

Note: To fill in forms for Visits- go to File- Make a copy



Educational Visits Policy

Date agreed: 08th December 2021

Review Date: Autumn 2023

We are a UNICEF Rights Respecting School

1. Introduction

This policy reflects the policy and practice at Stepney Park School in relation to educational visits. Educational visits include all off site activities arranged by or on behalf of the school, and which take place outside the school grounds. We have two types of educational visits:

- Local Area,
- Outside the local area

Residential Journeys are covered under a separate policy.

They enrich children's learning and the curriculum and are a positive experience for children.

In this policy we seek to establish a clear and coherent structure for the planning of both types of educational visit 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.

2. Aims

The aims of 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;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

3. Inclusion

It is our policy that **all** children should be able to participate in educational visits.

Where a child with a disability is eligible for an educational visit, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Where a child has a medical condition the relevant medicines must be taken on the visit.

Where a child's behaviour is a cause for concern, either before or during the educational visit we will endeavour to work with parents to ensure the child is able to participate in the educational visit.

4. Responsibilities for planning an educational visit:

Subject Leaders and members of the Senior Leadership Team may on rare occasions book visits for classes to go but will always discuss visits with the class teacher. The Class teacher is then responsible for confirming the trip and will assume the responsibilities of the visit leader. All educational visits have a designated visit leader; for day visits this is usually the class teacher. If more than one class is going on the visit there is one educational visit leader, but all teachers have a responsibility for ensuring that their class is fully prepared for the educational visit.

For local area visits (defined as being with a 20 min walk for children) only Form 3 needs to be completed. Although if going to the park for PE staff should check the area before the lesson begins.

The educational visit leader is responsible for:

- seeking verbal approval for the visit
- booking the visit

- completing visit form 1 with full information about the visit, number and names of adults, ordering packed lunches, ordering travel tickets and letters needed for parents (form 5)
- liaising with the administration staff about organising transport and packed lunches
- completing a risk assessment (visit form 2)
- ensuring all adults are aware of organisation for the day
- having overall responsibility for the visit on the day, including completing the Information to be left at school form (visit form 3) and the collection and discarding of the permission slips
- Ensuring all children and adults understand the safety on public highways procedures (appendix A and Appendix B)
- **Contacting the Headteacher or Deputy directly if there are any difficulties arising during the educational visit e.g. serious child injury, transport difficulties, bomb scares**

The relevant Milestone Lead is responsible for:

- approving all educational visits in principle (bearing in mind other trips and events already booked on that day)
- approving substantive proposals (educational visit form 1)
- monitoring that risk assessments are completed (educational visit form 2);
- scan and save the signed off risk assessments in the appropriate folder
- ensuring that police checks are carried out where appropriate
- keeping records of visits, and ensure that there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

5. Communication with parents

Parents sign to give permission for local area visits when their child starts at Stepney Park.

For visits within the local area and within school hours permission is not required from parents, but Form 5a may be used to inform parents. A copy of this letter should be given to the school office on the day the letter is given to the parents.

For visits outside the local area, written permission must be sought so that parents know their child is going off-site. Following the 'visits form 1' being approved, the visit leader should ensure that a letter using the school letterhead is sent out to parents including all relevant information (Form 5b) A copy of this letter should be given to the school office on the day the letter is given to the parents.

Letters sent to parents should state a return date for the permission slips. In exceptional circumstances where this is not returned the Milestone Lead may ask the class teacher to contact the parents for verbal permission.

6. Transport

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

If using public transport, request forms need to be handed to the office three weeks prior to the trip.

7. Charging for an educational visit

The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for.

We may ask for parental contributions to support school funding. If the trip incurs a cost permission from the Headteacher (trips budget) or subject leader (subject budget) should be sought.

Once agreed, the trip leader should arrange the collection of trip money through ParentPay with the school office.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

8. Adult Supervision

At Stepney Park we ensure that we have adult pupil ratios appropriate to the needs of the children, the nature of the visit and experience of staff. Children with special educational needs may need 1:1 supervision. The minimum adult pupil ratios for visits wider than the local area are as follows:

- 1 adult to 10 in Years 4 to 6
- 1 adult to 6 pupils in Years 1 to 3
- 1 adult to 3 pupils in EYFS

All class trips are accompanied by at least 2 adults from school plus volunteers.

