

Educational Visits Policy

Hermitage Primary School			
Review frequency	2 years	Reviewed	November 2020
Website	Yes		
Staff Responsible (EVC)	Parmjit Varaitch	Review Date	November 2022

1. Introduction

Staff at Hermitage Primary School recognise that there are unlimited opportunities outside the classroom that must be used as resources by the children. The effectiveness and immediacy of real world situations can not be matched in the classroom; learning is more rewarding and enjoyable out of doors. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes Hermitage Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- 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
- 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
- Physical skill acquisition and the development of a fit and healthy lifestyle

Our priority at Hermitage Primary School is to ensure that all visits are safe, educational and enjoyable!

2. Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Hermitage Primary School:

- Adopts the Local Authority's (LA) document: There and Back Again
- Adopts National Guidance www.oeapng.info
- Will consult with the Health and Safety Advisor at Hillingdon for further guidance

1. Will seek further guidance from the EVOLVE Team who are employed by Hillingdon Borough to give advice on all aspects of outdoor education (Jake Wild jake@evolveadvice.co.uk)

3. Types of Visit and Approval

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day (including sports fixtures: Football, Netball)

All staff to inform the Headteacher for approval.

2. Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc

All staff to inform the Headteacher for approval. Staff to then apply the correct planning process and submit to the Educational Visits Coordinator (EVC).

3. Visits that are overseas, residential, or involve an adventurous activity.

These follow point 2 above, but the Headteacher then submits the visit using form EV1 to the EVOLVE Team for approval of overseas trips.

4. Curriculum Links

All Learning outside the classroom, educational visits and activities support and enrich the work we do inside the school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children. For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local Authority and may include:

- English – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, visits by speakers
- Maths – use of shape and number trails in the local environment, visits by speakers
- History – castle visits, study of local housing, local museums
- Geography – use of the locality for fieldwork, trails
- Art and Design – art gallery visits, use of the locality
- PE – Cluster and other sports activities, extra-curricular activities, visits by specialist coaches
- Music – range of specialist music teaching, extra-curricular activities, concerts for pupils
- Design and Technology – visits to local factories/design centres
- ICT – its use in local shops/libraries/businesses
- RE – visits to local centres of worship, visits by local clergy

5. Roles and Responsibilities

TRIP Leaders are responsible for the planning, supervision and conduct of their visits. They should:

- obtain/outline permission for a visit from the Head Teacher (on trip proposal) before making any commitments. TRIP leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.
- Know all the pupils proposed for the visit to assess their suitability

- Observe the guidance set out for teachers and other adults below and through the TRIPS Checklist
- Ensure that pupils understand their responsibilities (see preparing pupils below)
- Have regard to the health and safety of the group at all times
- All risk assessments must be seen by the EVC two weeks before the visit to check all risks are actioned. Where possible **all teachers in the year group to carry out the risk assessment together**. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The TRIP Leader will share information with all staff involved in the visit.
- The TRIP Leader is responsible for ensuring the school mobile phone, first aid kits and pupil medication are taken on the visit. It is the TRIP Leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be contacted to inform the Headteacher, EVC and parents.
- After the visit, the TRIP Leader alongside the EVC will complete an evaluation form.

Other staff / adults involved in the visit will:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual pupil as any reasonable parent would
- Follow the instructions of the leader and help with supervision and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable

EVC will endeavour to ensure that:

- The TRIP Leader has relevant skills, qualifications and experience
- All necessary actions have been completed before the visit begins. The TRIPS Checklist (16 specific actions) is highly comprehensive and the EVC will apply that as a guide
- Any training needs have been met
- All supervisors on the visit have appropriate skill and understanding to supervise children
- The EVC will update/refresh their training every 3 years. The School's EVC is Mrs Parmjit Varaitch. Training was last updated on 4/2/2020.

Headteacher has responsibility for authorising all trips and consult with the EVC.

The Governing Body are responsible for ensuring that the Educational Visits Policy is reviewed every 2 years.

