

Portway Educational Visits Policy

Date reviewed:	October 2016
Reviewed by:	Leadership team
Next review planned for:	October 2019
Policy ratified by trustees (as per Scheme of Delegation):	October 2016



**Leading
Learning Trust**



Introduction

The trustees of the Leading Learning Trust, supported by the Local Governing Body of Portway Primary School, believe that pupils benefit enormously from taking part in educational visits with the school. In particular, they have the opportunity to undergo experiences not available in the classroom and such visits help to develop pupil skills and confidence as well as enhancing their learning. Longer visits in particular encourage greater independence.

The guidelines below have been developed by Portway Primary School, following guidance from Newham.

Aims

The aim of this policy is to ensure that all the educational visits arranged at school are consistently and safely planned, organised and carried out.

Overview of policy and procedures

These detailed procedures will encompass the following:

- Approval of an educational visit.
- Arranging and obtaining consent.
- Charging and remissions policy.
- The level of acceptable supervision and ratios.
- Competence of group leader.
- Planning procedures.
- Insurance
- Conduct and safety.
- Information to parents/carers and pupils.
- Medical consent.
- Emergency procedures including first aid arrangements and Plan B.
- Risk assessment.
- Arrangements for residential visits.
- Evaluation and monitoring.
- Arrangements for visits abroad.
- Travel on public transport.
- Hire of minibuses.
- Use of private cars.

The Local Governing Body delegates the approval of educational visits as follows:

- Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session) must be approved by the Educational Visits Co-ordinator. (EVC)
- A half or whole day that requires the use of transport must be approved by the EVC.
- A half or whole day that requires one or more night's residential accommodation must be approved by the EVC/EHT.
- A day visit abroad must be approved by the EHT.

- A visit abroad requiring one or more nights residential must be approved by the EHT.
- An OSHL activity (e.g. a sports fixture at another school) must be approved by the EVC.
- Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.) must be approved by the EHT.

Planning an Educational Visit

The group leader will work closely with colleagues to ensure that all the necessary risks have been assessed and appropriate travel and staffing arrangements have been made.

Attached are the documents a group leader will need to use when planning a visit.

- Educational Visits Risk Assessment
- Educational Visits Approval Form
- Educational Visits Group List

All documents will be handed to the EVC for approval before a visit can take place.

Training

- The EVC will attend the Educational Visits Co-ordinator training in order to carry out the role. Every year after that they will attend the refresher training to keep up-to-date with changes in legislation and take advice from the LA.
- The EVC will hold a yearly meeting to update teaching and support and induct new teachers.
- Governors who wish to support a visit will attend in-school training led by the EVC.

Arrangements for First Aid

Wherever possible, all educational visits will have at least a 1 day trained first aider present and where possible, a person who holds a 4 day trained first aid certificate. In line with EYFS guidance, all visits by children in the Foundation Stage will have a paediatric first aider present.

Any incidents will be logged on return to school in the Educational Visits Incident log help by the EVC.

Ratios

It is important to have a high enough ratio of adult supervisors to pupils for any visit.

When planning a visit, group leaders should assess the risks and consider an appropriate safe supervision level for their particular group seeking advice from the EVC where necessary. There should always be a minimum of one teacher in charge (visit leader).

Adult support

We always ensure that children are not left alone with any adult who has not been DBS checked. Adults must attend the adult briefing session held on the morning of the visit so that they are fully informed.

Inclusion

As a school we believe that every child has the right to participate in all aspects of the curriculum. As a result, we will endeavour to plan visits that are accessible by all children no matter of the special educational or medical needs. We work closely with the parents/carers and adults who support the children on a day to day basis to assess their needs and the suitability. Where a visit is not possible we will make arrangements for the child to be supported appropriately in school on an activity related to the visit.

Charging policy

All educational visits will be made available to all children regardless of their parents/carers ability or willingness to help meet the cost. Where possible the school plans visits and transport arrangements where there is no charge. Where this is not possible the school invites voluntary contributions from parents/carers. The school has a designated budget to support educational visits that have a high cost but will benefit greatly the learning opportunities for our children. In addition, the budget will fund those children whose families are unable or unwilling to contribute so that they will be able to take part in the educational visit.

Our school Charging and Remissions Policy provides additional detail.

Consent

When children start school at Portway, all parents/carers will complete and sign a "School Visits Parental Consent Form". This form will cover local visits which are an extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session). Any visit that is not covered by a local visit will require a specific consent form completed by parents/carers.