In addition to the teacher and the class teaching assistants it will be necessary to take other adults to ensure the appropriate ratio. This must be done according to the following principles to ensure equality of opportunity for all adults and children, and to ensure the smooth running of the school as a whole:

- Where numbers of adult support permits – the trip leader, usually the class teacher, may not have a group of children to directly supervise, ensuring that s/he can oversee all children/groups/adults
- teaching assistants from other classes should only be requested as a last resort from the year groups above and below and where possible time should be paid back. In Foundation Stage non class based teaching staff are also used to meet the adult pupil ratio. (Please also consider a standby in case one of the teaching assistants is off sick on the day of the visit)
- teaching assistants who are requested to go on a trip should be asked directly,
- senior midday meals supervisors should be informed
- adults should be arranged well in advance
- parents or other adult volunteers should be taken. **In this case the class teacher should check whether they have police checks. If they do not have a police check then they should not be left alone with children at any time.**

It is particularly important that all adults accompanying a visit are clear on the procedures for crossing children across a road. When using a controlled crossing it is important that children are crossed in groups small enough to comply with the controls. Adults should always be spaced across the road to be crossed to ensure a safe crossing – see additional Safeguarding Children Road Safety Appendix.

9. Insurance

All educational visits carried out by Stepney Park School are covered by the schools liability insurance

10. Risk assessments

A risk assessment needs to be carried out for each trip and the need for a preliminary visit needs to be discussed with the Milestone Leader before the risk assessment is completed. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards? (take into account alternative transport arrangements and the probable weather conditions at the time of year proposed for the visit)
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency (including planning an alternative route)?

Venues providing instructor-led activities will have their own risk assessments for particular sessions, these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

A risk assessment must also cover transport to and from the venue. The visit leader is responsible for ensuring all groups follow the agreed route to and from a venue and an alternative route in case of disruption once the journey has commenced.

A copy of the completed risk assessment (visit form 3) will be given to the Milestone Lead and all adults supervising the educational visit.

11. Emergency procedures

All adults accompanying a party must be made aware by the visit leader of the emergency procedures which will apply. Each adult on the visit should be provided with an emergency telephone number; this will normally be the school number. **Should a problem arise on a visit the Head or Deputy must be contacted directly.**

Before a party leaves school the school office must be provided with a list of everyone, children and adults, traveling with the party and their expected return time. The safety of the party, and especially the children, is of paramount importance. During the activity the visit leader must take whatever steps are necessary to ensure that safety.

12. Monitoring and review

This policy is monitored by the Governing Body and will be reviewed every two years or before if necessary.

13. Further information

Further information is available on the following websites:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Educational visit checklist

Date to be done	Action to be carried out	Date completed
As early as possible	<ul style="list-style-type: none"> ● Plan a date for the educational visit ● Check date in diary and obtain verbal approval from the Milestone Lead ● Book venue 	
At least 15 working days before the date of the educational visit	<ul style="list-style-type: none"> ● Record detailed information about the educational visit on educational visit form 1 hand to Milestone Lead ● Write the names of all the adults who are going on the educational visit in the online diary. ● Hand in packed lunch form to office if required ● Hand in travel request form to office if tickets are required 	
At least ten days before the trip	<ul style="list-style-type: none"> ● Letter should be sent to parents informing them of the trip and stating when the permission slip should be returned. ● A copy of the letter should be emailed to the school office ● Arrangements for collecting trip money through ParentPay should be made with the school office 	
At least 3 days before the visit	<ul style="list-style-type: none"> ● Complete a risk assessment (visit form 2) for the journey you are going on and hand in to the Milestone lead for approval 	
Every morning from the day of the trip letter been given out	<ul style="list-style-type: none"> ● Collate a list of children returning forms ● Check money received through Parent Pay with the office and address where needed ● Keep the permission slips until they are all collected 	
In preparation for the day	<ul style="list-style-type: none"> ● Remind all staff affected by the visit at least 2 days prior ● Arrangements made for any children not going on the visit ● Arrangements made for playground cover, assembly etc ● Permission slips checked and outstanding slips followed up on 	
Day of the trip	<ul style="list-style-type: none"> ● Ensure all adults (including parents) accompanying the trip are familiar with the purpose, route and any additional responsibilities they may have, including road safety procedures (Appendix B) ● Packed lunches collected ● Collect travel tickets from the office ● Collect first aid kit and sick bags and then return ● Collect asthma pumps and any other medication needed for individual pupils and then return ● Ensure all children are reminded of Road Safety procedures (Appendix A) ● Hand in the Information to be left at school form –Educational Visit form 3 and permission slips to the office ● Inform the office when you leave the site and when you return. ● <i>Take with you emergency contact numbers for school – leave your contact numbers at school</i> ● In the event of any problem during the educational visit contact school directly ● After the trip: shred permission slips, unless there was an incident which may lead to a complaint, in which case they must be handed to the Headteacher 	

