

# Educational Visits Policy 2024

## Aldersbrook Primary School

### **Educational Visits Policy**

At Aldersbrook Primary School visits outside of the school environment are regarded as valuable and educationally enriching for the children and adults involved. For all staff, children and helpers to remain safe and secure during such activities, the following policy must be followed.

#### **Application**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Aldersbrook Primary School:

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info) (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines.

#### **Role of the Educational Visits Coordinator**

To help fulfil its health and safety obligations for visits, an EVC must be appointed for Aldersbrook Primary School (DHT Julie Crouch). The EVC acts on behalf of the Head teacher and must attend training to remain up-to-date with legislation and guidance. Functions of the EVC are to:

- Ensure that an appropriate school policy is in place for visits.
- Keep records of educational visits and to make these available to the LA where requested, as part of the LA's statutory monitoring role as employer.
- Ensure that DfES guidance, LA guidance, school policy and other relevant documentation is readily available for access by staff.
- Liaise with the LA to ensure that educational visits meet the LA's requirements including those of risk assessment.
- Assign competent people to leads or supervise visits.
- Assess the competence of leaders and other adults proposed for the visit.
- Review systems and monitor practice.

## Approval of Visits

All visits must be approved by the Headteacher, aided by the EVC. In doing this the 'Educational Visits Checklist' must be completed and the leader for the visit must be deemed as competent.

The 'Educational Visit Approval Form' must be completed and handed to the EVC at least three week before the visit is scheduled to take place. All required forms (either electronic or paper versions) must be checked by the EVC and approved prior to the visit taking place.

## Educational Aims of Visits

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Aldersbrook Primary School a supportive and effective learning environment.

Therefore all visits must have clearly defined educational aims. These aims must be identified on 'Educational Approval Form', planned for and resourced. All subjects should have an equal proportion of educational visits to enhance learning in them across the school year.

## Competence of Visit Leaders

The EVC must assess the competence of a member of staff wishing to lead a visit. The EVC reserves the right to appoint an alternative leader if the planned leader is assessed as being incompetent to lead a visit.

## Roles and responsibilities of Visit Leaders

Visit leaders are responsible for the preliminary visit risk assessment, planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the EVC or HT prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

Visit leaders are responsible for:

- adding the event to the school diary
- informing EVC & HT of the event
- arranging additional adults with SENCo (AHT for Inclusion)
- informing the kitchen of the trip (at least 2 weeks prior)
- arranging for travel
- booking the venue

- completing EVOLVE documents including ESRA
- communicating with Parent Volunteers
- communicating with other teachers involved

### Teachers

Teachers must work closely under the supervision of the group leader before and during the visit. Under no circumstances must teachers abandon the planned visit without being advised from the group leader.

### Risk Assessment (ESRA)

Risk assessment is nothing more than a careful examination of what could cause harm to people, together with the identification of control measures in order to reduce the risks to level deemed to be acceptable.

There are three levels of risk assessment that need to be considered for all visits:

- a) Local Area (see appendix)
- b) Event Specific
- c) On-going

- a) Generic

Local Area Educational Visits are covered by the consent given by parents when joining the school. See appendix 1.

- b) Event Specific

These risk assessments consider any *significant* hazards or risks relating to a visit not covered through the Generic assessment, taking into account the activities, the group of children, transport and Plan B. *Significant* implies those hazards that could result in serious harm or effect to people. The Event Specific risk assessment must be completed by all staff attending the visit and recorded on the ESRA form. Once completed it uploaded to EVOLVE before the visit takes place.

- c) On-going

When on a visit, risks should be monitored throughout and where appropriate activities should be modified or curtailed to suit changed or changing circumstances. On-going risk assessments should be recorded on EVOLVE under the 'evaluation' tab.

### Preliminary visits and risk assessment

The group leader of the visit will need to make a preliminary visit. This is to determine the programme of activities for the day and also to enable staff to become familiar with the site, the location of toilets, places for lunch, suitable areas etc. It is also essential that the visit is used to carry out any risk assessment.

