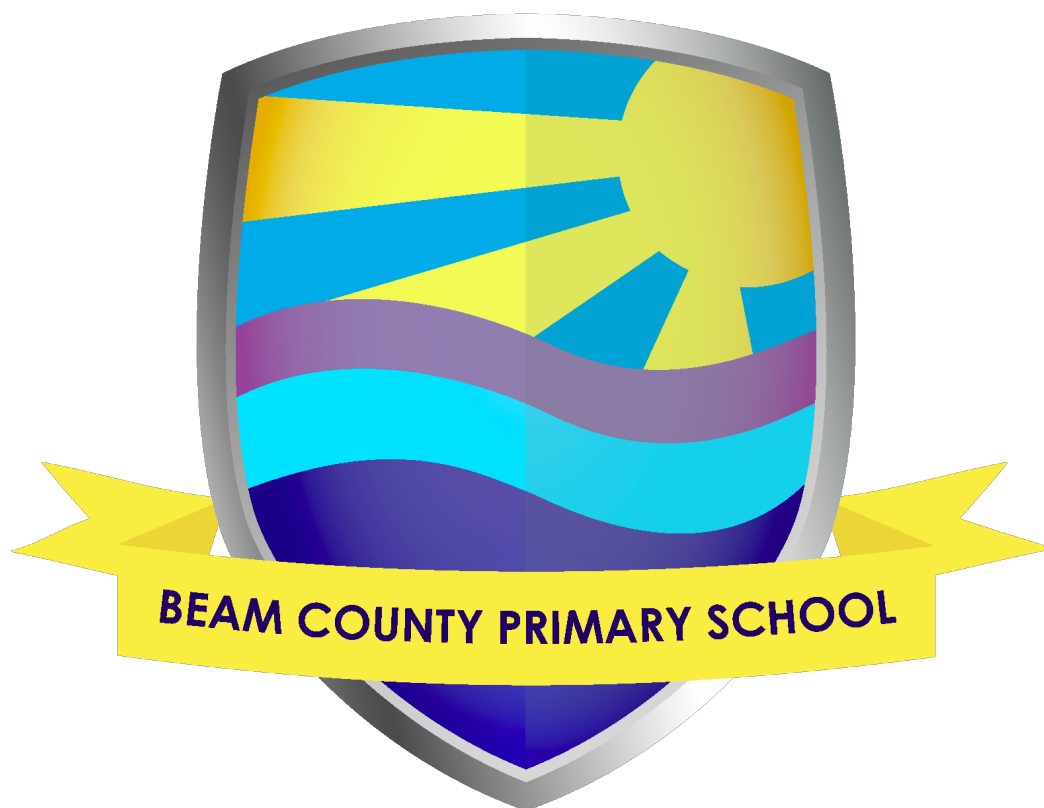


# Off-Site Educational Visits Policy

Beam County Primary School



Approved by:

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Appendix - [Check List for Educational Visit](#)

Off-site educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site educational activities enrich the curriculum by providing experiences that would otherwise not be possible. All off-site activities serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

The school has formally adopted, through the Governing Body, the Barking and Dagenham Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits.

(<https://www.lbdd.gov.uk/sites/default/files/attachments/Educational-visits-revised-policy-2017.pdf>)

## 1. Aims

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone and
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

At Beam County Primary School we believe that Educational Visits contribute positively to the quality of teaching and learning that we can offer our pupils. Curriculum plans should show how a visit relates to the curriculum and how it is considered that the pupils will benefit from the experience.

## 2. Equality Act

The Equality Act stipulates that schools must not discriminate in the way they afford pupils access to a benefit, facility or service, which includes school trips. As per the Equality Act 2010 the duty to make reasonable adjustments in education is '**anticipatory**'. This means we must consider in advance what pupils need to do to make sure all pupils with protected characteristics can access and participate in the education and other benefits, facilities and services we provide for our pupils.

Any organising or planning of trips and activities should plan for the inclusion of students with disabilities from the outset, and should ensure appropriate '*reasonable adjustments*' to enable participation.

### 3. Equality considerations in decision-making

We will consider the impact of significant decisions on particular groups. For example, when a school trip or activity is being planned, we will consider whether the trip:

- Cuts across any religious holidays
- Is accessible to pupils with disabilities
- Has equivalent facilities for boys and girls

The school keeps a written record (known as an Equality Impact Assessment) to show we have actively considered our equality duties and asked ourselves relevant questions.

Where applicable, this is recorded at the same time as the risk assessment when planning school trips and activities. The record is completed by the member of staff organising the activity and is stored electronically with the completed School Trip risk assessment.

### 4. Roles and Responsibilities

The overall organiser of the visit on behalf of the Year Group is the Group Leader (GL).

