

WOODGRANGE INFANT SCHOOL EDUCATIONAL VISITS POLICY

The governing body of Woodgrange Infant 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 skills and confidence as well as enhancing their learning.

The Governing body delegates to the head teacher the responsibility for establishing the school's detailed procedures, consistent with the LA and DCSF guidance.

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
- insurance arrangements
- competence of group leader
- planning procedures
- conduct and safety
- information to parents/carers and pupils
- medical consent
- emergency procedures including first aid arrangements and Plan B
- risk assessment
- evaluation and monitoring
- travel on public transport
- hire of minibuses
- use of private cars

The governing body requires the head teacher to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the governing body as appropriate.

The governing body delegates the approval of educational visits as follows

- i. 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 Head teacher.
- ii. A half or whole day visit that requires the use of transport must be approved by the head teacher.
- iii. An OSHL activity [e.g. a sports fixture at another school] must be approved by the head teacher.

Further details on procedures and routines that must be followed when planning a visit are contained in the appendices to this policy statement.

Planning a visit

Careful planning and preparation are essential to the success and safe conduct of any school visit.

Please see the planning and preparation checklist for details of the procedures to follow when planning/organising a visit. [App. 1]

Plan the visit at the medium term planning stage, identifying the venue and the purpose of the visit. The aims and objectives for the visit should be made clear. Please complete a visits consent form (App. 2) and submit to the head teacher or Educational Visits Co-ordinator at least one month before the visit.

If possible visit the venue personally. If not then speak to staff who may have visited recently or contact the venue and find out such information as:

- admission charges;
- toilet facilities;
- shelter, if it is an outdoor venue;
- facilities for eating packed lunches;
- transport route;
- carry out a risk assessment.

Parents/cares must be informed of the visit whether or not it involves transport. An annual consent form (App 3) will cover short trips in the immediate vicinity, but visits further afield will require an additional consent form to be signed. If parents withhold consent the pupil must not be taken on the visit. The child should come to school on that day and be placed in another class. Please be prepared to set work for the child if necessary.

Cost

See charging policy.

The cost of the visit should cover the cost to the children – not the adults. All contributions are voluntary. No child will be excluded because they have not paid but families need to be made aware that if there are not enough voluntary contributions then the visit may have to be cancelled.

Supervision

The level of supervision depends upon the age of the children, the venue and the means of transport. However, as a general principle 1 adult to every 4-6 Key Stage 1 children and 1 to every 2-4 Foundation Stage children.

The teacher in charge must ensure that:

- each adult knows for which children , he or she is responsible;
- each child knows which adult is in charge of his/her group.

Children should be given clear instructions that they are to stay with their group, or within a defined area within sight of the supervising adult. The supervising adult must regularly check that each member of his/her group is present. Children should be given clear instructions as to where they may go and what they may do.

The teaching assistant will accompany the class on the visit. They need to be informed of this well in advance. If other staff are needed, please discuss with the appropriate teachers before approaching the staff concerned.

A qualified First-Aider must accompany each visit.

Insurance

The local authority arranges public liability insurance. This insurance covers all activities – in or out of school- whilst children are in the care of the school staff. Parents are advised on the back of the annual consent form that they may wish to have their own personal accident insurance for their child that will compensate for injury or loss where there is no negligence by the staff.

Leading the group

A suitably experienced teacher should be the leader of the group.

Codes of conduct and safety

Frequent experience of travelling in a group eliminates anxiety and excitable behaviour. The children are prepared for this from the time they start in the Foundation Stage.

This is achieved by:

- Being outside the classroom for short periods e.g. walks around the school grounds.
- Regular activities to build up skills.

- A walk to the local shops or park for a short period of time.
- Theme walks to develop observational skills.
- Encouraging the children to develop their own code of behaviour

The group leader must ensure that all members of the party are aware of the expectations of the group.

Information to parents and pupils

Parents should be informed of any off site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter.

Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would. The following should be given to parents.

- dates of the visit
- visit objectives
- times of departure and return
- mode of travel
- things to be taken on the visit
- details on the cost of the visit.
- Requests for adult volunteer helpers.

Draft an instruction letter for the advice of all parent volunteers. [See App.4] Included in this letter should be information as to the travel route to be followed and the address telephone number of the venue. The letter should include information about the day's agenda, who is the first aider and general rules for safe behaviour. Divide the children into groups to be supervised by an adult and ensure that each person has a copy of the names of the children in their group.

High visibility jackets and wrist bands marked with the school name are at the top of year 2 stock cupboard. Children should be told to wear these at all times. They should be returned after use.

Inform the kitchen of your visit, the number of children attending and how many packed lunches will be needed. The kitchen needs at least a week's notice of planned visits.

Take a class list or photocopy the register. Take the register on a rival and on departure as a minimum.

The group leader should take a fully charged and credited mobile phone with them. The school should be given the number of this phone. In this way contact with school is possible if necessary.

