



# **EDUCATIONAL VISITS POLICY**

## **OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL**

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APPROVED BY: Governing Body

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# Our Lady & Saint Joseph Catholic Primary School



## Educational Visits Policy

**“I have come that they may have life, and have it to the full”**

**John 10:10**

### **Aim**

The aim of educational visits are to provide opportunities for off-site visits that are educational, enjoyable and safe for all involved.

### **Intentions and Purpose of Visits Organised in School Time**

To extend the National Curriculum and enhance children’s learning by them experiencing things first hand.

### **Staff must:**

- Inform parents of upcoming visits at the beginning of each half-term, when possible.
- Inform parents of the educational value of the visit.
- Adhere to the regulations and ratios of adults to children as approved by the school governors in the school’s Health and Safety Policy.

### **Procedures to follow when organising an educational visit**

1. In the first instance the lead teacher informs the Headteacher about the proposed visit. The visit is to be requested at least **three** weeks in advance in order to give sufficient time to book transport, obtain voluntary contributions if required and to inform parents.
2. Once permission has been given and the date has been booked in the school diary, the class teacher should request the school’s Administrative Assistant in the office to organise and book travel. Where possible the school is committed to taking advantage of free public transport (buses, tube, Docklands Light Railway and bus) available for London school children. Transport bookings should be completed more than **fourteen working days** before the date of the trip
3. A letter should be sent to parents/carers at least **two** weeks in advance to ensure that parents are aware of dates, timings, modes of travel, adult child ratio, luncheon arrangements and any costs. This letter should also be put on the school’s website.
4. Where a cost is payable, money should be handed in to the school’s office in a sealed envelope on which is clearly written the name and class of the child, the date and name of the trip and the amount enclosed.
5. It is essential that the permission slip on trip letters has a section which parents/carers will sign and return to school to give permission for the child to go on the trip. These slips are collected by the office and checked off against a class list.
6. It is the teacher’s responsibility to ensure that provision is made for children who have specific medical needs such as medication, allergies, epipen etc

The School Business Manager will be responsible for providing cash or cheque payments if required on the day.

The standard class lists will be used to check off money and permission slips.

The lead teacher is responsible for medical supplies and other necessary equipment for the day. Members of staff involved in the visit will be responsible for providing lists of children’s groups and adult helpers for the day. The lead teacher will also meet with adult helpers prior to the visit to go through visit procedures and expectations.

## Safety Procedures and Expectations

It is the responsibility of the lead teacher to complete an 'Events Form' (Appendix 1), the 'Educational Visits Checklist' (Appendix 3) and the 'Risk Assessment Form' (Appendix 4).

Following a risk assessment the school reserves the right to prevent any child who could pose a danger to him/herself or others from participating in the school visit.

Risk assessments will also be completed for children with specific medical conditions to establish any needs of the child. Where there is an anaphylaxis and diabetic protocols it is preferable that the parent or a delegated adult accompanies the child (parents will be consulted in all cases).

A basic first aid kit must be taken on each visit. Trained first aid staff are responsible for the checking and assembling of this.

Prior to the visit discussions will take place between all staff and helpers as to what procedures to follow in case of emergencies. All staff must be aware of pupils who may need medical treatment on the visit and those who have specific medical needs. Arrangements must be made where necessary.

A full list of names of all those participating on the visit will be carried by the lead teacher in order to keep close scrutiny on the children and as point of reference in case of an emergency.

All children will be expected to abide by school rules and policies and will be reminded of these before and during the visit. A regular head count will take place throughout the day especially when boarding transport and on arrival and departure from the place of visit.

**NOTE: Before leaving school, the Lead Teacher should take a photo of each group of children using the school phone. If a child goes missing, they will then have an up to date photo which will support in any search which may arise.**

## Pre-Education Visit Meeting

The trip leader **must** call a pre-trip meeting at 8:30am on the morning of the trip.

All your adults, including parents, should be at this meeting.