1. Is the adult to child ratio adequate? The suggested ratio (given later within the policy) may need to be amended depending on the place being visited or the nature of the visit.
2. Are there any behaviour, medical or SEN issues regarding the children being taken on the trip? It may be necessary to inform the venue or take additional adults. If a child has a physical disability then access issues must be explored and you may need to contact parents separately.
3. Are there any dangers on the roads? If children are walking anywhere, routes need planning with care and roads crossed at the safest point, usually at a crossing. Pupils should normally walk in twos with an adult at the front, the rear and, if possible, in the middle.
4. Are there risks at the venue? There are many considerations such as how the children will be supervised or whether the venue is open to the public.
5. Where will lunch be eaten? Some venues require advance booking of lunch spaces. Where are the toilets? Ideally, an adult should accompany children and wait outside the toilet door.
6. What steps are to be taken to ensure children do not get lost? Frequent head counts should take place throughout the visit, particularly on arrival, on leaving and on boarding transport. Children should know what to do in the unlikely event of being separated from the party. They should be told of a meeting place in the case of older children or they should be told to approach a police officer, a member of staff at the place being visited or a transport worker in a uniform who can take the appropriate action.
7. Does the weather pose a risk? Depending on the time of year the weather could create different risks. If it is hot and the children are outside then they should be told to bring a hat and sunscreen. If it is cold then they should be asked to wear warm clothes. The risk assessment should identify what will happen if children do not have appropriate clothing for the visit.

### **Inclusion**

The school is fully committed to inclusive practice, incorporating our duties in line with the Equality Act 2010. We believe that educational visits play a crucial role in the growth and learning opportunities that we are able to provide our young people and we will make every effort, to the extent that it is reasonable and safe, to ensure that all pupils have the opportunity to partake in educational visits. Where appropriate, this may include the use of pupil premium funding to support disadvantaged pupils.

### **Staffing, Ratios and Supervision**

Appropriate supervision must take place at all times during visits.  
The following ratios should be used as a maximum guide:

1:4      for Nursery and Reception children

1:6 for Years 1-4  
1:10 for Years 5-6

Pupils with EHC plans may need 1:1 adult support in some cases. These adults should not be counted as part of the ratios above as their focus is solely on the pupil in their care.

Professional judgement must be used when deciding the appropriate level and suitability of staffing for a visit.

### Communicating with Parents

Written permission must be obtained from all parents prior to the visit, including information regarding specific medical needs and contact telephone number(s). These permissions must be fully gathered at **least two days prior** to the educational visit. It is the teacher's responsibility to ensure these are fully collected. Office staff will not make phone calls on the day of the educational visit to gather permissions as this compromises the safety of the pupils and the smooth running and timings of the visit on the day.

The school holds 'blanket' permission for local visits within walking distance e.g. to the local shops. Parents should be informed of these visits but no further permission is required. Teachers must check with the office that the school holds 'blanket' permission for all relevant pupils. Where no such permission is held the individual parent must be contacted for permission for their child.

### Medical/First Aid

A First Aid kit must be taken on all educational visits.

All staff should be informed about children who are on or liable to need medication. This is particularly important in the case of children who suffer from asthma, epilepsy, diabetes or children who have a serious allergy and may need to carry an EpiPen. Children who use or have medication in school such as inhalers should be carried by a member of staff on the visit. An up to date medical list can be downloaded from Arbor or can be found in the medical bag.

### School Mobile Phone 07305 551 551

The phone is pre-programmed with the school telephone number and the mobile numbers of SLT. The mobile's number is written on the Parent Volunteer form and so should be switched on at all times whilst on the visit.

The visit leader is responsible for the phone at all times and should be kept securely by that person. The visit leader should use the phone to let the school know they have arrived at

their destination and when they leave to return. They should contact the school with any further updates if they are going to be late returning.

The visit leader should sign the phone in and out from the EVC or School Business Manager. They should be informed promptly if the phone is lost, stolen or damaged.