An experienced member of staff must be designated as the leader. NQTs cannot take this responsibility, although the most experienced member of staff need not necessarily lead.

The Group Leader (GL) should:

- Make a preliminary visit to the venue in order to assess risk and gain information
- Complete Risk Assessment Form (available in the shared area) and where available obtain a copy of the venues own Risk Assessment
- Discuss the proposed visit with the Headteacher or Phase Group Leader using the EVA1 prior to making any bookings.
- Complete the EVA1 in consultation with the Office
- complete a checklist p5 - 6;
- inform parents p7;
- discuss visit and give clear guidelines to other helpers;
- ensure first aid kit, inhalers, health care plans, mobile phone are available;
- maintain discipline.

### 5. Other adults

Each class teacher is responsible for completing a register of the children taking part.

- Teachers should try to enlist the help of at least one male carer to accompany the visit, although it is understood that this might not always be possible.
- For the protection of both adults and pupils, all adult helpers should ensure that they are not alone with a pupil wherever possible.
- Children wanting to go to the toilet must be supervised at all times.

## 6. Guidelines

Each visit must have clear objectives.

Risk assessments must be carried out and a preliminary visit made if the site has not been visited in the last 12 months. If the site has been visited recently, then a telephone call will suffice to ascertain whether there have been any changes that may affect the risk assessment.

Form EVA 1 must be completed alongside the risk assessment and leaders checklist and given to the Office Administrator **at least 3 weeks** before the visit to allow time to be sent to the appropriate department. This is requested for any visits outside of Barking & Dagenham.

All off-site visits (not within the local vicinity) must have written parental permission.

Voluntary contributions may be requested but no child should be prohibited from taking part in a trip if parents are unable to contribute.

## 7. Booking Travel Arrangements and Venues

The Finance Officer is responsible for

- Booking the venue and coach
- Ensure that the coach company knows where the venue is. Only coaches with seat belts should be booked. Seatbelts must be worn and checked by an adult. Children should not be seated on one of the front seats, in the centre back seat, from where they could roll down the aisle of the coach, or by the emergency exit. Coaches should be accessible.
- A responsible adult should be seated adjacent to each emergency exit on the coach.
- Recording the trip in the main school calendar.

The School Office must be informed of all visit arrangements and they will write the letters to be sent out to parents.

For Local [visits within 5 miles] arrangements for parents to take and collect children from the venue can be implemented with the agreement of the Group Leader.

## 8. Informing Parents and Consent Forms

- Parents and carers should be informed of any educational visit at least 3 weeks in advance. Parents should be given early indication of an Off site Educational Visit through the School Newsletter or letter as many visits are booked months in advance. This enables parents to arrange child care.
- Parental consent must be obtained each time a pupil takes part in a visit beyond a walking locality. If no consent has been received, the child may not go on the visit.
- Permission can be given by email, paper or form fill.
- Last minute consent by email or fax is acceptable. **Verbal consent by telephone cannot be accepted.**

- Children who do not go on a visit should still attend school that day and be placed in another class. If they do not, this would be counted as unauthorised absence.

(LBBD guidelines) Before the visit, parents will be asked to:

- Provide the group leader with an emergency contact number(s)
- Sign the school consent form. Before signing the form, it is important that parents are made aware of the hazardous activities they are consenting to
- Give the group leader information about their child's emotional, psychological and physical health that might be relevant. There is a section for this on the consent form

#### 9. Transportation by parents.

For this purpose pupils are in the care of their parents, or the person the parent has delegated responsibility to. The GL must have a clear list with a statement of who is collecting each child in the class as stated on the consent form by the parent and to ensure arrangements are made for all children.

Any travel documents or tickets should be locked in the school safe and collected from the office on the day of the visit.

#### 10. Parental Contributions

- Parents are invited to make voluntary contributions towards the cost of educational visits as stated in our Charging and Remissions Policy. Money is collected in secure tins and is sent directly and immediately to the Finance office.
- The cost of the visit should be split between the total number of pupils in the Year Group. If a parent chooses not to contribute, this cost cannot be passed on to the other pupils. Any shortfalls in contributions will be subsidised from school fund.
- If a child is absent on the day of the visit due to illness or another emergency and if a request is made for a refund, the contribution (excluding the coach) may be refunded to the parent.

In instances where entrance fees are required the school should be invoiced. If it is necessary to take a school cheque, this should be collected from the Finance office on the day of the visit. The GL is required to obtain a receipt for audit purposes.

