

WESTGATE COMMUNITY PRIMARY SCHOOL



Educational Visits Policy

Headteacher	Mrs Rhonda Kidd	
Chair of Governors	Mr Gareth Russell	
Date Implemented	October 2024	
Signed - Chair of Governors		Date:
Review Date	September 2026	

Westgate CP School has formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits': www.oeapng.info and as outlined on EVOLVE Suffolkvisits.org.uk. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad and balanced range of learning opportunities outside the classroom for all its pupils that is linked to the Westgate Curriculum. At least three learning outcomes need to be achieved for it to be a purposeful and high-quality activity/ visit.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours clubs (music, drama, art, science, sport, homework etc.)
- School sports teams
- Regular local visits (places of worship and other local amenities.)
- Day visits for particular groups
- Residential visits
- Adventurous Activities.

These activities will also provide opportunities to promote the school's Learning Behaviours (pride, resilience, courage, teamwork) Consideration will also be given to develop the following for pupils:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for meaning, making, creativity, developing learning relationships and practising strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle

Approval Procedure

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Headteacher has nominated Mrs McGhee as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The EVC has received appropriate training by the LA.

Before a visit is advertised to parents, the Headteacher and EVC will approve the initial plan (See Appendix A). The EVC/Headteacher will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system for all visits.

The School has agreed a policy for categorising its visits in line with SCC guidance i.e.:

Type 2 = Overseas, Residential or Adventurous Visits

- to be recorded on Evolve and approval gained from the EVC, Headteacher, Governors and the LA

Type 1 = Visits involving transport and local visits involving walking

- to be recorded on Evolve and approval delegated from the Headteacher to the EVC

The Governing Body will receive information on Type 1 visits in the termly Headteacher's Report and does not require notification in advance.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for Educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with Educational activities and visits.

One-off volunteers i.e. assisting with a school walk, a fund-raising event or a school visit will not require a DBS. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care. In these cases, volunteers will be asked to read and sign off-site visits volunteer agreement (Appendix 1) and our standard confidentiality agreement.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Staff Pupil Ratios

In general terms, the Law does not prescribe activity specific staffing ratios, with the exception of EYFS (see below), but it does require that the level of supervision and group management is effective. Westgate CP School will ensure there is an appropriate level of supervision for all visits and that such supervision is effective.

Effective supervision should be determined by proper consideration of:

- age (including the developmental age) of the group;
- gender issues;
- ability of the group (including special learning needs, behavioral, medical and vulnerability characteristics etc.);
- nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions,
- staff competence.

However, as an exception to the above, Ofsted and DfE guidance prescribe ratios for Early Years. Staff assigned to support the special needs of particular individuals cannot be included in the overall staffing ratio. Their responsibility should not include the wider group. Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

The risk assessment will be written following discussion with other adults involved in the visit and will be shared before the visit is undertaken. Where appropriate, a pre-visit will take place. Risk assessments from visit locations will also be used.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible, the school will seek to use holders of the Learning outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

Parental Consents

Written consent for Type 1 visits not requiring transport will be covered by a single annual consent. However, parents will be informed where their child will be at all times and any extra information or measures required. Written consent will be requested for all Type 1 visits requiring transport and Type 2 visits.

As part of the parent consent, they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct procedures for 'transport' and 'walking groups of children alongside roads' based on the school '**Behaviour Policy**'. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early.

Emergency Procedures

The school will appoint a member of the Senior Leadership Team as the emergency contact for each visit (HT, DHT or AHT). All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. The 'critical incident' policy would then be followed.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents. In the event of a safeguarding issue, the teacher will contact the school's DSL. If this out of school hours they will contact the DSL on their mobile phone for advice.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary, the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sampling monitoring will also be undertaken by the LA and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging for Activities and Visits

The school may invite parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it and we do not receive sufficient voluntary contributions to make a trip viable.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses. The school has a policy on remission of charges which states all charging procedures.

Order in which to plan a school trip:

- Fill in Planning trip form and Westgate risk assessment- discuss with HT/EVC
- Book transport with Office
- Parent letter out ASAP with donation suggestion
- Google form with trip permissions
- Check who requires a school packed lunch let the lunch staff know a week before how many packed lunches are required.
- On the day of the trip fill in going out form.

Appendices

- Planning a Trip/Visit Form
- Westgate Risk Assessment template
- Trip Checklist

- Code of Conduct Transport
- Code of Conduct 'Walking a group

WESTGATE CP SCHOOL
PLANNING A TRIP/VISIT FORM

<u>Lead Teacher:</u>	<u>Class/es</u>
<u>Destination</u>	Total pupils..... Date: Leaving: Arriving back to school:
<u>Staff names:</u> (please indicate who is First aid trained)	<u>Volunteers</u>
<u>Bus required</u> yes / no • • •	<u>Headteacher signature</u>

Risk Assessment (please attach)

Cost of admission (if appropriate).....

Cost of travel (if appropriate).....

Total Cost per child.....