6. Emergency Procedures

In the case of an incident/illness:

- Medical conditions sought by staff, first aid administered by First Aider. Record of care logged on appendix I
- TRIP leader informed, who will then decide if further medical care is required
- SLT informed at school
- TRIP leader to stay with injured pupil/adult at all times (including hospital visits) and act in Loco Parentis
- Supervision of unharmed pupils to be given to next senior member of staff on visit

- Parents informed of incident by the Headteacher
- Appropriate evaluation documentation completed

In the event of a critical incident:

A critical incident is an incident where any participant in a visit:

-has suffered a life threatening injury or fatality

-is at serious risk

-has gone missing for a significant and unacceptable period

- TRIP leader to call emergency services for medical care as well as inform the Police of risks to safety
- In the case of a missing child, call the Police
- TRIP leader to then inform the Headteacher, Deputy Head in their absence
- Headteacher/Deputy will call EVOLVE for further guidance and support and then also inform parents
- Safety of all other pupils ensured through access to a safe place as agreed by TRIP leader and accompanying staff
- Avoid any media attention/interaction. Make it clear that you will not give any statements
- in the event of a **critical incident:**
corporatecommunications@hillingdon.gov.uk
 Media phone number (01895 250 403)

After any significant incident, the school will undertake an investigation of the incident, and review the risk assessments and emergency procedures, and share the findings with EVOLVE. A log will also be completed on the Borough's ASSURE Health and Safety portal which monitors accidents and incidents at school. We will also record and learn from 'near misses'.

7. Food

The Pantry will provide a packed lunch for all children in receipt of free school meals (Parents will need to order this in advance via their Pantry accounts). All other children will need to bring in their own packed lunch. No nuts should be included in packed lunches, sweets, fizzy drinks or glass bottles.

Food should not be shared with other children due to health and safety and allergies.

8. Supervision

Ratio's as outlined in the TRIPS Checklist:

- Nursery - 1:2
- Reception - 1:4
- Key Stage One - 1:6
- Key Stage Two – Years 3 and 4 - 1:8 for trips in public areas outside/inside
- Key Stage Two – Years 5 and 6 - 1:8 for trips in public areas outside; 1:10 for trips inside
- EHCP pupils 1:1 (parent/carer can provide support where possible)

9. Parent Volunteers

Parent helpers are very welcome on Educational Visits and will attend a briefing with the TRIP Leader where they will sign the Risk Assessment and be given a written list of the children in their group in addition to other documents. All helpers will not be left alone with children and must be guided by school staff at all times.

Parent helpers will be asked to sign a 'Parent Helper Agreement' on the day of the visit. The agreement highlights the commitment needed from parents on the school trip.

10. Mobile phones and social network

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'. (The TRIP leader will post photos via class dojo)
- **Only the TRIP Leader and class teachers will have their phones (TRIP leader will carry the school mobile) switched on to communicate with the school/parent helpers or in case of any emergency)**
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher
- If any adult needs to make an emergency call, they must speak to the TRIP Leader first who will support in any way possible

11. First Aid

- First aid kits will be carried by a number of the staff on an educational visit. There will always be a qualified Paediatric First Aider for all trips in EYFS in addition to supporting staff with First Aid training
- For all other year groups there will at least two First Aiders for year group trips
- Staff will record any first aid given on the first aid administration document
- For pupils with medical needs, full information/plans and items will be carried by staff

12. Information to and from parents/carers

The TRIP Leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for residential visits. The TRIP Leader should also tell parents/carers how they can prepare their child for the visit by for example: reinforcing the Pupil Visits code of conduct, transport conduct. Parents/carers must:

- Ensure the school have up to date emergency contact number(s) on our system
- Give medical consent (this will form part of the Trip letter). Parents should be asked to agree to the pupil receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the Headteacher may decide to withdraw the child from the visit – given the additional responsibility this would entail for the TRIP Leader
- Give the TRIP Leader relevant information about their child's health which might be relevant to the visit

- If parents wish to withhold consent for attendance on 'day trips', they will be invited to meet with the Deputy or Headteacher to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible
- Parents / carers need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. Information on matters that might affect pupil's health and safety is useful to parents, and will be included in letters to parents / carers and covered through briefings

13. Inclusion and Equality

- The Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.
- All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. If the pupil's safety can not be guaranteed, it may be appropriate to ask the parent to accompany a particular child. Parents should be asked to supply:
 - Details of medical conditions.
 - Current emergency contact numbers.
 - Current GP's name, address and phone number.
 - Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
 - Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.
 - Information on any allergies/phobias.
 - Information on any dietary requirements.
 - Information on any toileting difficulties.
 - Special transport needs for pupils who require help with mobility
- Pupils with challenging behaviour:
 - If the behaviour of an individual child is likely to compromise the safety of others, there will be a discussion about making additional arrangements for the child
 - The school reserves the right to withdraw a pupil if they demonstrate poor standards of behaviour in school that would pose a serious health and safety risk on a visit