Travelling and using transport.

If you are travelling by public transport then the tickets need to be ordered at least a month in advance from TfL. It is possible to do this on-line. If the tickets have not arrived a week prior to the visit please contact TfL as a matter of urgency.

When waiting for the train keep the group together and well away from the platform edge.

On entering and leaving trains delegate responsible adults to:

- Be at the front of the group to organise seating and keep the group together. If standing ensure that all children have hand holds. Warn children about the need to hold on.
- Stand at open door to ensure door does not close before all the party have boarded;
- Count all the children entering and leaving the train;
- Ensure that no child is left on the platform;
- On leaving the train ensure that no child is left behind and then find a safe place to assemble on the platform. Count to ensure that all children are present.

If travelling by coach ensure that all the children remain in their seats with seat belts fastened.

When walking please ensure that the adults walk on the side of the road nearest to the kerb. When crossing roads, ensure that there is an adult in the front of the line, one at the end and one in the middle. One adult must stay in the middle of the road whilst the children are crossing. This adult should stand with their back to the traffic, directing the children. When all the children have crossed the road the adult should rejoin the rest of the group.

Risk assessment

The group leader should carry out the risk assessment. It should be completed well before the visit, and should be approved by the Head teacher or Educational visit co-ordinator. Once it has been approved the parents can then be informed of the visit. Please do not advise parents of visits until approval has been given.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The risk assessment must be recorded and copies given to all adults on the visit and to the Head. The adults must monitor the risks throughout the visit and take appropriate action.

The group leader should take the following factors into consideration when assessing the risks:

- the type of visit and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of adults to pupils;
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit;

Pro-formas and guidance for undertaking a risk assessment for educational visits can be found in App. 5 to 5.5]

Pupils with medical or special educational needs

No child should be excluded from taking part in a visit because of medical or special educational needs. Any limitations or problems a pupil may have need to be taken in to account at the planning stage and especially when carrying out risk assessments. It may be necessary to assign the pupil 1-1 support.

A trained first aider accompanies every visit. She/he should have a list of all the children with medical needs e.g. asthma and should take their inhalers along with other basic first aid equipment. The recommended minimum contents of the travelling first aid box are:

- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing approximately 18cm x 18cm;
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes

- one pair of disposable gloves
- a leaflet giving general advice on first aid.

Emergency procedures.

In the event of an accident follow the appropriate first aid guidelines and then if necessary telephone the school. We will discuss the matter with you and make the appropriate arrangements re: contacting the parents.

In rare circumstances a serious incident/accident may occur. The Borough define this as: a fracture, an amputation or any illness or injury requiring immediate medical treatment and/or hospitalisation for more than 24 hours. In some cases death may have occurred. Please read App 6 for exact details of what to do in an emergency.

Contacting school

If you expect your return to be delayed please let the school know and waiting parents/carers can then be informed.

If at any time during the visit you consider yourself to need advice then please contact the school.

Evaluating visits.

Each visit should be evaluated to ensure that learning outcomes are met or can be better achieved in the future. Once completed a copy of the evaluation should be given to the Educational visits co-ordinator. A sample of an evaluation form is contained in Appendix 7.

Monitoring visits.

The school has a responsibility to monitor visits as a means of quality assurance. Any observations will be fed back to individual members of staff. General issues, if any, will be shared with all staff and policy reviewed if necessary.

Planning and preparation checklist.

Task	Date completed	Comment
Permission for visit submitted./granted {App1a]		
Visit booked and confirmed		
Transport booked and confirmed		
Educational visit planning form completed.		
Risk assessment completed.		
Kitchen given dates of visit		
Letter to parents sent out. Ideally give two weeks notice.		
School staff going on visit confirmed. If using staff from another class the teachers have been informed.		
Staff going on visit have checked their duties and arranged cover, or swapped if necessary.		
All permission slips returned.		
Packed lunches ordered from kitchen – at least one week in advance.		
Prepare briefing letter for parents.		
<p>Evening before the visit the following items should be collected.</p> <ul style="list-style-type: none"> • First Aid kit • Small bottle of water • Sick bags • Mobile phone • List of children • Tickets • Asthma pumps/special equipment • Work sheets/pencils • Safety wristbands/ visibility jackets 		
<p>On the day of the visit, and before leaving school.</p> <ul style="list-style-type: none"> • Ensure that all children are wearing bands and high visibility jackets. • All children have a packed lunch • All adults are briefed • All children are assigned to an adult. 		

Woodgrange Infant School Risk Assessment

App.5.

Risk assessment is a legal requirement for all activities involving pupils which take place off the school site. A **Preliminary Planning visit** is recommended if the venue has not been visited before or recently. This form must accompany planning submitted for authorisation for the visit. A copy of this form should be given to all staff taking part in the visit.

Visit to:	Visit leader:
Date of visit:	Classes and numbers of pupils.
Date of Planning visit	Name of teacher making planning visit.

