



# School Visits Policy

<b>Policy Creation &amp; Review</b>	
<b>Author(s)</b>	All staff with guidance from EVC & HT
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## **ELLEN WILKINSON PRIMARY SCHOOL** **POLICY STATEMENT FOR SCHOOL VISITS.**

### **Aims:**

- Promote outside school activities/visits as a means of extending and enhancing curriculum provision and children's learning
- Ensure the safety and good conduct of all pupils when attending out of school events/visits and activities.
- Promote consistency of expectation, planning and procedures
- Using the external environment to compliment the work and life of the school
- Ensure requirements of relevant legislation are met

### **References:**

- HSE: guidance in relation to: "Health and Safety at Work Act", "Management of Health and Safety Regulations" 1999 & "Adventure Activities Licensing Regulations" 2004,
- DFE : "Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies" - June 2013
- NPW: "Off sites activities insurance for schools and other educational establishments" (SP106) – December 2013

### **Insurance:**

EWPS is insured for external visits by the Local Authority Personal Accident and Travel Insurance policy which is renewed annually. A copy of the summary is taken on all trips involving transport.

### **School Visits:**

- All children should be given the opportunity to enhance their learning through out of school visits on a regular basis.
- Formal visits and activities, involving public transport or coaches, to museums, theatres and places of interest should take place once a quarter from Reception to Year 6.
- Informal or ad-hoc visits to local places of interest for a specific purpose may take place when deemed appropriate in line with the scheme of work.
- Informal or ad-hoc visits to the park etc must be sanctioned by the Headteacher or in their absence the Deputy Headteacher

### **Parental Consent :**

- On entering the school parents will be asked to provide consent for ALL school trips except those that are overnight or mean international travel. In these cases specific permission will be sought in each instance.
- The general consent also covers participation in mass events including sports competitions.
- Advance notice of all events will be supplied to parents with details of travel arrangements, timings and any voluntary contribution that may be requested (see Charging policy)

### **Procedure**

- When planning a formal out of school trip, staff must contact the named E.V.C. and Headteacher to ensure protocol is followed (See Appendix A)
- For all formal out of school ventures a risk assessment form must be completed at least a month in advance for Headteacher approval.
- In addition to the detailed risk assessment this form requires reasons for the trip, dates, times, transport arrangements, costings, number of adults required (school & parents), number of lunches etc.
- It is only if all this information is included and deemed appropriate that a trip will be authorised and arrangements made for transport, lunches & additional adults.

- See Appendix 2 for further details

### **Charging**

- The visit should be self-financing, unless sanctioned by the Headteacher.
- Voluntary donations should be requested for visits incurring expenses (amount to be agreed with the Headteacher)
- Charges must not however exceed the costs of the activity.
- For further details see Charging Policy
- **Inability to pay will not bar a pupil from the activity.**

### **Risk Assessment**

- The teacher in charge **must carry out an advance visit and amend the existing risk assessment accordingly using the approved format** as to the likely difficulties and danger points.
- If significant risk is involved it is unlikely that the trip will be sanctioned without careful consideration.
- Significant risk may include:
  - Young children on public transport
  - Changes of modes of transport
  - Zoos, Safari and Adventure Parks
  - The Seaside, Lakes and Rivers
  - Farms
- Adverse weather conditions should be planned for if travel, lunch or venue is predominantly outside
- See Appendices 1 & 2 for further information

### **Adult Ratios**

The ratio of adults to pupils on any given trip will be dependent upon the nature of visit/ age of pupils/ modes of transport.

In all cases high adult to pupil ratios are recommended.

- As a **MINIMUM** - EYFS 1:6 maximum, Yr 1 to 2 1:10; Yr 3 – 6 1:15.
- In cases of significant risk (such as those listed above) ratio's will be reduced
- 1:1 support cannot be counted in group ratio size
- All trips even with small group numbers must have a minimum of 2 adults accompanying, at least 1 of which must be an employee of the school.
- All ratios should be indicated on the initial risk assessment to be approved by the Headteacher

### **Health and Safety**

- A first aid pack must be taken on all formal visits.
- The school will endeavour to send a qualified first aider on a trip where possible but this cannot be guaranteed unless in EYFS where it is a requirement.
- The school mobile telephone must also be taken.
- Where a pupil has a known medical condition that would require during the visit medication (such as an asthma pump) this must be taken with the Group Leader and indicated on the risk assessment.
- Children coming into contact with animals must wash their hands prior to eating.
- Children must be fully supervised at all times and wear the high-vis vests or sashes during travel.
- In warmer weather we advise parents to provide their child with appropriate sun safety e.g. sun screen, hats, water and appropriate clothing. A standard clause will be included in the letter requesting permission to provide sun cream if this has not been done by the parent.