#### 11. Lunches

- The Learning Support Assistant for that year group should inform the kitchen regarding the dates of the educational visit at least two or three weeks in advance to ensure staff are effectively redeployed
- The Learning Support Assistant should find out from the parents of free school meals children if they wish them to take a lunch from school. If they do, the kitchen should be informed at least two or three weeks before the visit.
- The GL should ensure there is provision for children to eat their lunch in relative comfort and with provision for hand washing. This can include Picnicking if risk assessed as safe.

## 12. Medical Supplies

- It will be necessary to take a first-aid kit (and sick bucket where relevant). This is available from the First Aid Room. Usually your LSA will prepare this for you. Please write the incident in the First Aid Book/Medical Tracker upon return if it has been necessary to administer first-aid.
- Teachers must take any medication that may be required by children on the visit, e.g. epipens, asthma pumps, diabetes testing kit etc. and ensure that they are familiar with each child's health care plan.
- The GL/PL and another member of staff will be responsible for medication taken on a visit. The person responsible for that child should be informed of any children in their group who have medication.
- All medication should be returned to the office for safe storage.

## 13. Health & Safety

Amongst the group there should be somebody that has a good working knowledge of first aid.

Other teachers and staff must ensure the health and safety of all those on the visit; follow instructions from the leader; maintain discipline; report any problems to the leader; inform the Headteacher of any accidents or problems during the visit and be prepared to take control if the leader is involved in an emergency.

In an emergency, the leader will decide who remains with the injured party. The school first aider should attend to the casualty if at all possible. The supporting member of staff must contact emergency services if directed by the leader, then notify the school and take control of the rest of the party. Accident forms must be completed on return to school. The leader is advised, if feasible, to ensure that notes are made at the time of the incident.

Any water-based activities must take place in local authority approved places and with a qualified lifeguard on duty.

This school will follow the guidelines set out by the Local Educational Authority.

## 14. Crossing the road

Make sure there is a clear crossing space – use pedestrian crossing facilities wherever possible.

Deploy adults to the front and rear of group. When traffic has stopped, the adults will indicate when it is safe to cross. If using a pelican crossing, then a class group may have to cross in lines of 5/6 pupils ( $6 \times 5 = 30$  pupils). A puffin crossing should allow sufficient time for a class group to cross.

If there is not a pedestrian crossing, stop all children at the kerbside away from the edge.

- a) Either use the method above.
  - Or, the pupils will walk out collectively in a long line, thus minimising the time spent crossing the road.

## 15. During the Visit

- The GL/PL will inform the school of their arrival at the venue and their departure.
- If for any reason your coach is going to be delayed the school must be notified at the first opportunity.
- Children should be counted regularly throughout the visit.
- The GL/PL must take a list of all the pupils on the visit, and parental contact details.
- The GL should ensure that the teachers have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- The GL/PL should leave her/his mobile number in the office for use in an emergency and should ensure that teachers have details of the school contact.
- The GL is responsible for the safety of all throughout the visit and should be prepared to take decisions and issue instructions when appropriate.
- GL/PLs should have each others' mobile phone numbers so that they can communicate during the journey/visit.
- At all times during the visit high standards of behaviour are expected as expressed in the Behaviour Policy.

### a. What to do if an Accident Happens/ Major Incidents Procedures

Should there be an accident during a school trip the following actions must be taken:

- The GL and other adults are responsible for the welfare and safety of all the pupils. Even if the place being visited has its own first aid staff, the teacher must remain responsible for the incident that has occurred. An adult helper should not be allowed to take responsibility for the return of the child concerned to school, home or hospital.
- If a child is injured and there are first aid staff present at the centre, alert them and ensure that the child is seen promptly. The first aid staff may advise what to do in that situation, but it is the teacher's responsibility to decide whether the advice is appropriate and what action to take. If you have the slightest doubt about the child's condition call an ambulance.
- Make sure that the other members of staff on the trip are aware of the incident and are available to cover should you have to accompany the injured child to hospital.
- If the injury occurred during an activity, the activity must cease immediately and the teacher must assess the situation and seek advice as to whether it should continue or not.
- The school contact must be telephoned and informed of the incident at the earliest opportunity. This will be the Headteacher.
- **Under no circumstances must any member of the party discuss the matter with a member of the press (if they become involved), nor must the name of the casualty be divulged.**
- As soon as is reasonably possible, all the details of the incident should be logged and should include the following:

\_ Date and time

\_ Nature of incident



- \_ The location where the incident occurred
- \_ The name of the injured party
- \_ As much detail as possible about the events that led up to the accident
- \_ The nature of the injury incurred
- \_ Action taken by the person responsible for the child
  - LEGAL LIABILITY MUST NOT BE DISCUSSED OR ADMITTED
  - The Headteacher will inform the Local Authority (Accident Form) who will follow their own procedures.