The minimum to be discussed/shared at this meeting is:

- Expectation of children's behaviour
- Expectation of adult's behaviour (e.g. no photo's, texting, facebook etc.)
- Grouping of children
- Medication (What children need it/who is carrying it)
- First Aid e.g. who is the Lead First Aid, are there any additional First Aiders, who will be responsible for First Aid at the venue?
- Routes: each adults should be given a route map.
- What happens if a group becomes separated/What happens if a child becomes separated
- Emergency meeting points
- Itinerary - timings
- Lunch times and location where you're having lunch
- Toileting of children – what is the procedure? (Parent helpers should not take children to the toilet)
- Any other notes which you have gathered from your pre-visit

All adults with give the lead teacher their phone number.

Educational Visits will leave the school by the South East gate – not through the main entrance.

At the end of the trip, the lead teacher should ask any parent helpers for positive feedback or constructive criticism. This will support in improving our provision.

### **Role of Adult/Parent Helpers**

The lead teacher is to give a letter from the Headteacher to all adult/parent helpers. (See example in Appendix 2).

**All parents must not be on the Children's Barred List (formerly List 99).** A firm commitment should be made beforehand that the parent is willing to accompany the party. Parents/helpers should be given a list of instructions and expectations about the visit.

The lead teacher must organise the parents/helpers so that they are clear about the children they are organising, medical conditions, emergency procedures, meeting points and times.

A 'no smoking' policy, as exists in school, will also exist on a visit amongst teachers and other adults.

### **Visits to the Swimming Pool**

As on all visits, the children are expected to abide by the school rules and policies (copies available in class and the school office).

Teaching staff do not teach the children if there is no instructor present. Members of staff are always at the poolside during a swimming lesson.

### **Outings to Farms or Zoos**

The lead teacher must ensure that the farm or zoo being visited has established procedures to prevent the spread of infection to visitors. It should also have adequate facilities for washing hands in running water and drying hands afterwards.

It is imperative that the children are advised on hygiene matters prior to the visit and closely supervised during the visit.

Children must wash their hands in running water and dry their hands after contact with any animals and always before eating.

Suitable clothing must be worn for these visits.

### **Local Visits**

On occasions, classes in the school may be involved in short distant walks to the park, shops or do street surveys. A risk assessment must be available to the Head Teacher

### **Risk Assessments**

On each educational visit a **Risk Assessment form** will be completed (appendix 4). There will be standing Risk Assessment forms available for:

- Transport (use of coaches)
- Local visits and walks
- Swimming

These will be reviewed for each individual visit and tailored to the needs of the class.

**APPENDIX 1**

**EVENTS FORM**

<b>VENUE:</b>		<b>YEAR:</b>	
<b>EDUCATIONAL VALUE OF EVENT:</b> (e.g. to consolidate knowledge of X"			
<b>EVENT DATE:</b>		<b>DEPARTURE TIME:</b>	
		<b>RETURN TIME:</b>	
<b>LEAD TEACHER:</b>			
<b>LEAD TEACHER CONTACT NO:</b> (if trip is taking place off-site)			
<b>NO. OF STAFF INVOLVED:</b>	<b>TEACHERS:</b> .....		
	<b>SUPPORT STAFF.....</b>		
	<b>1:1 SPECIAL PUPIL SUPPORT:</b> .....		
	<b>PARENTHelpers (check List 99/CRB status):</b> .....		
	<b>TOTAL:</b> .....		
<b>FREE PUBLIC TRANSPORT REQUIRED?</b> <b>GROUP TICKET PURCHASED BY THE OFFICE?</b>	<b>TUBE / BUS / DLR</b> <b>HOW MANY CHILDREN?</b> <b>HOW MANY ADULTS?</b>		
<b>NO. OF SEATS REQUIRED ON COACH:</b> (bear in mind any new starters who need to be included in numbers)	<b>ADULTS:</b> .....		
	<b>CHILDREN:</b> .....		
	<b>TOTAL:</b> .....		
<b>ADULT/PUPIL RATIO:</b> (bear in mind special needs)			
<b>HAS A RISK ASSESSMENT BEEN COMPLETED?</b> <b>HAS A VISIT CHECKLIST BEEN COMPLETED?</b>	<b>YES/NO</b> <b>YES/NO</b> (please attach a copy and give a copy to the H&S Co-ordinator)		
<b>ANY RELEVANT INFORMATION OR ADDITIONAL COMMENTS:</b> (information/arrangements for pupils with special needs)			
<b>Lunch arrangements?</b> Has the office / school kitchen been informed?	<b>YES / NO</b>		
<b>HEADTEACHER'S SIGNATURE:</b>			
<b>DATE:</b>			