Educational Visit Form 1

(to be handed to the Milestone Lead within the agreed timeframe)

Detailed visit information and authorisation

Place of visit	
Date of visit	
Time leaving and returning to school	
Purpose of visit and specific educational objectives	
Brief description of arrangements for educational visit	
Educational visit leader	
Contact telephone number for visit leader during the visit	
Classes on visit	
Number of children	
Details of children with SEND, medical and dietary needs (food allergies)	
Number and names of adults from school <i>Remember adult to pupil ratio:</i> 1:2 Nursery 1:4 Reception 1:6 Yrs 1 to 3 1: 10 Yrs 4 – 6	School staff: Others:
Travel arrangements Bus/ Coach? Train tickets required? Train from Train to Approximate times	
Date of Exploratory visit and risk assessment completed/to be completed	
Equipment needed e.g. footwear/ resources from school	
Packed lunches required?	
Costs of trip <i>transport/ entrance</i>	

Amount to come from visits/subject budgets and order form completed/ permission sought	
Amount to be charged to parents	
Date permission slips must be returned by	
Any other relevant information	

Approved by.....

Date.....

Educational Visit Form 2 Risk Assessment

(to be handed to the Milestone Lead within the agreed timeframe)

Visit Venue	
Visit date	
Class/Children going	
Visit Leader who prepared this risk assessment	
Planned route	
Alternative route	

Risk type/ activity covered	Identified hazards (potential to cause harm)	Current control measures in place	Likelihood of harm with control measures in place		Severity of outcome of identified hazards		Final risk score (likelihood x severity)	
			1	Remote	1	Negligible	1-4	Low Risk
			2	Occasional	2	Marginal	5-9	Moderate Risk
			3	Probable	3	Serious	10+	Very High risk
					4	Critical		
					5	Catastrophic		
Walking, crossing roads, poor behaviour	Potential for injuries including: Cuts, bruises, broken bones, head injuries Due to: Tripping, getting hit by traffic, uneven surfaces	<ul style="list-style-type: none"> Staff and other adults have appropriate training/briefing around managing risks. Footwear and clothing is checked for appropriateness prior to leaving school Whole class road crossing strategy is always implemented (1 member of staff decided when it is safe to cross and leads from the front. Subsequent member of staff to stand in middle of road until all children have crossed the road) Children are given a H&S briefing and are expected to walk in pairs/ buddies in an orderly manner Behaviour is carefully managed and corrected where needed. Children posing a H&S risk are not taken on the trip or are accompanied by their parent Call school for support if needed <p style="background-color: yellow; margin-top: 5px;">Any additional control measures needed?</p>						
Supervision of children	Potential for injuries including: Cuts, bruises, broken bones, head injuries Due to: Tripping, getting hit by traffic, unruly behaviour, getting separated from the group,	<ul style="list-style-type: none"> All adults are fully briefed with regards to their specific and general responsibilities Non-staff helpers are never left alone with individual or groups of children The appropriate adult/ pupil ratio is maintained Call 999 if needed Call school for support if needed <p style="background-color: yellow; margin-top: 5px;">Any additional control measures needed?</p>						