#### 16. Residential Visits

- The trip has to be agreed the Governing Body  
EVA2s must be completed at least 4 months before the trip by the GL and it must be signed by the Chair of Governors

#### 17. Monitoring and Review

The Headteacher and/or Phase Group Leaders will monitor the effectiveness of this policy on a regular basis reporting to the governing body on its effectiveness and, if necessary, making recommendations for further improvements.

It is the responsibility of the governing body to monitor the implementation of the Offsite Educational Visits Policy.

This policy will be reviewed on a four year cycle or earlier if necessary.

Written by T Whittington  
Updated 8<sup>th</sup> November  
2021

## 18. Appendix - Check List for Educational Visit

Name of Leader: Name of other teacher/s:		Class:	
Venue of Visit:		Date of Visit:	

<b>Prior to the Visit</b>	
Discuss the prospect of the visit with the Headteacher and Educational Visits Coordinator and arrange dates	
After discussion, write event in the yearly planner	
<b>Pre-visit (No more than three months before the visit)</b>	
Consider suitability of the venue	
Choose events and venues that are accessible or can be adapted so all students can participate equally. Check access of catering and toilet facilities	
Check toilet facilities (ask to see them)	
Check lunch facilities (ask to see them)	
Consider wet weather alternatives	
Consider most appropriate groupings for the visit	
Planning should include: a. Risk assessments that involve any issues or requirements for the child or young person and identify solutions and necessary reasonable adjustments the school and staff should take. b. Involving the child or young person to ensure the trip and transport meets their access requirements. c. Involving parents and families as required to understand additional requirements and see they are adequately met. d. Including access requirements are in all checklists, policy and paperwork that. e. Accommodating any additional costs required for accessible transport within the budget for trips and activities. f. Understanding any medical and health requirements and ensuring that appropriately trained staff are scheduled to attend.	
Consider Health & Safety issues (eg fire evacuation/emergency procedures, etc)	
Consider Hazards (linked with H&S above) – water/drowning, fall from height, bio-hazards, plants, animals, pollution, etc	
Consider whether a guide is necessary (How will all of the children access the information?)	
<b>At least three weeks before the Visit</b>	
Arrange for letter to parents, signed by the Headteacher	
Letter should include indemnity form, leaving and returning times, purpose of visit,	
Inform kitchen of the visit	

what the children should wear, lunch arrangements, transport and cost, any possible dangers, etc.	
Ensure pre-visit has taken place	
Arrange for parents to accompany the children (at ratios designated for your year group) - always ask more parents than needed to cover for let-downs	
Ensure risk assessment has been completed/updated – return to school office	
EVA1 form completed and sent to Town Hall	
<b>Two days before the Visit</b>	
Check that all helpers are still available	
Group the children and write detailed instructions for the helpers – avoid grouping	
See office staff who will gather first aid kit and sick bags	
Check for children requiring on-going or emergency medication (e.g. asthma sufferers) and ensure you have the medication with you and know how and when to use it	
Check with transport providers and the venue that the details are clear and in place – is it accessible for all pupils?	
Check arrangements for payment (Do you need a school cheque to pay a museum?)	
Give our school office details of packed lunches required	
Ensure that all indemnity forms are signed and returned (without these children cannot go on the visit)	
Compile emergency contact list for staff and parent helpers	
Spend some time with helpers to explain their role and the purpose of visit	
<b>On day of visit</b>	
Ensure that you have first aid kit and mobile phone	
Ensure that you take sufficient contingency funds, in case of emergency. Keep receipts in order to have the money reimbursed.	
Ensure that you have any emergency or on-going medication (e.g. asthma pumps)	
Ensure that all children have a packed lunch if appropriate	
Give children details of their helper and allocate them a partner	
Take copies of parental permission forms (which includes emergency contact numbers and medical treatment permission) plus adult emergency contact sheet	
Leave copies of the above with the educational visits coordinator	
On the coach children must all wear seat belts, there should be no eating or drinking,	
remove coats to help prevent travel sickness.	
Take every opportunity to count the children	
If there is going to be a delay in returning, please contact the school	
<b>On return to school</b>	
Any accidents / incidents must be reported to the Headteacher on return to school (complete accident form if necessary)	
Review/update risk assessment, sign and date	

Please take a copy of this checklist and signed risk assessment to the school office on completion. Thank you.

The ratios of children to adults to be used at Beam County are:

Nursery	4:1
Reception	5:1
Year 1- 6	6:1

There must be one 'school teacher' for every 30 children. 'School teachers' do not include teaching assistants (TAs), higher level teaching assistants (HLTAs) or other support staff. (The School Admissions (Infant Class Sizes) (England) Regulations 2012, p20, Paragraph 3.37)