### **Group Leader**

- A leader for each visit must be identified to be called the Group Leader. This would normally be the senior teacher involved. In the case of visits conducted by inexperienced teachers the Head Teacher will consider sanctioning the visit or arranging for a senior member of staff to accompany the visit.

### **On the Day of the Trip**

All staff and volunteers must be fully briefed by the group leader or nominated person prior to the visit and have a **copy of the agreed risk assessment**

The briefing should include,

- Itinerary
- Groupings
- Discipline/responsibility
- Special needs/medical needs
- Emergency procedure

Please take with you:

- Any medication needed by any pupil identified on the risk assessment (e.g., asthma pumps)
- First aid kit
- Sick bags
- Tissues or equivalent
- School mobile

### **Codes of Conduct**

- Pupils must be fully informed of expectations of behaviour.
- All children must abide by the code of conduct or they may be excluded from a trip on health and safety grounds. This decision will be made by the Headteacher.

### **Residential Visits**

A meeting with parents should be held a minimum of 1 month prior to the visit where possible and a full agenda of activities must be available.

### **Use of Private Cars**

- Private transport can only be used for school trips if approved in advance by the Headteacher and the parents/carers of any pupils involved.
- Teachers and others who drive pupils in their own car must ensure that they have the appropriate insurance cover for carrying the pupils.
- The driver is responsible for making sure that seat belts are used at all times.
- If volunteers offer their services to transport pupils they must check the terms of their motor insurance. Parent's agreement must be sought (on consent form) for their children to be carried in other parent's cars.
- Appropriate booster seating must be used.

The school is not responsible for loss, damage or theft of any personal items.

## APPENDIX 1- EDUCATIONAL VISITS PROTOCOL

### Agreeing a Visit

- All visit requests have to be approved by the Headteacher and the Educational Visit Coordinator (EVC). The EVC at Ellen Wilkinson is Abdullah As-Saqueeb and Lynn Wilson
- Ideally most visits and dates are agreed at the start of the academic year (see key dates list for deadline of requests) however there may be cases where this is not possible or additional opportunities present themselves. In these cases permission must be sought as soon as possible.
- All approval is subject to receipt of a risk assessment

### What to Include In The Risk Assessment

See Appendix 2

### Group Organisation & Supervision

- Adult/child ratios to be agreed with Head teacher in advance of visit but must meet minimum requirement in this policy.
- Parents should not routinely be supervising the group with their child in unless the reason they are accompanying is solely in relation to access for a specific pupil (e.g. SEN)
- Parent volunteers to be confirmed at least one week in advance

### Safety Considerations

#### Identification

- Uniforms must be worn (unless specific event states otherwise)
- High vis-vests or sashes to be used in all cases.

#### Behaviour

- 3 school rules and expectations still apply
- Any specific rules of trip to be clearly outlined before leaving the building (see below)
- ***ANY misbehaviour including pushing alarm bells or playing with vending machines may create an ban for next trip (please advise the parents of the incident on return and then speak to the Headteacher about next steps )***

#### Communication

- School mobile **MUST** be taken and all adults in party to have the number
- All adults must have a copy of the risk assessment and be briefed on it before leaving the school.
- School must be contacted on arrival and prior to leaving venue (or no later than 2.30 p.m.). This must include **REALISTIC** information on expected time of return to school
- The school office will then text parents and put a note on the classroom if a late return is expected.

#### First Aid/Medication

- First aid bag must be taken and checked before leaving
- All medication for children attending trip (including asthma pumps)
- Carrier bags and paper towels should also be taken
- If possible 2 sets should be taken in case classes have to split up (e.g. into different carriages)
- All of the above should be signed out from the main office and signed back in on return)

## Transport

### Walking

- Children walk in pairs
- Children must walk on side furthest from the road
- Adults to walk on side nearest road alongside the group for which they are responsible (must be at least 1 at the front and back)
- At roads
  - Pedestrian crossings should be used wherever possible
  - Lead adult to stand in road to halt oncoming traffic, children then to walk in front of them to pre designated spot and then wait
  - As each adult passes 'road adult' they replace them
- All children must leave from school and return to school (no adults are to leave on route home)
- Children to carry their own belongings including lunches
- ***IF THE LEVEL OF RISK ESCALATES AT ANY TIME (E.G. BOMB THREAT ETC.) RETURN IMMEDIATELY TO SCHOOL BY THE SAFEST ROUTE.***