**THIS FORM NEEDS TO BE COMPLETED AND SIGNED BEFORE ANY EVENT CAN BE BOOKED**

## GUIDELINES

1. Complete Events Form.
2. Undertake Risk Assessment and complete a visit checklist.
3. Give copies of form and supporting papers to the Head Teacher for signature. Also give a copy of the Risk Assessment and visit checklist to the Health & Safety Co-ordinator.
4. Once signed, pass to the Assistant Finance Administrator who will book venue and transport as appropriate.
5. Assistant Finance Administrator will calculate costings and produce an information letter for signature by the Headteacher.
6. Letter and class lists will be given to class teacher(s)/TA(s) for distribution to parents/carers.
7. TA should collect pupil's contributions and tick names off on the class tick list. TAs should **not** open envelopes and count money.
8. Class contributions and tick lists should be returned to the Assistant Finance Administrator by deadline date.
9. Any late contributions should be unopened and passed to the Assistant Finance Administrator.

## APPENDIX 2

[Date]

Dear Parent/Helper,

Thank you for coming on this school trip. We would like everyone to have an enjoyable time so I have put some thoughts together which might help.

- Keep your group together. Count heads on a regular basis, we don't want to lose anyone.
- Please treat all the children the same. Do not buy your group sweets or souvenirs unless you are prepared to buy enough for the whole school party.
- If children have spending money they are wholly responsible for its safe-keeping. Please do not look after any child's money.
- Please be prompt to return to any arranged meeting points.
- Ensure your group are ambassadors for the Our Lady and St Joseph's at all times.
- **In the case of emergency, accidents or sickness** in your group - take your group to the nearest group leader and leave the children with that leader. Contact an attendant for directions to First Aid or to summon assistance. As soon as you can, contact and inform one of the teachers. Do not leave your group unattended - always contact another group leader in case of difficulties.
- If you have problems or concerns do not hesitate to talk to the class teachers.

Have a lovely day.

Yours sincerely,

# Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits.

**The visit should only go ahead if the answer to all applicable questions is 'YES'**

## In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see [Section D](#))  yes
  2. Is the visit appropriate to the age, ability and aptitude of the group?  yes
  3. Has there been suitable progression/preparation for pupils prior to the visit?  yes
  4. Does the visit comply with any guidelines specific to your school?  yes
  5. Does the visit comply with any specific LEA guidelines? (see relevant sections)  yes
  6. If a member of staff is going to lead adventurous activities, have they been 'approved' by the LEA? (see [Section Z](#))  yes  n/a
  7. If using an external provider or tour operator, has the provider satisfactorily completed and returned an 'Agreement Form EV4'? (see [Section AA](#))  yes  n/a
  8. Are transport arrangements suitable and satisfactory? (see [Section L](#))  yes  n/a
  9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? (see [Section O](#))  yes  n/a
  10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see [Section P](#))  yes  n/a
  11. Have you conducted a pre-visit? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made?  yes
  12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).  yes
  13. Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability?  yes  n/a
  14. Is the level of staffing sufficient for there to be adequate supervision at all times? This will be determined by: a) the type, level and duration of activity b) the nature and requirements of the group c) the experience and competence of staff d) the venue, time of year and prevailing or predicted conditions. e) the likelihood and consequences of any reasonably foreseeable changes.  yes
  15. Is the visit leader aware of, and comfortable with his/her role?  yes
  16. Are all staff aware of and comfortable with their roles?  yes
  17. Are all helpers aware of and comfortable with their roles?  yes
  18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see [Section G](#), and [Form EV5](#))  yes
- Is insurance cover adequate (see [Section K](#)) ?  yes