14. Charging

- Parents / carers will be asked to make the annual trip contribution towards the educational visit
- Where possible, public transport will be used for trips and venues that provide free access
- Charges for trips will be kept to a minimum

15. Transport

- The TRIP Leader with support from the EVC will decide on which mode of transport is best: private or public. The main factors to consider include:

- Passenger safety
 - Type of journey – local or will it include long distance driving, i.e. motorways
 - Traffic conditions
 - Weather
 - Journey time and distance
 - Stopping points on long journeys for toilet and refreshments
 - Supervision
- Pupils using public transport on a visit should be made aware of basic safety rules including:
- arrive on time and wait for the transport away from the road, track, etc
 - do not rush towards the transport when it arrives
 - wear your seatbelt and stay seated while travelling on transport
 - make sure your bags do not block aisles on the transport
 - never attempt to get on or off the moving transport
 - never throw things out of the transport vehicle's windows
 - never get off a vehicle held up by traffic lights or in traffic
 - never run about while transport is moving or pass someone on steps or stairs
 - never kneel or stand on seats or otherwise impede the driver's vision
 - never distract or disturb the driver
 - stay clear of automatic doors / manual doors after boarding or leaving the transport
 - after leaving the vehicle, always wait for it to move off before crossing the road
 - if you have to cross roads to get to the transport always use the Green Cross Code
 - if you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group
 - to follow the guidance from staff at all times

16. Preparing Pupils

It is for the TRIP Leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. TRIP Leader to ensure that pupils understand the educational visits code of conduct (see appendix K below). Pupils should also understand:

- the aims and objectives of the visit / activity
- background information about the place to be visited
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place
- why special safety precautions are in place for anyone with disabilities
- what standard of behaviour is expected from pupils
- who is responsible for the group
- what to do if approached by a stranger
- what to do if separated from the group
- emergency procedures
- rendezvous procedures

17. Staff training and induction

- Staff will be informed about the TRIPS procedure and checklist during their induction
- Experienced staff to lead on visits and where appropriate attempt to visit the venue/setting prior to visit to highlight any risks

- EVC will offer regular updates and training

18. Monitoring

EVC will carry out routine monitoring. Monitoring will be achieved by:

- Trip evaluations completed immediately after a visit
- Direct observation of a visit in progress
- Through pre-trip support as achieved through contact with TRIP leader and confirmation of the visit risk assessment

Notes to Appendices:

- A: TRIP Proposal pro-forma
- B: School TRIPS Planning Checklist
- C: Parent/Carer TRIP letter pro-forma
- D: Final Parent/Carer information letter (residential trips only)
- E: Pre-Visit planning form
- F: Specific Risk Assessment pro-forma
- G: General Risk Assessment (day events)
- H: General Risk Assessment (residential)
- I: Record of First Aid Administration
- J: Next of Kin (residential trips only)
- K: Pupil Code of Conduct
- L: Pupil Medical Form (residential trips only)
- M: Borough Emergency Procedure guidelines
- N: Form EV1 (residential trips only)
- O: Trips Evaluation Form
- P: Parent Helper Agreement
- Q: Permission to medicate (residential trips only)

Educational Visits: Pupil Code of Conduct



My Good TRIP Code: _____

My aim is to have an enjoyable time on the trip

For me the trip will:

- Let me make new friends
- Let me learn new things and learn in different contexts away from school
- Let me do lots of exciting things like climbing, abseiling, high ropes etc

But to do this I must

- be willing to take part
- listen to staff at all times
- be willing to take responsibility for myself and for my own actions
- be willing to give up things I want to do for the benefit of others
- respect the privacy and feelings of others
- respect the authority of all staff to take decisions

Accept that there is a bottom line NO to:

- individual or group behaviour that is destructive to the aims of the trip
- individual or group behaviour that could hurt others on the trip
- individual or group behaviour that disrespects our hosts at the Centre/Event

If I miss-behave:

I will agree to talk through the issues with the TRIP Leader. I am willing to work to this code.

- I agree to follow the expectations
- Or be collected by my parent if poor conduct continues

NB: TRIP Leader will reference this code during the pupil briefing for all non-residential trips. Parents are asked to discuss the code with their children in advance

For all residential trips, pupils are asked to sign the master copy. Master copy taken by TRIP Leader as part of the master trip pack