Appendix 1: Educational Visits Risk Assessment

Visit: _____ Class: _____

Leader: _____ Date: _____

Amend the Risk Assessment based on the features of the visit planned.

Significant Hazard	Safety Measures	Risk
Crossing Roads	Cross at a safe place Adults to supervise crossing On going risk assessment	Low
Group getting split up Staff or child getting lost	Children split into small groups and aware of leader Group to assemble Mobile phone numbers swapped and carried	Low
Staff or child being hit by road traffic	Cross roads at a safe place Children walk away from kerb Appropriate levels of supervision	Low
Staff or child being hit by train/tube/DLR	Follow instructions of TfL staff Stand behind the yellow line Board at front of train/tube/DLR	Low
Use of escalators/stairs	Hold handrail Stand on the right Leave a space and don't push	Low
Fall, trip, knocks to staff or children	Individual medication taken Children to walk in pairs Staff and children to wear appropriate clothing and footwear Adult to carry minor injuries kit	Low
Significant Injury	Children gathered together Adult to call school Return to school	Low

	Adult to carry minor injuries kit	
Medical Emergency	Children gathered together Adult to call emergency services Adult to call school emergency contact Return to school	Low
Major Incident	Name and address of place of safety: Children gathered together Adult to call school emergency contact Return to school	Low
Additional Risks (please add) (eg. water, hazards, exceptionally busy places)		



Appendix 2: Educational Visits Approval Form

<p>Visit to : _____</p> <p>Date of visit: _____ Time of visit: _____</p> <p>Class : _____ No of pupils : _____</p> <p>Ratio(please tick):</p> <ul style="list-style-type: none"><input type="radio"/> HNF - 1:1<input type="radio"/> Nursery & Reception – 1:4<input type="radio"/> Years 1, 2 & 3 – 1:6<input type="radio"/> Years 4, 5 & 6 – 1:10-15 <p>Teacher in Charge/Group Leader: _____ Mobile no: _____</p> <p>Deputy Leader: Mobile no: _____</p>
<p>Curriculum Area: _____</p> <p>Learning intention of visit: _____</p> <p>Preliminary visit date: _____</p> <p>Travel Arrangements:</p> <ul style="list-style-type: none"><input type="radio"/> Walk<input type="radio"/> Bus<input type="radio"/> Coach<input type="radio"/> Tube/Train/DLR <p>TfL tickets booked: <input type="checkbox"/></p> <p>Coach request form completed: <input type="checkbox"/></p> <p>Pre-visit carried out (by group leader): <input type="checkbox"/></p> <p>Phase Leader informed: <input type="checkbox"/></p>

<p>First Aid Arrangements: Take minor injuries kit</p> <p>Individual pupil's medication requirements(including asthma pumps):</p>
<p>SEN Arrangements:</p> <p>Names of children and accompanying adults:</p> <p>Specific arrangements for these children:</p>
<p>Adults accompanying visit:</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p> <p>6)</p> <p>7)</p> <p>8)</p>
<p>Travel Cost:</p> <p>Venue Cost:</p> <p>Additional Costs:</p> <p>Cost per child:</p>
<p>Lunch Provision (where you will eat lunch):</p> <p>Kitchen informed of date of visit: <input type="checkbox"/></p>
<p>Plan B:</p>
<p>Parent Letter checked by a member of SLT: <input type="checkbox"/></p>
<p>Leaders Signature:</p>
<p>EVC Approval Signature:</p>



Appendix 3: Educational Visits Group List

Visit: _____ **Date:** _____

Adult Leader: Mobile No: Children:	Adult Leader: Mobile No: Children:
Adult Leader: Mobile No: Children:	Adult Leader: Mobile No: Children:
Adult Leader:	Adult Leader:



<p>Mobile No:</p> <p>Children:</p>	<p>Mobile No:</p> <p>Children:</p>
<p>Adult Leader:</p> <p>Mobile No:</p> <p>Children:</p>	<p>Adult Leader:</p> <p>Mobile No:</p> <p>Children:</p>
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<p>Adult Leader:</p> <p>Mobile No:</p> <p>Children:</p>	<p>Adult Leader:</p> <p>Mobile No:</p> <p>Children:</p>
<p>1:1 adults:</p>	

Please leave in the EVC office as you leave. Cross off children who are absent.

