

St. Luke's CEVA Primary School



School Visits Policy



We are a Christian school that serves a diverse community and works in partnership with parents to develop the whole child.

Revised: September 2018
Review Date: As guidance is updated (or 2019)

A school where

- Christian teaching, worship and values establish an ethos of co-operation and care, where everyone is willing to listen and where everyone expects the same high standard of common courtesy and behaviour.
- Children and adults want to learn and experience rich, creative, well planned and well resourced curriculum of learning activities, which promote excellence.
- We all work in partnership, valuing and respecting each other, understanding our different responsibilities but all engaged in the task of improvement.
- Children and adults teach and learn in a clean, safe, enjoyable and non-threatening but stimulating environment, which is cared for, and valued by all.
- We recognise that each person is unique and has equal rights within a setting of tolerance and understanding.

Aim of Policy

Our aim is to ensure the optimum use of external providers and resources to enhance and extend curriculum delivery and the quality of teaching and learning at St. Luke's.

We aim to ensure that all educational visits and events are planned conforming to the school's Health and Safety Policy and other LA guidance.

Background to Policy

The governing body of St Luke's CEVA Primary and Nursery School believes that young people benefit enormously from taking part in educational visits. In particular, they have opportunities to undergo a wide range of experiences to enhance their learning outside the classroom as well as to help them develop skills and confidence. Longer visits in particular encourage greater independence. Health and safety measures should help young people to do this safely, not stop them.

The governing body delegates to the head teacher (or equivalent) the responsibility for establishing the detailed procedures, consistent with the LA guidance.

The governing body requires the head teacher (or equivalent) to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the governing body as appropriate.

The governing body delegates the approval of educational visits as follows:

- Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session) must be approved by EVC/SLT*

- ii. A half or whole day visit that requires the use of transport must be approved by EVC/SLT*
- iii. A half or whole day visit that requires one or more night's residential accommodation must be approved by Headteacher*
- iv. A day visit abroad must be approved by Headteacher*
- v. A visit abroad requiring one or more nights residential must be approved by Headteacher*
- vi. An extra-curricular activity (e.g. a sports fixture at another school) must be approved by EVC/SLT*
- vii. Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.) must be approved by Headteacher in line with borough guidance*

This policy compliments the advice:

Health and safety: advice on legal duties and powers
For local authorities, school leaders, school staff and governing bodies

London Borough of Newham
Education Department
Education Visits Guidance SP054.

HSE
School trips and outdoor learning activities
Tackling the health and safety myths

Entitlement to School Visits

All pupils should be given the opportunity to enhance their learning through out of school visits on a regular basis. In order to ensure that visits support and extend learning, most are planned well in advance. Formal visits to museums, theatres and places of interest should take place 2 or 3 times per year from Year 1 – Year 6 as part of the creative curriculum. There are also occasions when informal and adhoc visits to local places of interest may take place. In ALL cases, the headteacher and EVC must authorize the activity BEFORE staff finalise arrangements.

Parental Consent

The school has a policy of requesting parental consent for educational visits and urgent medical treatment at the start of the year.

N.B: There may be occasions when educational visits require additional or specific consent e.g. visits with a higher level of risk or overnight stays.

Parents/carers will be notified of all visits and have the right to withdraw their child from the visit unless it is part of the national curriculum.

Insurance

Newham Council arranges Public Liability insurance with an appropriate insurance provider and offer this to schools as part of a service level agreement. This means that the council is covered for any action(s) of negligence by its staff which result(s) in injury to a young person, or loss of, or damage to, their property. In such circumstances of negligence by the council, the parents/carers of young people may claim compensation for the injury that has been suffered.

This insurance covers all activities in, and off site whilst in the care of school or council staff. This will be notified to parents when the sign parental consent forms at the start of the school year.

Procedure for staff planning educational visits

The flowchart contained in **appendix a**. outlines the process of planning and educational visit.

All letters to parents should originate from the school office so that office staff are aware of the date and timings of trips to inform parents.

The visit should use public transport to conform to the school's Travel Plan.

Charges for educational visits

Voluntary donations are requested for visits incurring expenses. Inability to pay **will not** bar a pupil from any activity but parents/carers must understand that these visits will not take place if insufficient voluntary contributions are not forthcoming. Families who find it hard to pay may be offered installments or a reduced rate sanctioned by the Head teacher.

All money collected should be sent **DIRECT** to the school office and a record kept by office staff. No money is to be left in any classroom.

Pupils will not take money with them (unless there are special reasons), thereby avoiding visiting shops or kiosks.

Risk Assessments

The teacher organising the trip must carry out a risk assessment as to the likely difficulties and danger points. If a risk assessment has been completed in a previous year the teacher responsible must re-check the information and plan accordingly. All risk assessments are filed in the Educational Visits folder in the Head's office. The LA has provided a number of generic risk assessments that should be consulted before completing any additional forms these are available on the staff drive in the educational visits folder. If there is significant risk then the trip is unlikely to be sanctioned without careful consideration.

Significant Risk may include:

Young children on public transport
Changes of modes of transport
Zoos or farms (animal related visits)
Water sports or where pupils are close to water.

Adult Ratio Guidance

The ratio of adults to pupils on any given trip will be dependent upon the nature of the visit or trip, age of pupils and method of transport.

As a general rule:

Under 5s reception and nursery classes should have a ratio which is agreed as part of the risk assessment process and suitable for the visit.

Year 1 - 3 = 1:6

Year 4 - 6 = 2:30 (ensuring one male and one female is present)

In cases of significant risk ratios should be no greater than 1:5

Health and Safety

A fully trained first aider must accompany a visit and the group leader should ensure that a first aid kit is taken on all visits. A mobile telephone should also be available. Where a pupil has a known medical condition that would require medication during the visit this must also be taken with the group.