### Public Transport

- NO EATING OR DRINKING WHILST TRAVELLING – THIS INCLUDES SWEETS!
- Escalators – children to travel single file holding on to hand rail
- Trains/tubes/DLR
  - Check routes for any closures
  - Inform London Underground of the route you are taking so that they can have staff ready to accompany you
  - Whilst waiting for a tube/train/DLR, children should be lined up against the wall in groups
  - At least 1 designated adult must stand with one foot on train and one foot on platform to prevent doors closing
  - Children to get on at the SAME door as their adult and exit the same way
  - Groups preferably to get on the same carriage
  - Children to be seated wherever possible, if forced to stand they must be holding on
  - ***IF THE LEVEL OF RISK ESCALATES AT ANY TIME (E.G. BOMB THREAT ETC.) RETURN IMMEDIATELY TO SCHOOL BY THE SAFEST ROUTE.***
- Buses
  - Should not be used as a method of travelling unless no other method of transportation is available. This is because it frequently means 2 classes being split up and timings cannot be so easily assured.
  - Whilst waiting for the bus, children should be lined up against the wall in groups
  - Children to be seated wherever possible, if forced to stand they must be holding on
  - ***IF THE LEVEL OF RISK ESCALATES AT ANY TIME (E.G. BOMB THREAT ETC.) RETURN IMMEDIATELY TO SCHOOL BY THE SAFEST ROUTE.***

***The above is an abridged version of how school trips are conducted at EWPS. Please refer to specific trip risk assessment in each case and abide by this guidance***

## **APPENDIX 2- RISK ASSESSMENT CHECKLIST**

### **Preparation**

- Think about what you want the trip to achieve. Is it the most relevant venue to get the best learning outcomes?
- Consider travelling distance (an hour is about maximum)
- The EVC will ensure tickets are ordered in plenty of time (TFL need a minimum of 3 weeks) but check this has been done
- Check the kitchen is informed at least two weeks ahead of trip (including numbers of free packed lunches required)
- Speak to DHT & Senior Learning Mentor about which adults are to accompany as soon as HT has agreed supervision levels so arrangements can be made.
- NB: All parent volunteers must be arranged through Senior Learning Mentor so safeguarding checks are in place
- Parent volunteers to be confirmed at least one week in advance
- If you are planning to attend outside event and/or eat outside and/or walk long distances what will you do if it is raining, snowing or very hot? (Dependent on time of year!)

### **Timings**

- What time do you want to arrive at venue & return to school?
- Check TFL's journey time
- Did this match yours when you did the journey?
- Now allow extra time as it takes longer with 60 children.
- Calculate your departure and arrival times for school and the venue (try and avoid rush hours)
- Work out times for lunch, workshops, toileting arrangements & visiting shop (if applicable). Include as a timetable in your risk assessment
- BE REALISTIC!!!

### **Travelling**

- Confirm time you are leaving & what time accompanying adults need to be there to be briefed.
- Confirm exit route from school (it is quicker to get the office to open the back gate)
- Most journeys will involve walk to Royal Albert DLR (allow 15 minutes for this)
- Keep transport changes to a minimum
- Ensure that EVC has booked TFL tickets at least 3 weeks before date of travel (please note these will be for the route on the risk assessment!!)
- Follow risk assessment guidance provided

### **Arrangements at venue**

- Which entrance are you using?
- Where is your muster point (for separated groups, lost children etc.) internally and EXTERNALLY (in case of a fire where groups may get separated)
- What identifies staff members (uniform/badges etc.)?
- Which parts of the location are you using (i.e. specific galleries)
- Any steps/ trips hazards?
- Sight lines?
- Where the toilets are and which ones are you going to use?
- Lunch room booked? Location?
- Any workshops (time & location), and what duration?
- Cloakroom facilities?

- If there is a shop arrange different times for different groups to go in with adults (60 children at the same time does not work!)

### **On the day**

- Are there copies of risk assessment for all adults?
- Who is briefing them?
- Have any groupings or attendance changed from plan?
- Who is collecting school mobile, first aid kit, sick bags etc from reception?
- Who is collecting & carrying school packed lunches?
- Have you got asthma pumps & any other medication needed?
- Have you told the office the time you need to get out the back gate?
- Check all the children have used the toilet before leaving
- Check they all have lunches
- Who is responsible for informing school on arrival & departure?

### **Briefing Others**

When briefing additional adults remember to include:

- Purpose of the trip
- Route information & expectations of how children will be kept safe during travel
- Group and contact information
- How to recognise venue staff in case of emergency
- Muster points
- Specific risks at the venue
- Safeguarding e.g. toilets, being alone with a child, first aid, emergencies etc
- Behaviour expectations of children and what to do if there are any issues
- Conduct expectations of adults (no mobile phone use, no smoking, no favouring their own or others children etc.)
- What tasks the children will need to do/ learning outcomes want to be achieved
- **ALL ADULTS MUST BE GIVEN A RISK ASSESSMENT WHICH INCLUDES CONTACT INFORMATION**