	poor or insufficient supervision				
Getting lost	<p>Potential for injuries including: Cuts, bruises, broken bones, head injuries,</p> <p>Due to: Abduction, assault, distress and panic, getting hit by traffic</p>	<ul style="list-style-type: none"> Route is planned carefully before leaving and shared with all adults and children where appropriate. Access to smart phone and GPS Staff phone numbers, including the school phone number, are exchanged In venue meeting points are communicated Children walking in pairs and regular head counts take place, in particular after getting of public transport Children getting plenty of warning prior to getting off public transport Children and all adults have been briefed about what to do if they get separated from the group and where to get help Young children; wearing school high vis jackets Call school for support if needed Call 999 if needed <p>Any additional control measures needed?</p>			
Terrorist attack	<p>Potential for injuries including: Cuts, bruises, broken bones and other life threatening injuries</p> <p>Due to disruption of travel, emergency evacuation, groups split up, bombings, shootings, stabbings, chemical attacks</p>	<ul style="list-style-type: none"> Plan alternative route in case travel arrangements are changed, Ensure mobile phone numbers, including the school phone number, are exchanged between each adults on the trip in case the group is split up. Arrange an off-site meeting point in case of evacuation, Evacuate to the nearest safe place if needed, Use the 'Stay Safe' principles (Run, Hide, Tell), Communicate with school if possible and ask for support and back up Call 999 if needed <p>Any additional control measures needed?</p>			
Medical emergencies , medical needs and allergies	<p>Potential for injuries/ harm including: Oxygen deprivation, brain and organ damage, death</p> <p>Due to: Asthma attack, anaphylactic shock</p>	<ul style="list-style-type: none"> The 'supporting children in schools with medical needs policy' has been read by all staff All staff are aware of their respective roles. All staff are aware of the symptoms of asthma attacks and anaphylactic shock Asthma pumps and Epi pens prescribed to children are in date and designated first aider has received specific training around the use of the Epi-pen Ensure that in-date asthma pumps and epi pens are collected, transported, administered and recorded by a designated member of staff Children with food allergies are not allowed to consume any food that is not provided by the school or by the parents A first aid kit is taken along. A designated 1st aider is coming along A mobile phone is taken along in case 999 needs to be called Call 999 if needed. <p>Any additional control measures needed?</p>			
Trip specific risks/ activities	<p>Potential for injuries/ harm including:</p> <p>Due to:</p>	<ul style="list-style-type: none"> A preliminary visit has been completed where needed 			

Approved by.....

Date.....

Educational Visit Form 3

Information to be left at school in the school office on the day of the trip

Date of visit	
Venue being visited	
Name of visit leader	
Adults on visit	
Number of children on visit (names must be marked in register)	
Departure time and expected return time	
Landline telephone number of venue	
Mobile telephone number of staff on visit	
Any other relevant information	

Educational Visit Form 4 Packed Lunch Request

(to be handed to the school office within the agreed timeframe)

Date		
Time required		
Teachers name		
Class		
Total packed number of lunches required		
No. of children without dietary requirements		
No. of children with special dietary requirements		
Please state dietary needs below		
1. Name of child:	Allergy type:	
2. Name of child:	Allergy type:	
3. Name of child:	Allergy type:	
4. Name of child:	Allergy type:	
5. Name of child:	Allergy type:	
Sandwiches provided are Tuna or Cheese please ask children and enter numbers	Tuna	Cheese

*Please give at least **three weeks** notice to the office*

Educational Visit Form 5A - Information Letter to Parents for Local trips where no consent is needed

(To be printed on school letter- headed paper)

To be send to parents two weeks in advance and a copy emailed to admin

Dear parent/ carer,

Your child in my class/ group will be going on an educational trip to:	
Your child is going on this trip because:	
The trip will take place on:	
Our leaving and return times are:	
Your child will travel by:	
The important and voluntary contribution towards the cost of the trip will be: The school will cover any additional costs.	£
Other information:	

As this is a local trip, for which you have already given consent when you registered your child at our school, you do not need to reply to this letter

Please note that your financial contribution is important and that this trip may be cancelled if we are unable to collect sufficient money to make this trip viable.

The money for this trip should be paid by Parent Pay - please check your ParentPay Basket in order to do this

_____ (Teacher name)

Educational Visit Form 5B - Consent Letter to Parents

(To be printed on school letter- headed paper)

To be send to parents two weeks in advance and a copy emailed to admin

Dear parent/ carer,

Your child in my class/ group will be going on an educational trip to:	
Your child is going on this trip because:	
The trip will take place on:	
Our leaving and return times are:	
Your child will travel by:	
The important and voluntary contribution towards the cost of the trip will be: The school will cover any additional costs.	£
Other information:	

Please note that your financial contribution is important and that this trip may be cancelled if we are unable to collect sufficient money to make this trip viable.

Please cut the return slip along the dotted line and complete the consent slip.

The consent slip needs to be returned to the class teacher by: _____(date)

The money for this trip should be paid by Parent Pay - please check your ParentPay Basket in order to do this

_____ (Teacher name)

.....