Children coming into contact with animals must wash their hands prior to eating.

Visit Leader

A leader of all visits must be identified. This would normally be the senior teacher involved. In the case of visits conducted by inexperienced or newly qualified teachers, the Head teacher will consider sanctioning the visit or arranging for a senior member of staff to accompany the group.

On the day of the visit the visit leader must leave an itinerary, contact details and a list of group details in the school office

Planning

All visits must be planned in advance using the template Educational Visit approval form **appendix c** and be linked to learning objectives covered by the group or class.

It may be appropriate for a preliminary visit by a member of staff in order to check transport details, review risk and check timings.

All staff and volunteers need to be fully briefed prior to leaving the school. Adults must be fully informed of their role and responsibility. (e.g. crossing roads, moving onto escalators etc.) All adults must feel comfortable with their role and responsibilities before leaving school and will sign to indicate this.

The visit leader should brief all adults on emergency procedures.

Codes of Conduct

Pupils must be fully informed of expectations of behavior in line with the schools behavior policy. They must be fully supervised at all times. If it is felt that a pupil will not be able to abide by the code of conduct then the visit leader should discuss the possibility of exclusion from the visit with the Head teacher. Should a child display challenging behaviour that is assessed to be a risk to themselves or others then the SLT are to be contacted to decide how best to proceed.

Information to Parents/Carers

Full information about the details and purpose of the visit must be given to parents well in advance via a letter from the office. The kitchen needs to be informed of any trips at least 7 days in advance that will take pupils off site during the lunch hour to enable them to order the correct number of lunches for each child. See **appendix b.** for the packed lunch order form.

A pre-visit briefing will be provided by the Educational Visits Leader. All adults supporting the visit must read, agree to and sign the risk assessment prepared by the trip leader.

Residential Visits

A full agenda of activities must be available to Parents/Carers. The visit leader will ensure that parents and carers can seek further clarification and details of the curriculum coverage prior to the trip.

Use of Private Cars

Travel will be by public transport wherever possible in keeping with the school's commitment to sustainable travel principles.

There may be times where teachers and others drive pupils in their own car, this should only ever be as a last resort and they must ensure that they have appropriate insurance cover for carrying pupils. The driver is responsible for making sure that passengers have seat belts and use them at all times. Vehicles without seat belts must not be used.

Staff who undertake to use their own car must ensure that their insurance policy includes 'the correct endorsement' and covers them to use their car for their employer's business and transport pupils in their vehicle. Permission must be sought from the Headteacher and the child's parents. There should also be an accompanying member of staff in line with safeguarding legislation.

Educational Visit process

**Complete educational visit approval form*
and discuss with EVC/Head**



**Once approved book trip and transport
(TfL tickets must be booked 2 weeks in advance) and
confirm financial arrangements**



**Once approved and booked record trip on
planner in office and school calendar**

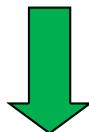


Email Shera /Debbie with information
• Trip date
• Trip location
• Equipment needed e.g. PE kit

Letters will then be prepared and stored in the blue school trip folder in the main office



**Complete trip risk assessment* and seek
final approval from EVC/Head**



**Ensure signed risk assessment is
recorded in file in Head's office**

Appendix b

Packed lunch order form

Today's date _____

Teacher _____ Class _____

Time lunches will be needed _____am/pm

Date packed lunches required _____

Sandwich	Quantity
Ham	
Cheese	
Egg	
Tuna	

Total packed lunches _____

Please hand your order form to the Kitchen Staff at least 7 DAYS in advance. Remember to keep a copy for yourself.

This trip was discussed with _____ on the _____

Completed forms and risk assessments should be forwarded to the **School Educational Visits Co-ordinator, the Head teacher and the governor representative** (if appropriate) for assessment approval.

Risk assessments should be submitted **at least 1 week** prior to the date of the visit.

Section 1: OUTLINE OF EDUCATIONAL VISIT	
Departure date	
Place of visit and cost	
Departure time	
Arrival time at venue	
Duration at venue	
Return time to school	
Has a pre visit to the venue been made? Who by? When? (If not -when will this happen).	
Key educational objectives and outcomes of visit (e.g. Personal and Social development)	
What are the travel arrangements and cost?	
Is lunch required? Has this been booked? Where will lunch be eaten?	
Are adequate toilet facilities available?	
What contingency plans have been made e.g. poor weather?	
Section 2: YOUNG PEOPLE INVOLVED	
Total number of pupils involved	
Age range or Year group of young people involved (e.g. Year 6) or (10 to 11years)	
Are there significant medical/special needs to consider? (If yes, please specify on risk assessment)	
Section: 3: GROUP LEADER	
Name of the group leader	
Section 4: DEPUTY AND ASSISTANT LEADERS	
Name of the Deputy Leader	
Number of other staff assisting	
Number of other adult volunteer leaders (parents/carers)	
Name of first aider or appointed first aider. Have they been made aware of any Health Plans or particular medical needs within the group?	
STAFF RATIOS AND SUPERVISION	
Total number of adult leaders (including group leader and deputy)	
Ratio of staff to pupils	
Are staffing ratios appropriate for the specific group/location?	
RISK ASSESSMENTS	
Have the generic risk assessment forms have been referred to and updated to include visit specific risk –	Comments by organiser
Have the details of the risk assessment and management plan been shared with and agreed by the other leaders?	

This was written by: _____ **Signed:** _____ **Date:** _____

This trip has been approved by: _____ **Signed** _____ **Date** _____