### **Emergency Procedures**

In the case of an emergency during a visit, the following action must take place:

- The school must be contacted immediately or in the case of out of hours, a member of SLT should be contacted.
- Parents should only be contacted via the school.
- The Risk Assessment should be followed at all times unless directed by the emergency services.

### **Reporting of Accidents**

If an accident happens at a non LA site or premises which has an established accident reporting system (e.g. field study centre or swimming pool) this system has to be followed and the responsible person on the site has to notify the LA. The group leader must ensure this is done. A copy of the accident report form should be given to the Head teacher on return to school. In all cases, the LA's accident report form should be completed on return to school.

### **Parent Volunteers.**

The Parent Educational Visit Form should be completed by the Visit Leader and given to all parents who are attending the visit. This includes information about confidentiality and social media use.

Information should be provided for them explaining the outline of the visit, what they need to do to help the children get the most out of the visit and the safety/medical procedures. They should be aware of which member of staff is the group leader.

### **Insurance**

All educational visits are covered with an insurance policy that covers accidents, injury, loss and damage to property every time children and staff leave the school site. The policy also covers parent helpers and teaching assistants who may accompany the visits. This cover will only be valid if risk assessments have been completed and approved by the EVC.

## Transport

For coach travel, only reputable coach companies will be used. All coaches must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded. For public transport the visit leader should contact 'Transport for London' to book tickets. This **MUST** be done at least two weeks prior to the Educational Visit. While on public transport children must remain seated where possible and must stay within sight of their group leader.

## Residential Visits

The visit leader for a residential visit must consider the following:

- There must be both male and female teachers for the mixed group.
- There must be separate male and female sleeping and bathroom facilities for pupils and adults.
- The immediate accommodation area should be exclusively for the group's use.
- There is appropriate and safe heating and ventilation.
- The whole group must be aware of fire precautions, its regulations and routines.
- There must be security arrangements that stop unauthorised visitors.
- All staff at the site to be visited must have been checked as suitable to work with young people.
- Doors should be able to be locked, but appropriate access should be available to teachers.
- There should be adequate space for storing clothing, luggage, equipment, etc and for the safe keeping of valuables.
- There should be adequate lighting.
- There should be provision for those pupils with SEN and those who fall sick.
- The fire alarm must be audible throughout the accommodation.
- There should be recreational accommodation and facilities for the group.
- There should be at least two supervisors on duty during the night.

During a residential visit, staff supervising should be given 'down time' periods where they will not be expected to directly supervise the pupils. During these periods of 'down time', other members of staff should be responsible for the supervision of the group.

## Drinking of alcohol on school trips.

Staff must not consume alcohol when on duty and need to be without blood alcohol when back on duty.

All residential visits will need to be approved by the LA. The EVC will ensure that the relevant forms are completed and sent to the LA to gain approval via EVOLVE **at least two weeks prior to the visit.**



## Water 'Margin' Activities

Water 'Margin' activities refers to activities that take place near or in water, such as a walk along a pond, riverbank or seashore, collecting samples from ponds and streams, or paddling or walking in gentle, shallow water. *It does not refer to swimming or other activities that take place in water.*

Visit leaders who wish to engage in water margin activities should refer to the 7i Group Safety at Water Margins and follow guidance from there. This is saved in the Educational Visit folder on T Drive.

## General Procedures for Visits

The following procedures should be followed for all visits:

- Permission must be obtained from all parents prior to the visit. The class teacher is responsible for gaining permission from parents **at least two days prior to the visit.**
- Staffing ratios must be carefully planned in line with guidance in this policy.
- Suitable first aid must be taken.
- The pupils must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the trip. No transport must ever depart without two members of staff both independently counting and agreeing that all pupils are accounted for.
- Pupils must not be allowed to talk to any strangers, and must inform the nearest known adult as soon as possible if they are approached by any stranger.
- Toilet facilities must be provided at regular intervals.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- On transport all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded. If public transport is used, children must remain seated where possible and must stay within sight of their group leader.
- A thorough risk assessment must be completed and **approved on EVOLVE** before the visit takes place, along with the educational visit approval form, naming those involved.
- The visit leader(s) will instruct the pupils in the rules and regulations relating to the trip, and where necessary will also issue written guidance for pupils and their parents.
- Any non-emergency issues, such as problems with the venue, transport or volunteers, must be reported to the EVC on return.

