



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

# **St. Luke's CEVA Primary School**

## **School Visits Policy**

Revised: March 2019  
Reviewed: November 2021  
Next review date: November 2023

We want St. Luke's to be a school where staff, pupils and parents want to be.

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:*

- i. 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 the Headteacher.*
- iv. A day visit abroad must be approved by the Headteacher and Governors*
- v. A visit abroad requiring one or more nights residential must be approved by Headteacher/Governors*
- 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 the Headteacher in line with borough guidance*

This policy complements the advice:

Health and safety: advice on legal duties and powers  
For local authorities, school leaders, school staff and governing bodies  
February 2014

<https://oeapng.info/>

London Borough of Newham  
Education Department  
Education Visits Guidance SP054 (September 2014).

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 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**

All educational visits needs to be discussed with the head teacher and EVC first - the office can then be notified of the visit using the educational visits approval form on the Educational Visits Team Drive (see appendix b) and will arrange all aspects of this from booking tickets to transport arrangements.

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 where possible to conform to the Travel Plan booking tickets via the tfl schools website <https://schoolparty.tfl.gov.uk/>

Before a visit is authorised an educational visits approval form should be completed outlining the aims and purpose of the visit without this the visit will not be approved.

### **Educational visits on EVOLVE**

All visits are to be recorded on the EVOLVE System [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=npw](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=npw)

All sections need to be completed and then the form submitted to the EVC and Headteacher, once this has been completed then approval will be given, incomplete forms or those with missing information will be returned so that missing information can be added.

### **Local area visits -**

Local area visits are defined as those within the immediate vicinity of school (**those that are in walking distance**) these still need to be recorded on EVOLVE. This is so at all the times the school is aware of those people who are on the premises and those who are not.

**ANY adventurous visits need to be recorded fully on evolve and are not local area visits.**

### **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 should be collected online via the ParentPay system and physical money collected should be via previous agreement with the office staff and 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. This will form part of the submission on EVOLVE under the **Event Specific Notes section if this is not completed the form will be returned.** If a risk assessment has been completed in a previous year the teacher responsible must re-check the information and plan accordingly. All template risk assessments are filed in the Educational Visits Google Team Drive (Educational Visits) and can be used in addition to the event specific notes section but must be uploaded to EVOLVE in the **Other Documents** section. The LA has provided a number of generic risk assessments that should be consulted before completing any additional forms these are available in the educational visits team drive. If there is significant

risk then the trip is unlikely to be sanctioned without careful consideration. A **pre-visit will be required for all new venues** or at venues where there has been significant changes since the last visit took place, any queries about the necessity of this should be made to the EVC/head.

### **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.
- Adventurous activities

### **Assessing venues and providers**

To reduce bureaucracy for both leaders and providers, where possible staff should take advantage of established national approval schemes, further guidance on this can be found from the OEAP website <https://oeapng.info/> For providers who do not hold external accreditation a pre visit questionnaire should be undertaken to assist with gaining information to make an approval decision. We would not normally request copies of providers risk assessments but **you should** seek any information aimed at helping visit leaders to manage their visits.

### **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

As part of the trip one adult (normally the visit leader) **should not** be designated a group of children and should be 'free' to respond to situations as they arise.

### **Health and Safety and first Aid**

**A fully trained paediatric first aider must accompany all visits including pupils from the EYFS**, it is desirable for one to accompany most trips but **is not essential** unless the risk assessment indicates the need for this taking into account:

- The nature of the activity
- The nature of the group
- The likely injuries associated with the activity

- The extent to which the group will be isolated from the support of the emergency services

**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 for example adrenaline auto injectors or asthma pumps.

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 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.

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.

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 A**. for the packed lunch order form.

**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.

### **During the Visit**

The Visit Leader must phone the school to notify that they have arrived safely at the venue, if this call has not been received at the expected time then the Office staff should call the staff to check on the status. The visit leader must call when the party is leaving the venue/activity with an estimated arrival time, if there are any issues on the journey that impact this should be relayed to the school office to notify parents.

Staff are expected to keep a count of children on the trip, head counts should be carried out at all transition points e.g. from platform onto train or from outside a venue to transit point or where needed.

### **Emergencies**

If there is an emergency on the visit then the visit leader should contact the headteacher at school as soon as possible and safe to do so, if the headteacher is not available then the SLT or EVC should be contacted. They will then provide guidance and liaise with parents if needed. All of the contact details for pupils are stored on the SIMs system at school and when school is closed this information will be held by the nominated emergency contact (usually the Head).

Appendix A

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  
\_\_\_\_\_

## Appendix B

<b>Date form completed</b>	
----------------------------	--

<b>Trip Leader</b>			
<b>Date/s</b>			
<b>Where to</b>			
<b>Year Group attending</b>		<b>Total number of children attending</b>	
<b>Departure time</b>		<b>Return time</b>	
<b>Transport method bus/walk/train etc</b>			
<b>Voluntary Contribution</b>			

<b>Children will need</b>			
<b>Water / fruit juice</b>		<b>Healthy Snack</b>	
<b>Coat / Jacket / hat</b>		<b>Packed lunch NB if school packed lunches are needed please notify the kitchen 2 WEEKS in advance.</b>	
<b>Any other items - please record these</b>			

<b>Staff members attending</b>		<b>Parent helpers needed</b>	
<b>Total Number of adults attending</b>			
<b>Curriculum links</b>			
<b>Going home arrangements Picked up from School / Home alone / Pick up from venue</b>			

<b>Signature of SLT and EVC to authorise trip</b>	
<b>Uploaded to Evolve date</b>	