Pass to school office for action

Risk Assessment for Local Visit to



Dates:	
Visit:	
Purpose:	
Links:	
Adults:	
First Aiders:	
DSL :	
Pupils:	
Ratio:	
Review Date:	

Potential hazards	Those at risk	Existing controls	Additional Action required before or during the visit	Further Action identified through Monitoring and review
General hazards associated with educational visits, as addressed in County regulations and guidance	All participants	Visit leader and staff acting as group leaders are familiar with the school's Educational Visits Policy and any other relevant documents, and the plans for the visit comply. Appropriate pupil/ teacher ratio for travel.	Meeting to be held with all staff to go over procedures and systems	
Crossing school car park including entrance	All participants	Everyone reminded to look for cars. Children always closely supervised. Adults to determine whether it is safe to cross the car park.	Adults taking the lead on crossing roads wearing high visibility vests	
Crossing roads	All participants	Always use available crossings where possible Everyone reminded to look for cars. Children always closely supervised. Adults to determine whether it is safe to cross the car park. Adults taking the lead crossing the road are correctly positioned <i>i.e.</i> they are positioned between oncoming traffic	Adults taking the lead on crossing roads wearing high visibility vests Adults to undertake preliminary visit to check routes and identify particular hazards	
Separation from the group/ getting lost.	All participants	All staff in contact with each other by mobile, and have contact numbers for school and emergency contact. Children to wear school uniform. Children reminded about 'safe' adult to speak to in case of separation.	Regular counting of children. Children put into smaller groups for easy registration/counting All children know to go to a safe adult if separated from group.	

Being approached by a stranger / member of public	All participants	All children are aware of 'Stranger Danger' issues and will be reminded again before the trip.	Children told to shout and attract attention of an adult if they are approached at all, or are uncomfortable in a situation.	
Medical Emergency	All participants	All staff have medical forms for their groups. Asthmatics to carry their own inhalers and emergency spares to be given to their group leader. All staff carry basic First Aid kit.	First Aid kit to be taken on all outings. First Aid equipment is available on coach and at destination. First Aider has first aid kit	
Accident / emergency	All participants	All staff have medical forms for the children. Group leader to contact the school as soon as possible. To follow the safety plan / guidelines of that organisation, taking advice from the people in charge.	Group leader / person designated by group leader to accompany child to hospital if necessary.	
Major disaster	All participants	All staff to maintain close supervision of their group as far as possible, and follow directions of Emergency Services. Visit leader to contact the school as soon as is possible.		
Incident during visit/walk	All participants	Visit leader to contact the school as soon as is possible.	Group leader / person designated by group leader to accompany child to hospital if necessary.	
Medical issues	Name of children		Medical list taken on trip Any medication carried by First Aider/leader Purple bag carried by First Aider	
Asthma	Name of children:	All to be checked for inhalers before leaving school	Medical list taken on trip Purple bags with inhalers taken on trip Dates on inhalers checked before trip	
Allergies (items in brackets are foods to avoid rather than an allergy) n/a if no food on trip	Name of children		Medical list taken on trip Purple bag carried by First Aider	
SEND/Other needs	Name of children:	TA to <u>support</u> - include how they will support the child/ren	Talk to children before/during the trip so they are <u>aware</u> of routines and expectations Any individual risk assessments written if needed	

Reviewed by: (Headteacher/Deputy)_____

Date :

Westgate CP Primary School and Nursery - Trip Checklist

Trip: ----- **Date of Trip:**-----

Trip Organiser:-----

Before going the Trip Organiser must:

- Check idea and date with Headteacher (also date in the school diary)
- Costing check to ensure viable/can be supported in budget
- Confirm pupil: teacher ratio needed
- Check with Headteacher which adults can be taken
- Book date with destination and find out how and when they require payment (if appropriate)
- Complete trip form and pass to office asap
- Visit the venue (if possible)
- Complete Risk Assessment for trip and pass to office to be stored
- Liaise with office to organise letter/ permission forms to be sent home
- Provide class teachers with details of any preparation work to be completed in lessons before going
- Brief staff attending the trip
- Ensure there is a plan for children not attending the trip

Office staff

- Book any transport required upon receipt of trip form
- Produce letter for parents with permission slip in liaison with trip organiser
- Collect and monitor money and permission slips.
- Inform trip organiser of coaches, arrival and departure times when confirming transport
- Update class teachers of any outstanding permission slips.
- Collect and collate information on any required FSM and inform kitchen what time the trip is leaving
- Provide trip organiser with a list of any medical needs of pupils attending trip
- Provide trip organiser and emergency contact with a list of emergency contact numbers if trip returning after 3:30pm

Class Teacher/s

- Liaise with trip organiser any pupil groupings
- Ensure pupils have correct equipment for trip
- Chase up any outstanding permission slips, including phoning / speaking to parents
- Provide group leaders with any pupil medication kept at school
- Remind pupils to bring in any required medication from home (e.g. inhalers)

On the day of the Trip:

