



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.

Statutory:

Responsibility: Janet Berry

Reviewed on: March 2018

Reviewed by: Janet Berry

Next review Date: March 2021

Governor Committee: Community, Children and Safeguarding

Chair: Becky Buckley

“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.

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 experiences that may not otherwise be possible. 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
- To 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 venues own risk assessment.
- Complete a Risk assessment for children with complex needs.
- Enlist sufficient adult helpers – if parents, ensure they have a valid DBS or have been risk-assessed by DSL/Headteacher.

Preparation for the visit

- Curriculum plans should show how this visit relates to the curriculum, and how the pupils will benefit.
- 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.
- Any special arrangements required to include pupils with complex needs (educational, medical physical or emotional) should be indicated and discussed with Mrs Shepherd.

Booking Travel Arrangements and venues

- 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.
- The school office must be informed of all visit arrangements and given a copy of the letter that is sent out to parents.

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 each time a pupil takes part in a visit. 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.
- Children should be counted regularly throughout the visit.
- The group leader or party leader must take a list of all pupils on the visit.
- The group leader should ensure that the teachers have details of those pupils with special educational or medical needs.
- The adults and leaders should have each other's' mobile numbers so they can communicate during the visit if necessary.

Medical Supplies

- It is necessary to take a first aid kit from the school office. Inform the school office 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. Parent helpers should be informed of any children in their group who have medication.

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 should be held before each educational visit.
- It is essential that all helpers are DBS cleared
- Adult helpers should receive an itinerary with details of departure and arrival times.

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 and / or Educational Visits 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 message should be clear and informative e.g. if there has 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; if possible contact as many other class parents as possible.
- 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.
- 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.

Offsite Educational Visit check list

| | |
|---|-----------------------------------|
| Venue and full address including telephone number: Contact name: Date of visit: 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 off site Educational Visit Planning form

| | |
|--|--|
| Location | |
| Address | |
| Telephone number | |
| Venue contact details | |
| 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: | |
| Who completed the preliminary visit and 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 expectation 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

THANKYOU 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 behavioural problems. 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.

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: | |
| Date: | |
| Class/ year group: | |
| Party Leader: | |
| Group leaders: | |
| What did we do well? | |
| What could we improve? | |
| Did we meet our aims for the day: | |
| Did we have the correct ratio of adults to children: | |