This policy has been written in conjunction with the London Borough of Redbridge Guidance for Off Site Visits and Related Activities 2018.

## Appendix 1 – School Learning Area

### General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

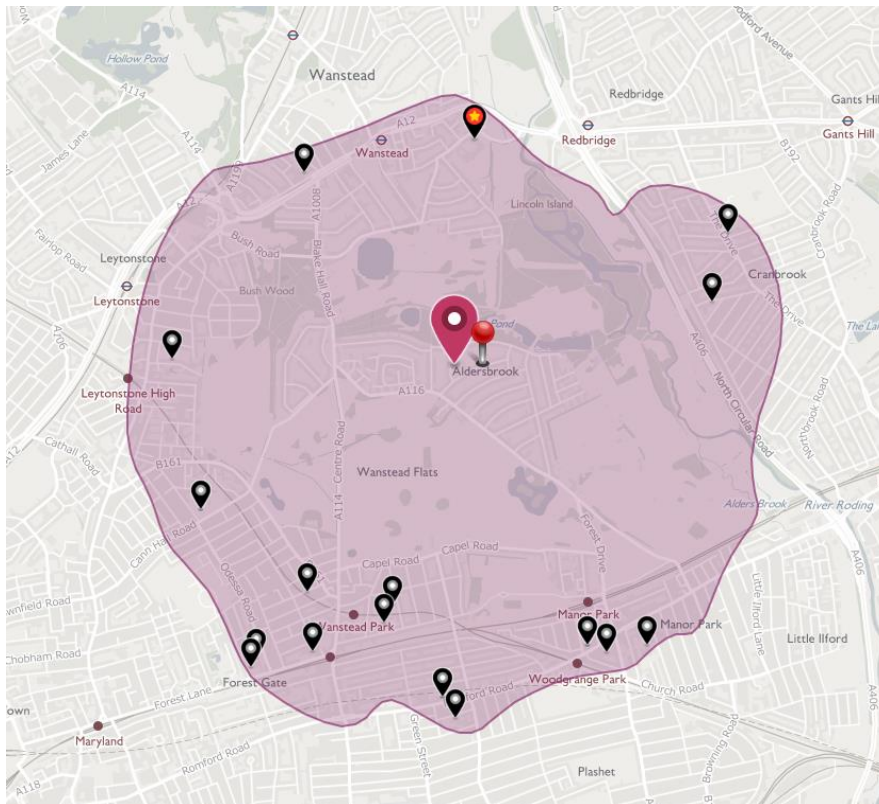
These visits/activities:

- Do not require parental consent
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- Do not need to be recorded on EVOLVE if these are ad-hoc activities

### Boundaries

The boundaries of the School Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- ▯ Aldersbrook Library
- ▯ Wanstead Library
- ▯ Wanstead High School
- ▯ Wanstead High Street
- ▯ Wanstead Flats
- ▯ Wanstead Park and Forest



### Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- ▯ Road traffic.
- ▯ Other people / members of the public / animals.
- ▯ Uneven surfaces and slips, trips, and falls.
- ▯ Weather conditions.
- ▯ Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- ▯ The Head Teacher/ EVC must give verbal approval before a group leaves.
- ▯ Only staff judged competent to supervise groups in this environment are approved.
- ▯ The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and consent is obtained.
- ▯ There will normally be a minimum of two adults.
- ▯ Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- ▯ Pupils have been trained and have practiced standard techniques for road crossings in a group.
- ▯ Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- ▯ All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- ▯ Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- ▯ Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- ▯ Staff will deposit in the office a list of all pupils and staff and an estimated time of return.
- ▯ A school mobile or personal mobile is taken with each group and the office have a note of the number.
- ▯ Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. This decision will be made by the EVC or Head Teacher.