



EDUCATIONAL VISITS POLICY

Value Statement (who we are):

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment.

We provide an outstanding education for all children.

Vision Statement (what we strive for):

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Responsibility: Headteacher

Reviewed: Spring 2024

Next review: Spring 2027

Governor Committee: Community,
Children and Safeguarding

Off-site educational visits are arranged by the school, which take place outside the school grounds. The governors and teaching staff believe off-site educational activities enrich the curriculum by providing

"Safeguarding is everyone's responsibility".

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

experiences. All off-site activities serve an educational purpose, enhancing our children's learning experience.

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

- Enhance curricular and recreational opportunities for our pupils
- Provide a wide range of experiences for our pupils
- Encourage growth and independence

Coombe Hill Infants' school believes Educational visits contribute positively to the quality of teaching and learning that we can offer our pupils.

Roles and responsibilities

Group leader

The overall organiser of the visit on behalf of the year group is the group leader. Class teachers leading their own class on the visit will be party leaders.

The Group leader or the party leaders should:

- Complete a Risk Assessment and gain a copy of the venue's own risk assessment.
- Share the Risk Assessment with the HT at least 1 week before the trip
- Complete a Risk assessment for children with complex needs
- Share this risk assessment with the HT and SENCO 1 week before the trip
- Enlist sufficient adult helpers – if parents, ensure they have a valid DBS or have been risk-assessed by DSL/Headteacher. This checking must not be delegated to a parent.
- Ensure all staff and adult helpers have awareness of the Risk Assessment and First Aid procedures
- Group Leader has full responsibility for taking the first aid/medicines to the trip, keeping it secure and checking it back into school.

Preparation for the visit

- Curriculum plans should show how this visit relates to the curriculum, and how the pupils will benefit.
- Each trip must be discussed by the SLT at least 2 weeks before it takes place
- The group leader must ensure there are enough adult helpers. The ratios will be agreed by the Headteacher taking into account the individual risk assessment for the trip, SEND pupils and other requirements.
- Adult helpers should be informed of the purpose of the visit, and receive a copy of the risk assessment and be aware of First Aid procedures.
- Any special arrangements required to include pupils with complex needs (educational, medical, physical or emotional) should be indicated and discussed with the SENCO and parents/carers.

Booking Travel Arrangements and venues

- The school diary must be checked before any arrangements are made.
- The school office must be informed of all visit arrangements
- The office staff are responsible for making necessary travel arrangements and booking venues.
- Only coaches with seat belts must be booked. Seatbelts must be worn and checked by adults.
- A full list of children attending the trip must be shared with the office 1 week prior to the trip

- All communications about the trip must be sent via email from admin (not on Google classroom), a paper copy sent via blue bags and a notice placed in classroom windows..

Informing Parents and Consent forms

- Parents and carers should be informed of educational visits at least 3 weeks in advance.
- Parental consent must be obtained. If no consent has been received, the child may not go on the visit.

During the visit

- The group leader will inform the school of their arrival at the venue and their departure.
- The group leader will also inform the school of any delays or variations in the travel arrangements, particularly if using public transport
- Children should be counted regularly throughout the visit.
- The group leader or party leader must take a list of all pupils on the visit and which adult they are with.
- The group leader should ensure that the teachers have details of those pupils with special educational or medical needs.
- Staff supporting those with SEND must have a copy of the RA, phone numbers and all other information
- The adults and leaders should have each other's mobile numbers so they can communicate during the visit if necessary.
- Risk assessments with contact numbers on will be handed in on return to school.

Medical Supplies

- A first aid kit must be taken on all visits and any first aid administered during the trip must be recorded and the school office informed on arrival at school.
- The group leader is responsible for taking the first aid kit and medicines, for keeping it secure at all times and for returning it to the office staff on return
- Parent helpers should be informed of any children in their group who have medication
- Children who have serious medical conditions must be in a teacher's group
- Medication must only be given to a child by a teacher or teaching assistant

Parental contributions

- Parents are invited to make voluntary contributions towards the cost of educational visits.
- Parent helpers should not be asked to contribute towards their own costs.

Adult Helpers

- A briefing session for parent helpers must be held before each educational visit.
- It is **essential** that all helpers have a valid DBS.
- Adult helpers should receive an itinerary with details of departure and arrival times, a copy of the risk assessment and be made aware of First Aid procedures.

