

# St John Fisher RC Primary School Educational Visits Policy



***"Every child has the right to an education." Article 28.***

**Headteacher:  
Educational Visits Coordinator:**

**Ms J Kenna  
Miss C Higgins**

## **St John Fisher R.C. Primary School Educational Visits Policy**

### **1 Introduction**

- 1.1 At St John Fisher R.C. Primary School, we seek to ensure that the National Curriculum is delivered in a variety of different ways, to make learning exciting and engaging for all pupils. We believe that educational visits enrich our curriculum and provide our children with a wide range of experiences that are not always achievable within the classroom setting, and where their learning can become 'real'.
- 1.2 Our Educational Visits Policy is written in accordance with *'Health & Safety: DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies' (2012)* and Merton's guidance *'There and Back Again' (2008)*.
- 1.3 It aims to provide a clear and coherent structure for the planning and evaluation of our educational visits.

### **2 Scheme of Delegation**

- 2.1 As employers, the governors are responsible for all educational visits. They may scrutinise all or specified visits.
- 2.2 The headteacher is responsible for the approval of all risk assessments and the final approval of all educational visits.
- 2.3 The Educational Visits Co-ordinator is responsible for ensuring all teachers are aware of the correct procedures for organising educational visits.
- 2.4 The named Educational Visits Co-ordinator (EVC) is Miss Claire Higgins
- 2.5 Party leaders are responsible for all aspects of the planning, risk assessment and organisation of educational visits.
- 2.6 The party leader will be a qualified teacher with at least one year's experience. NQTs can be deputy leaders, but their classes will need to be accompanied by an approved party leader.
- 2.7 Teachers who are new to the school will also be accompanied by an approved party leader until it is deemed appropriate for them to be party leaders.

### **3 School Approval System**

- 3.1 The party leader will normally be a class teacher, who will be responsible for the planning and management of the educational visit. As part of this process, they will:
  - Complete an initial approval form, which will be signed by the deputy headteacher/headteacher, before the trip is booked.
  - Go on a pre-visit to assist with risk assessment.
  - Complete a risk assessment, signed by the headteacher.
  - Send a consent letter to the parents.
  - Complete a list of children and staff's medical requirements and contact details, which must be taken on the trip.
  - Complete an itinerary for the day, including transport, workshops, lunch slots and groups.
  - Prepare written instructions for parent helpers, outlining the expectations and aims of the day. A copy of the itinerary should also be included.
  - Obtain final approval from the headteacher, at least a week in advance.

- If necessary complete an evaluation form upon return, identifying any first aid administered and any issues that arose.
- A copy of all the above documents should be filed in the office.

#### **4 Risk Assessment**

- 4.1 A risk assessment should be completed by the party leader for each educational visit.
- 4.2 The school has a standard risk assessment format that should be used. This outlines general information about the educational visits, generic risks, site-specific risks and ongoing risks that need to be considered. The venue's risk assessment may be referenced for any site-specific risks.
- 4.3 Risk assessments should be signed by the party leader and headteacher.
- 4.4 A pre-visit to the visit's destination must be undertaken by all party leaders to assist with risk assessment, unless they have already made a previous visit to the same destination. This may be within school hours, if deemed appropriate by the headteacher. During this stage, the possibility of all adults and/or children wearing high visibility jackets should be considered.

#### **5 Ratios**

- 5.1 For a class of up to 30 children, there should be at least 3 adults on each educational visit: one party leader (a qualified teacher with at least one year's experience), one deputy leader (a member of school staff) and one responsible adult. However, actual ratios will depend upon the age of the children, the venue, activity and means of transport.
- 5.2 Any parent helpers who are acting as responsible adults must be given written information about procedures they should follow, and a copy of the itinerary for the educational visit. They should also be directly supervised by staff who have been DBS checked.
- 5.3 Children with an EHCP who have 1:1 support during the school day will have 1:1 support on the trip. The supporting adult should only be responsible for this child, and is in addition to the expected ratio.

#### **6 First Aid**

- 6.1 EYFS must have a qualified Paediatric First Aider accompanying on each educational visit.
- 6.2 It is preferable that KS1 and KS2 classes also have a qualified Paediatric First Aider accompanying on each educational visit. However, if this is not possible, there must be a designated First Aid provider, who carries basic First Aid equipment.