20. Does at least one member of teaching staff know the pupils that are being taken away, including any behavioural traits?  yes
21. Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff?  yes
22. Are pupils aware of the nature and purpose of the visit?  yes
23. Are parents fully aware of the nature and purpose of the visit, including contingency plans, and has written consent been obtained? (see [Section J](#))  yes
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?)  yes  n/a
25. Are staff aware of any medical needs and/or other relevant details of pupils?  yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?  yes  n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group?  yes  n/a
28. Does at least one member of staff have a 'good working knowledge' of First Aid? (see [Section W](#))  yes
29. Is a first aid kit (appropriate to the visit) available? (see [Section W](#))  yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and has parental consent been obtained?  yes
31. For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff?  yes  n/a
32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see [Section X](#))  yes
33. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see [Section M](#))  yes  n/a
34. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?  yes  n/a
35. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?  yes  n/a
36. Does any specialist equipment conform to the standards recommended by responsible agencies?  yes  n/a
37. Have all financial matters been dealt with appropriately?  yes
38. Has the visit been approved by the Headteacher and Educational Visits Coordinator, and where appropriate, the Governing Body? (see [Section C](#))  yes
39. Are full details of the visit on file at school?  yes
40. If residential, overseas or involving adventurous activities, has the visit been approved by the LEA ? (see [Section C](#) and [Form EV2](#))  yes  n/a

### During the visit

41. Do all staff have a list of pupils/groups? (+ emergency contact details if out of school hours)  yes
42. Does the school office have a list of the names of all participants, including adults? (+ contact details if out of school hours)  yes
43. Do staff have sufficient funds to allow for any contingencies?  yes  n/a
44. Do staff have any relevant literature, work sheets, clipboards, etc?  yes  n/a
45. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?  yes
46. Are pupil numbers being checked at appropriate times?  yes
47. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  yes  n/a
48. Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.)  yes  n/a
49. Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively?  yes  n/a
50. If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet?  yes  n/a
51. Do pupils know what action they should take if they become separated from the group?  yes
52. Is on-going risk assessment being conducted, and the programme adapted if necessary to suit changed or changing circumstances?  yes

### At the end of the visit

53. Are appropriate arrangements in force for the dismissal of pupils?  yes
54. Has the visit leader reported back to the Educational Visits Co-ordinator?  yes  n/a
55. Has the group been debriefed and any relevant follow-up work completed?  yes  n/a
56. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?  yes
57. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?  yes
58. Have all staff and helpers involved in the visit been thanked for their input?  yes

**Appendix 4**  
**Our Lady & St Joseph Catholic Primary School**

**Risk Assessment Form**

**Visit:**

**Date:**

**Visit Co-ordinator:**

**No. of Pupils:**

**No. of staff:**

**Transport: / route:**

<b>Hazard</b>	<b>Risk Associated with Hazard</b>	<b>Control Measure to reduce risk</b>	<b>Action</b>

**Contact Numbers:**

**Journey Details start to finish**

e.g. (15 bus Poplar High St → House of Parliament) (DLR Poplar – Tower Bridge)

List of Pupils	Listened to Instructions
1.	Yes/No
2.	Yes/No
3.	Yes/No
4.	Yes/No
5.	Yes/No
6.	Yes/No

**First Aider:** \_\_\_\_\_

**Teachers Number:** \_\_\_\_\_

**School** – 0203 764 8860

**Safe Guarding:**

- Do not use your phone when supervising.
- Do not take photos of pupils.
- Do not take children into the gift shop or buy them any food during the trip.
- Supervising Pupils
- Due to safeguarding rules, the teacher must escort pupils to the toilet.

**Journey Details start to finish**

e.g. (15 bus Poplar High St → House of Parliament) (DLR Poplar – Tower Bridge)

List of Pupils	Listened to Instructions
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