Trip Organiser / Teachers

- Ensure all staff attending trip have a list of pupil groupings with medical needs
- Ensure office have a copy of bus lists (where applicable) in case of an emergency.
- Take emergency contact numbers for parents if trip returning after 3:30pm (Provided by office)
- Organise, or delegate someone to take a camera (if appropriate)
- Check every child has a packed lunch, both homemade and FSM

Support Staff

- Collect FSM packed lunches from kitchen and deliver to class/es
- Take first aid kit/ sick bags on each coach

Signed _____

Dated _____

Educational Visits – Code of Conduct – Transport

Coaches

- All passengers must wear the seatbelts provided.
- Prior to departure the teacher in charge of the coach must check that all children are wearing their seatbelts.
- Expectations for behaviour whilst on the coach should be established prior to departure.
- Adults should not get out of their seats without good reason and where practicable the coach should be stationary before this happens.
- The teacher in charge should check that all children are on the coach before departure.
- Adults should be seated throughout the coach to ensure that children are adequately supervised at all times.
- The seating of children should take into account behaviour, travel sickness needs, etc.
- Food and drink should not be consumed on the coach without the permission of the driver (usually only on longer journeys).
- The teacher in charge should ensure that any children requiring travel sickness medication are given this at the appropriate interval before travelling commences.
- A sick kit (bags, powder, tissues and plastic gloves) should be carried on long journeys.
- Children must be supervised by an adult as they get on and off the coach.

Appendix E

Educational Visits – Code of Conduct – Walking

Check on the required ratio of adults to children before taking the children out.

Pre-visit and Plan (Risk Assessment)

It is good practice to do a pre-visit and walk the intended route before taking a group along it.

- Assess the size and nature of the pavements and footpaths.
- Plan your route choosing the safest crossing places:
 - use footbridges and subways where possible;
 - look for gathering places for the group when getting ready to cross and after they have crossed (know where the exits are!)
- Consider your likely group; age, behaviour, skill, size/numbers.

Before setting out - Children

- Talk to the children about the dangers of the road before starting off.
- Agree a communication/signal system – hand, verbal (can you be heard over the traffic noise?)
- Agree how you are going to move across the road – one group or in waves?
- Practise in a safe area.

Before setting out – Adults/Supervisors

- Ensure all staff and helpers understand the route – give them a sketch map or plan of route with intended crossings marked.
- Organise the group so they can be seen and effectively controlled at all times - “crocodile”, in pairs, positions of adults, etc.
- Giving responsibility to older children to look after younger children?
- Adults to wear High ‘viz’ jackets.

Awareness:

- Walk on the pavement in an orderly manner allowing other pedestrians to pass.
- Make sure the children are aware of driveways, entrances/exits etc. and their dangers.
- Remember children are small and are not always seen by drivers.

Ready to Cross?:

- When you are ready to cross the road choose a safe place away from parked cars, corners, junctions etc.
- Identify and indicate a safe exit/gathering point on far side of road.
- Adult/supervisor to cross first to ensure staff are on both sides of road, especially where there is a traffic island and the group is to split up when crossing.
- Agree a signals/communication system.

Crossing the road:

- When crossing gather the children around you away from the kerb until you have decided it is safe to cross
A teacher has no legal right to stop traffic
- Beware of overtaking vehicles if a driver does stop for you. Walk across looking and listening as you go
- Cross as a wave (line abreast) or waves if possible - takes less time in/on road than as a "crocodile"
- Use staff/mobile cones/bollards/crossing posts as markers to be rounded by the group when turning along the side of the road to prevent cutting corners or straying
- When you have crossed safely, reform your group and continue your journey

A) Pelican Crossing: Make sure all the group is at the crossing before the wait button is pressed. Check that the green figure shows and all the traffic has stopped before attempting to cross. Do not start to cross when the green figure is flashing. (Staff/responsible person on both sides).

B) Zebra Crossing: Wait until all the traffic has stopped from both directions before crossing the road. Keep looking and listening all the time you are crossing.

C) Puffin Crossing: Similar to a pelican crossing; make sure your group arrives at the crossing together before the button is pressed.

D) School Crossing Patrol: If there is a patrol on your route, use them.

It is always advisable to make eye contact with the vehicle drivers before stepping off the pavement.

Reduced visibility:

- Consider "spotting" where it is difficult to see approaching traffic e.g. brow of a hill, after a bend, etc.
- Remember, in bad weather it will take drivers longer to stop and it is more difficult for you to be seen
- It may be appropriate for specific people to wear something **bright or fluorescent during the daytime** or be carrying lights and wearing something reflective at night-time
- Extra care should be taken when wearing a hooded coat or using an umbrella as they can obscure hearing and vision

When there is no pavement or footpath:

- Walk on the right-hand side of the road so that you can see on-coming traffic
- Keep close to the side of the road
- Take care at sharp right-hand bends
 - it may be safer to cross the road well before you reach a bend so that oncoming traffic has a better chance of seeing you
 - at the bend cross back to face the on-coming traffic as you continue
- Walk in single file, if possible. How effective might it be to use an escort vehicle?