<i>To be completed by the lead teacher in advance of sending the letter</i>	<i>Date of trip: Name of lead teacher: Trip venue:</i>
My child's name is:	
My relationship to this child:	I am the child's mother/ father/ carer (<i>circle</i>).
I give my child permission to go on a trip to (details here):	YES/NO (<i>circle</i>)
Signature:	
Date of Signature:	

Application for free School Party Travel ticket(s)

(To be handed to the school office within the agreed timeframe)

Section A - School details

Trip organiser's name	
Classes	

Section B - Place being visited & area of study (mark X where appropriate)

Name of place:	
Address of place:	
Type of place	
Artists studios/Art Centres/Design studios/Film studios/Galleries/Museums/Print Works	
Sites of Archaeological/environmental/religious interest	
Animal parks/Zoo	
Cinemas/Concert Hall/Theatres	
Building of architectural interest	
Area of Cultural interest (e.g. ChinaTown)	
City Farms/Commons/Heaths/Parks	
Occasional venue	
Area of study:	
Arts <input type="checkbox"/>	Environmental <input type="checkbox"/>
Humanities <input type="checkbox"/>	Science <input type="checkbox"/>
Reason for visit in supporting the National Curriculum (if a valid reason is not given a trip can be rejected):	

Section C - Journey details (mark X where appropriate)

Date of travel	(dd/mm/yyyy)
Ticket type	Single <input type="checkbox"/> Return <input type="checkbox"/>

	Start time	Mode of Transport	Bus route No(s)	From	To
--	-------------------	--------------------------	------------------------	-------------	-----------

Outward journey					
Return journey:					

Note: If your journey includes travel on National Rail, the time of the train you wish to use must be entered into 'start time', return train times must also be added.

Section D - Group size

Total number of children (under 18)	
Total number of adults:	

Safeguarding Children
Staying safe on public highways

Before every trip out of the school grounds, children should be reminded of the following;

- Listen to adults at all times. This is to help keep you safe.
- When about to cross, or when crossing the road, there is to be no talking so that you can concentrate on listening to instructions and crossing the road.
- Only cross the road when an adult tells you it is safe to do so.
- Only cross on a Pelican crossing if the green man is showing.
- Look right and left and listen at all times when crossing a road or you are about to cross a road.
- On narrow footpaths you may have to walk in single file so that other members of the public can pass by.
- Stay on the side of the pavement away from the road.
- At a train or tube station, stay well back from the edge of the platform until an adult tells you it is safe to get on the train.
- When getting off the train, move straight across the platform away from the edge.
- On a coach, always sit down and keep your seatbelt on at all times.
- On busses and trains, always sit down if there is a seat. If you have to stand – hold on at all times.

All adults on the trip, whether staff or volunteers need to be aware of this guidance along with guidance for adults taking groups of children across roads.

Safeguarding Children Staying safe on public highways

All adults with a group of children need to be clear about road safety. The following guidelines will help keep children safe.

1. Do not assume any child or group of children know how to cross roads safely, clear instructions need to be given.
2. Pelican crossings or zebra crossings should be used at all times if available, even if it means extra distance.
3. Crossing at Pelican crossings should take place **only** when the green man is showing even if this means splitting the group and even if drivers have stopped and are waving you on. It is often advisable to have children cross in lines rather than pairs.
4. It does not have to be the teacher at the front of the group, but the adult at the front needs to know exactly the route and understand fully safety issues.

When crossing roads without a zebra crossing;

- Stop the children well back from the kerb and ensure all children are paying attention and listening for instructions.
- Identify a landmark over the road by which the group will stop and wait – i.e. the first lamp post, the black railings etc. Make sure it is far enough along for the whole group to line up behind.
- The leading adult plus one other (not from the very back) walks to the centre of the road when it is safe to do so. If it is safe to cross, s/he will signal the children across. Each adult will be positioned (either side of the crossing line of children) so that oncoming vehicles can be signaled to stop if necessary.
- The adults in the road should be positioned so as to be able to see and stop traffic if it appears.
- An additional adult (if there are more than 3) quickly takes over the lead adult's position in the road – the leading adult returns to the front of the group.
- The adults remains in the road until all children and the adult at the back are safely across the road.
- The leading adult remains at a standstill with the group until the entire group (children and adults) have caught up.
- All other adults cross with the children ensuring they are looking and listening at all times.