



Rotherhithe Primary School

Educational Visits Policy

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Person responsible for updating this plan	Galiema Amien Cloete		
Chair of Governors	Liam Wardley		

EDUCATIONAL VISITS POLICY

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at the River Hill Federation and within the Nexus Academy Trust. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their cultural capital and experience of the local and wider world.

Within school, responsibility for educational visits rests with the Academy Trust, Executive Head Teacher, Head of schools and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk
- follow school's policies and procedures

This policy has been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils and staff.

Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- > [Equality Act 2010](#)
- > [SEND Code of Practice](#)
- > [Keeping Children Safe in Education 2022](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association within the Nexus Academy Trust.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Head of School / Executive Head Teacher.

This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Residential visits (school journey)

Most classes in the school will have one educational visit each half term, although there may be fewer in Reception and Nursery. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the

year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship or music trips. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

Planning and Preparation for a trip

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the risk assessment of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- The class teachers and/or phase leaders as applicable gather information about the proposed trip and present to the Head of School / Executive Head Teacher.
- Once approved, the class teachers will complete the Education Visits Checklist (appendix a)
- Class teachers will calculate a cost per pupil, inclusive of transport, insurance and Parent Pay fees. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the whole school diary.
- Class teachers inform the EVC by completing an EVOLVE risk assessment no less than 14 days before departure. (Support to access EVOLVE can be found on SharePoint.)
- In cases where school lunches are affected, the class teacher must inform kitchen staff, via the school, office no less than 12 working days before departure.
- In cases where transportation is necessary, the class teacher must inform the school office no less than 12 working days before departure.
- In cases where parent contributions are required, the class teacher must inform the school office no less than 12 working days before departure. Payments will be made directly to the school office via the school payment system on the school website.
- Class teachers will inform parents / carers and request permission, in writing, in advance of dates for school trips, giving at least two weeks' notice (unless there are exceptional circumstances.) All letters to parents / carers must be approved by a member of the Senior Leadership Team.
- Where applicable, parental volunteers will be asked to assist with the trip. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.

Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the Head of School or EVC. The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. This should also include details of the travel arrangements and a backup route in the event of travel disruption. A copy should be taken on the trip.

Parental consent

Written parental permission is required from parents/carers for all school trips.

Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Reception classes 1:4
- Years 1 to 3 1:6
- Years 4 to 6 1:15
- Adventurous activities 1:10
- Residential visits 1:10
- Visits abroad (year 6) 1:10

If a child with significant Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day. Some children may require an individual risk assessment to be completed and this should be completed in liaison with the SENCO. Every effort will be made to ensure that reasonable adjustments are made to accommodate children with additional needs.

Residential trips

In the case of residential trips, parents will be provided all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will work to ensure that, whenever possible, adults of each gender accompany the children on residential visits.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online using Parent Pay. In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to. For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost. In certain cases, the school may be able to subsidise the cost of school trips. Parents / carers should request support via the school office.

Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school, modelling our school values. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of

the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with paediatric first aid training.
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and school telephone number.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken

Emergency procedures

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them
- The trip leader and one other member of staff will search the immediate vicinity.
- Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
- If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information.
- The school will notify the parents.
- The trip leader will contact the police after 30 minutes of the child going missing.
- Once the police arrive, all relevant information about the child will be given, so that the police can take over the search.
- The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff and adult helpers will return to the school with the rest of the children.

- When the situation has been resolved, the head of school and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

RPS Primary School Trip Checklist

12 WORKING DAYS NOTICE IS REQUIRED FOR ALL TRIPS

CLASS/YEAR GROUP: _____

LOCATION: _____

DATE OF TRIP: _____

DURATION: _____

PURPOSE: _____

OTHER COMMENTS: _____

COMPLETED BY: _____ DATE: _____

CHECK LIST

- Parent permission / letter approved by SLT date: _____
- Parent permission/letter distributed date: _____
- Risk Assessment completed date: _____
- Evolve documentation completed (12 working days' notice) date: _____
- Packed Lunch ordered (12 working days' notice) date: _____
- TfL tickets ordered (12 working days' notice) date: _____
- Payment collection added to Parent Pay (12 working days' notice) date: _____

Office:

Trip fees paid (if applicable) date:

PLEASE ALWAYS ADD £0.50 TO EACH TRIP COST FOR ADMIN COSTS (Parent Pay FEE)

Please provide a completed copy to HoS and Office Manager



VISIT RISKASSESSMENT FORM – ROTHERHITHE PRIMARY SCHOOL

School/Group:

Site Location/Travelling to		Date of trip	
Intent of trip:			
Activity/Situation			
Groupings:			
Has a pre-visit taken place? Yes/ No			
Leader	Qualifications		
Other adults attending:	Leader's phone number in the event of emergency:		

How to use this form

1. Identify potential hazards, e.g. walking on roads, sunburn, getting lost, travelling by ferry.
2. Identify those at risk e.g. pupils, students, leaders and other adults
3. Identify potential outcome and its likelihood and give numerical value. Multiply your two values to arrive at your risk rating.
4. Where the risk is medium or high, either identify over-leaf the action required to reduce the risk or do not proceed with the activity.

Hazards Identified (Note: Any serious and imminent danger will need procedure, etc.)	Person/s at Risk	Potential Outcome	Likelihood/Probability	Risk Rating	Risk L/M/H	Precaution taken
SEND ADJUSTMENTS IF NEEDED						
ADULT MEDICAL NEEDS (including any parents attending)						

Persons at Risk	
T	Teacher
OA	Other Adults
PS	Pupils/Students
I	Instructor
PV	Public/Visitors

Potential Outcome	Numerical Value
Minor injury	1
Injury needs medical attention	2
Injury – off work/school	3
Serious injury/long term sickness	4
Fatality	5

Likelihood/Probability Value	Numerical Value
Unlikely	1
Low Possibility	2
Possible	3
Probable	4

Risk Rating	
1-5	Low
6-12	Medium
12+	High

RISK ASSESSMENT PROCEDURES CHECK LIST (copy to be handed to office)

Ratio guidance for general off Site Visits:		
Activity	Age Range	Staff to Young People Ratio
Local Visits, (Galleries, Museums and normal countryside)	Nursery	1:2-4
	Reception	1:4-6
	Years 1-3	1: 6-10
	Years 4-6	1:10-15
Residential Visits	Years 4-6	1:8 1:10
Swimming in Public pools (with qualified lifeguard)	Years 3-6	1:10-15
Route Planner: (please describe route planner to destination, timing and route back to school, if travelling by coach please leave the coach companies details) Departure Return Plan B route (In case of emergency):		
Children with Medication/Dietary Requirements: (attach Arbor):		

CHECKLIST

Head count of children at each transition point.

Adult at back and front of class line.

Lead adult to take control of road crossing.

Lead adult to explain what to do if lost and whole journey to all adults.

First aid kit to be carried by all adults.

Children's medicines

Emergency contacts (to be taken in the event of an emergency)

Mobile phone