Behaviour

- All children must be reminded of behaviour expectations

- Our agreed approach to behaviour applies on trips
- If behaviour becomes unsafe after following our behaviour steps, the group leader must inform the school and a decision will be taken as to whether the pupil needs to return to school
- If a child is returned to school, 2 adults must escort them and the other adults will need to take responsibility for the remaining children

Emergency Contact for staff and children on a school trip

To be used along with the Risk Assessment for the school trip and the Safeguarding Policy. If contact is made to the school that there has been an emergency relevant to our school trip the procedure is as follows:

- The office staff and SLT simultaneously email parents and telephone parents. The COG and SIP would be informed.
- The message should be clear and informative e.g. if there have been injuries and where they are being dealt with; changed transport plans and expected return to school plans; urge for calm and await more news.
- The office staff and SLT will remain close to telephones and email and await further news.
- Any subsequent action plans will be formatted according to the incident.

What to do if an accident happens

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

- If a child is injured and there are first aid staff present, alert them and ensure the child is seen promptly. The first aid staff may advise what to do – but it is the teacher's responsibility to decide what action to take.
- Make sure other members of staff on the trip are aware of the incident.
- The school office must be informed of the incident at the earliest opportunity and the Head teacher or member of the SLT informed.
- As soon as reasonably possible all details of the incident must be logged, in the school accident book

After the visit

- A review of the visit should take place with the group and party leaders using the agreed pro-forma.

Offsite Educational Visit checklist

Venue and full address including telephone number: Contact name: Date of visit:	
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Year group: Departure time: Return time: Cost of trip per pupil:	
Pre-visit visit Y/N	School risk assessment Y/N
Headteacher approval Y/N	Date:
Venue booked	Y/N
Cost of venue	£
Cost of coach	£
Coach company confirmed	Y/N
Comparison quotes received	Y/N
Consent letter to parents	
School trip insured notified	Y/N

Coombe Hill Infants' School
Leaders offsite Educational Visit Planning form

Location	
Address	
Telephone number	
Venue contact details	
Group Leader	
Visit date	
Departure time Return time	
Educational aims: Pre-visit learning Aims during visit: Post visit learning	
Booking form completed	

Risk assessment completed	
Other members of staff accompanying visit including a first aider	
Parent helpers	
Ratio:	
Has a preliminary visit taken place ? If so , when ?	

Date:

Dear Parents,

Visit xxxxxxxxxxxxxxxx

Thank you for your offer of help during the visit to

..... on

A briefing meeting to inform you of expectations during the visit will be held on

Please meet at reception at

Please indicate any specific medical conditions you may have that staff should be aware of for the duration of the visit.....

Yours sincerely

Guidelines for Helping Parents during Off Site Educational Visits

THANK YOU FOR OFFERING TO HELP ON THIS EDUCATIONAL VISIT. YOUR CONTRIBUTION TO THE DAY IS VERY IMPORTANT AS TAKING LARGE NUMBERS OF CHILDREN OUT OF SCHOOL REQUIRES CAREFUL SUPERVISION.

All helpers should attend the briefing before the visit so they fully understand the educational objectives behind the visit and the standards expected from the pupils.

Before the visit:

- Ensure that you are aware of the purpose and nature of the visit, what will be expected of the pupils and how you can help.
- Do not allow the pupils to eat or drink on the coach
- Ensure the pupils remain seated on the coach, with their seat belt on.
- Ensure pupils are well mannered and courteous at all times
- Find out who is responsible for first aid, where the first aid kit is kept and what would be expected of you should an incident occur.
- Find out if any of the children in your group have special medical needs, e.g. asthma or an epipen.

The day of the visit.

- Identify the pupils in your group, paying particular attention to those who may have additional needs. The teacher will advise you on the best strategies for supporting these children.
- Ensure that the pupils you have specific responsibility for do not wander from your group, but work and behave in the expected manner at all times. Keep a constant check on their movements.
- Look ahead to anticipate any unforeseen dangers. E.g. busy roads, dangerous crossings.
- The group leader is responsible for the trip and will have the final say on all decisions

Risk Assessment for children with Complex needs

Name of child:	Class:
Date of visit:	Name of group leader:
Name of assigned staff:	
Visit description	
Describe foreseeable risk	
Who may be affected?	
Assessment of risk	Control measure to reduce risk to acceptable level
Diagnosis	
Medication or intervention required:	
Known allergies:	
Communication:	
Other:	

Review of the visit.

Location of visit:	
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Date:	
Class/ year group:	
Party Leader:	
Group leaders:	
What went well?	
What could we improve?	
Did we meet our aims for the day:	
Did we have the correct ratio of adults to children:	
Would we repeat this visit ?	