action taken
  - Contact number for group leader
- Restrict access by pupils to telephones.
- Remove remainder of party to safety and give reassurance and support.
- Ensure that a teacher accompanies any pupils that have to go to hospital.
- One adult should remain at the incident to liaise with emergency services.
- Refer press to LA Emergency Planning Officer.
- DO NOT MAKE STATEMENTS TO THE PRESS.
- Legal liability should not be discussed.
- Write notes of events, times and contacts while still fresh in the memory.

#### **Contact School**

- Give school contact as much information as possible, to include:
  - Time of incident
  - Names of injured or missing
  - Details of injuries
  - Action taken
  - Action to be taken
- Establish lines of communication between Incident - group leader – school and LA Emergency Planning Officer.
- School contact should inform Headteacher, EVC, LA Emergency Planning Officer.
- Headteacher should contact parents of those involved giving a full factual account of incident.
- For serious incidents, the Headteacher will contact all parents in order to give reassurance.
- School contact should refer Media to the LA Press Office.
- Legal liability should not be discussed.
- School contact will notify insurers which may include emergency assistance.