#### **7 Transport**

- 7.1 Journeys should be via the easiest route, which may not always be the quickest or most direct. This pre-planned route must be followed at all times. If for any reason this route cannot be followed, a member of SLT should be contacted for further advice.
- 7.2 Transport types utilised will depend on the location, type and timing of a visit. These may include all forms of public transport as well as privately hired coaches or minibuses where necessary.
- 7.3 Tickets to travel on public transport should be booked as far in advance as possible (at least 14 days) and transport staff should assist boarding and alighting the train, if possible.

## **8 Parental Consent**

- 8.1 Before each educational visit, parents will be sent a consent letter detailing the trip's date and location and anything their child may require.
- 8.2 If there is a cost for the educational visit, parents will be asked for a voluntary contribution. However, if there are insufficient funds, the visit will not go ahead.
- 8.3 Parental consent will be required for any educational visits outside of the normal school hours.
- 8.4 If a parent does not wish for their child to attend an educational visit the child is expected to attend school as usual and alternative arrangements will be made for them to join another class/year group.

## **9 Behaviour**

- 9.1 There are clear expectations of behaviour for all the children, both in school and on educational visits. The children will be briefed with the itinerary for the day and reminded of any rules they will be expected to follow.
- 9.2 If it is felt that the behaviour of an individual child is likely to compromise the safety of themselves and/or others, the party leader will discuss any concerns with the headteacher.
- 9.3 A verbal or written behaviour contract may be drawn up by the teacher to outline the expected behaviour in the week leading up to the educational visit, which will be discussed with the child's parents a week before the date of the trip. If this expected behaviour is not achieved, the party leader and the headteacher will discuss the possibility of excluding the child from the educational visit.
- 9.4 A child's parent may be asked to accompany their child, if necessary. They will be given at least a week's notice and will not be required to cover the cost of their attendance.

## **10 Local Visits and Sports Fixtures**

- 10.1 In order to make visits within the local area more accessible teachers will be required to complete only a risk assessment and have a final approval form signed by the headteacher.
- 10.2 Similarly, when attending sports events and fixtures, teachers will be required to complete only a risk assessment and have a final approval form signed by the headteacher.

## **11 Residential Visits**

- 11.1 Before any residential visit, a meeting will be held for the parents, informing them of the itinerary for the trip, and providing them with an opportunity to ask any questions they may have.
- 11.2 All parents must provide the school with details of any medical and/or dietary requirements their child may have.
- 11.3 An itinerary must be in place for each day of the residential visit, which may be reviewed each day due to factors such as weather. Changes to the itinerary must be approved by the party leader/senior member of staff.
- 11.4 Parents of pupils who are in receipt of Pupil Premium Grant will be asked to cover the deposit of the trip.
- 11.5 A non-refundable deposit will be sought from all parents, this deposit will be non-refundable if their child does not attend the residential or if the venue in which the residential is booked ceases trading.

## **12 Emergencies**

- 12.1 All teachers should be familiar with the emergency procedures.
- 12.2 Each class will be allocated a member of SLT, who will not be in class, to act as an emergency contact for the visit's duration. They should be contactable directly via mobile phone, in case of

an emergency. The party leader for each visit is responsible for carrying the school mobile telephone. This will enable them to contact school/senior leaders swiftly in case of emergency.

12.3 Any serious accidents will be reported to the HSE.

### **13 Training**

13.1 All NQTs and new teachers to the school must be trained in the procedures for planning an educational visit. They will assist other class teachers in their year group when planning educational visits. They will be supervised by an experienced party leader on educational visits until they are deemed suitable to be a party leader.

### **14 Monitoring**

14.1 After each educational visit, the party leader should complete an evaluation form, outlining any issues encountered. These will then be used to assist the planning of further educational visits.

14.2 A record will be kept of all required documentation for each educational visit.

14.3 An annual Health & Safety report will be given to the governors.

14.4 The Educational Visits Policy will be reviewed annually.

**Dated: March 2017**

**To be reviewed: March 2018**