What are the hazards?

Route

Record safety measures that will be put into place to reduce the risk to an acceptable level.

Please note: All coaches used for visits must have seatbelts.

List children with special needs/health issues/requirements and measures put into place to reduce the risk for them and the group.

Risk checklist

- The transport that we will be using is suitable for the number of children I intend to take.
- I am aware that the journey may take longer at peak hours and with a large group and have allowed for this in planning my visit.
- I have looked at the roads that need crossing and considered the best places to escort the children across, using the adults available to me.
- I have assessed the venue and feel confident that they are adequate health and safety measures in place to ensure the children's safety. In the case of outdoor or 'non-establishment' venues I am confident that the area is safe.
- I have briefed the adults accompanying the visit and am confident that they are competent adults who will act with reasonable care to ensure the children's safety and well being.
- I am aware of any children with particular needs (e.g. Asthma, SEN difficulties, language difficulties, behaviour.) and have made special arrangements where necessary.
- I have completed the risk assessment form and ensured that it was handed in to the Head or Educational Visits Co-ordinator to be checked and authorised. [At least one week before the visit].
- A completed copy of the trip information sheet/ briefing notes has been attached to this risk assessment.

Visit Leader _____ **Date** _____

Head/Educational visit co-ordinator. _____

Date _____

Educational visit consent form

Class/Year group	
Number of children	
Date of visit	
Place to be visited	
Purpose of visit	
Adult accompanying	
Travel method	
Cost – if applicable	

Approved by _____

Date _____

Please keep a copy of this form and give a copy to the Educational visits co-ordinator.

Draft Educational Visit Letter

Woodgrange Infant School
Sebert Road
Forest Gate
London
E7 0NJ

Dear Parent/Carers

----- [class] will be going on an educational visit to ----- [venue] on the -----
-- [date]. This visit is linked to our work on ----- [topic/curriculum area].

We will be travelling by ----- [mode of transport]. We will leave school at -----
-[time] and plan to be back -----[time].

There will be no opportunity to visit a shop, so we recommend that your child does not bring any money with them on the day.

Children will also need a packed lunch and a drink. No glass bottles or fizzy drinks please. If your child is entitled to a free school meal and you require a packed lunch from the school kitchen please indicate on the slip below.

We will need some adult volunteers to help us with this visit. Please indicate on the slip below if you are available to help.

It is important to sign the permission slip as without it we are unable to take your child on this visit.

Thank you

Yours sincerely

----- class teacher.

I give permission for ----- to attend the visit to ----- on -----
-----;

Signed ----- Parent/carer.

If you are entitled to a free school meal please tick would like your child to have a free packed lunch.
Yes No

If you are able to help on this visit please tick. Yes No

BUSES.

Ensure group members are accounted for when boarding and alighting; supervise pupils climbing stairs. Ensure a responsible adult is at the front of the group to organise seating arrangements, and monitor pupils as they alight from the bus. Find a safe place to assemble group until all are present.

UNDERGROUND AND OTHER TRAINS

Waiting for the train – keep the group together and well away from the edge of the platform. An approach to entering and leaving trains is to delegate responsible adults to:

- 1] Be at the front of group to organise seating and keep group together; if standing is necessary ensure that all children have hand holds. Warn children about movement of train and the need to “hold on”.
- 2] Stand at open door to ensure that the door does not close before all the party are boarded.
- 3] Count all pupils entering and leaving the train – easier if they all use the same door.
- 4] Ensure that no child is left on the platform.
- 5] Leaving train – check that no child is left on the train and ensure a safe place to assemble group.

It is beneficial to split a larger group into smaller groups and assign particular pupils to each adult. London underground is able to provide assistance at many stations and can be contacted on the main switchboard number 0207 222 1234.

ESCALATOR /STAIRS

Give specific instructions e.g. “Leave a space in front before you step on.”; “Don’t push.”; “Hold the rail.”

Split the group into manageable parts.

Talk about moving together on public transport before departure.

FARM VISITS

Farms can be dangerous even for people who work on them. Taking pupils to a farm needs to be carefully planned. The risks to be assessed will include those arising from the misuse of farm machinery and the hazards associated with E.coli food poisoning and other infections.

Check that the farm is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities, clean grounds and public areas. An preliminary visit is essential.

There are some basic safety rules. Never let pupils;

- Place their faces against the animals or put their hands in their own mouths after feeding or touching the animals.
- Eat until they have washed their hands;
- Sample any foodstuffs;
- Drink from any farm taps (other than in designated public facilities);
- Ride on tractors or other machines;
- Play in the farm working area.

Further advice is contained in the DfEE’s letter dated 9 June 1997: *Pupil visits to Farms: Health precautions.* and HSE’s *Avoiding Ill health at farms: Advice to Teachers; and Standard procedure 18 – Visits to Farms.*