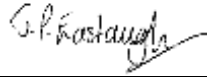
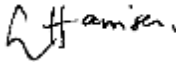
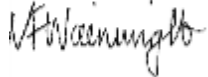




St Mary Magdalene C of E School with
Christ Church C of E Primary School

Educational Visits Policy

This policy was:	Written in	September 2015	
	Updated in	Summer 2022	
	Review Date	Summer 2023	
	Approved by	Mrs J Eastaugh	
		<i>Chair of Governors</i>	
			
		Mrs C Harrison	Mrs V Wainwright
<i>Federation Co-Headteachers</i>			
			

Purpose of the Policy

To ensure that all school day visits or school journeys are planned and executed with safety being the most important factor. We, as a governing body, cannot legislate against accidents but we can, through this policy, try to assess all the risks and take preventative action.

Approval for Trips

When any member of the staff in the school is planning a trip, it must first be approved by a member of the Leadership Team/Governors.

The Governors are prepared to give permission for the following trips as they occur regularly each term/year:

- It is understood that through the Christian ethos of the school the governors have by implication approved in advance, through this policy, the whole school visiting either Christ Church, Saint Mary Magdalene Church, or Southwark Cathedral at least once per academic year.
- The Governing body also recognises that at least one year group will be out of school receiving swimming tuition at The Waterfront Leisure Centre or Greenwich Centre, on a regular basis over the course of a year (PRIMARY).
- Year 4, Year 6 and Year 7 have a residential school journey. School journeys are to a recognised Outdoor Adventure Centre.
- KS3 year groups may be out of school once per term for an educational visit linked to the connected curriculum.
- KS3/4 and KS5 may also be offered the chance of a school visit abroad as part of their language's curriculum and development of social capital.
- As part of the RE curriculum classes will, on occasion, visit the local Church or other places of worship as part of their studies.
- Classes regularly visit locations in the locality to undertake geographical and historical studies.
- Year 12 students will visit a variety of work places linked to their careers programme.
- Year 12 and Year 13 students will be out of school receiving fitness/swimming lessons at the Greenwich centre/other local centres on a Wednesday afternoon over the course of the academic year.

KS4 and KS5 students may undertake occasional, subject-specific trips where relevant and beneficial to their studies, for example to the Houses of Parliament.

Procedures to follow for Educational Visits

1. On entering the school all pupils must have a form signed to enable them to take part in trips which are in our local area.
2. Staff when planning a trip must complete the relevant forms (see Educational Visits pack)

- i) Outline proposal to Deputy Headteacher, Head of School or Principal of Educational Visit
- ii) Exploratory visit form (PRIMARY)/Adequate risk assessment form (SECONDARY)
- iii) Approval form of Educational Visit which includes a Risk Assessment
- iv) Parental consent for a school visit (other than local trips)

PLEASE NOTE - NO TRIP SHOULD TAKE PLACE UNLESS THE TEACHER HAS CARRIED OUT A PRELIMINARY EXPLORATORY VISIT (PRIMARY)/ADEQUATE RISK ASSESSMENT FORM (SECONDARY AND SIXTH FORM)

3. For each visit the SLT must have
 - i) All of the above planning documents.
 - ii) Risk assessments.
 - iii) Staff and pupil lists, evaluation records and monitoring forms of accidents.
4. All documents relating to Educational Visits must be given to the SAO/Principal's PA to keep whilst the trip is taking place.
5. On your return an evaluation form must be completed and then all paperwork filed in the Educational Visits folder.
6. The RA must be carried out in PPA or own time - the Federation will reimburse staff for travel costs

Charging Policy

Parents will be asked for a voluntary contribution towards the cost of a trip. The cost is not compulsory and the children of parents who do not pay will not be discriminated against. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up. The school will do its utmost to help with funds for any trip; including seeking financial support from trusts and charities.

KS5:

Most departments organise excursions outside of school premises to complement and enhance the teaching carried out in the subject. The cost of the travel and any entrance fees are shared equally by all participating students.

- Payment for educational visits is to be made using School Gateway and monitored by the Subject Lead and/or Trip Leader.
- The Subject Lead and/or trip leader must check School Gateway at least 3 days in advance of the trip to check if anyone has not paid. The Subject

Lead must find a replacement for any student who has not paid before the trip or else pay from the departmental budget.

- If a student pulls out in less than 24 hours before the trip without a valid reason, the student will be responsible for paying for the trip regardless.
- If a student attends the trip without making payment, the Subject Lead and/or Trip Leader must ensure that the payment is collected within 7 days of the trip or this will be reimbursed from the departmental budget.
- Students experiencing hardship may also apply for assistance with educational visit costs from the school.

Hi-Visibility Vests (PRIMARY)

For Health and Safety reasons, all children in the Primary Phase must wear a high visibility vest over their outer layer of clothing. This enables group leaders to recognise all of the children easily. These vests come in 3 sizes and are located in key areas around each of the Primary Campuses. If children take off their coat, they must wear the vest on top of their school uniform when they are with members of the general public.

First Aid

On any trip at least one member of staff MUST have a good knowledge of emergency first aid and hold a current First Aid Certificate. In the EYFS, there must be at least 1 member of staff attending any visit that holds a full Paediatric First Aid Certificate. An adequate first aid box should also be taken along (with sick bags and/or a bucket if a coach trip is involved).

All helpers on a trip should know how to contact the emergency services if the need arises. Teachers should brief them on this before leaving the school as well as tell them which pupils they will be supervising. They should be given a copy of Guidelines for Volunteers on School Trips as well as the risk assessment (see educational visits pack). Ideally all volunteers should have a DBS check, if they have not, they should not be left alone with pupils without a member of staff.

All pupils with asthma pumps, epi-pens or other emergency medications must take these with them when they leave the school site.

Residential trips must be preceded by the parents attending a meeting and completing contact and medical information forms.

Coach Travel

All coaches used by the school must be fitted with seat belts. We use reputable companies that have been recommended or used before. If staff feel the service provided has not been suitable for a school trip, please inform the SAO.

Rail Travel

All rail travel used by the school for non-residential visits, must be booked via the TFL School Party Scheme by no later than 3 weeks prior to the visit. This is to ensure that tickets are processed within the time limits and adequate seating is provided by TFL.

If staff are unable to log in to the TFL School Party Scheme site, please inform the SAO.

Oyster Cards

All public transport within the London area is free of charge to pupils as well as adults, providing school party tickets have previously been ordered. For educational visits, specifically those where bus travel is used, the school will retain Oyster cards, which are kept in the school safe and topped up regularly. It is the class-teacher leading the visit's responsibility to note the balance of cards used, both prior to and following a visit. The sheet to note this is situated in the school office, where the Oyster cards can be signed in and out of the safe. The admin team will be able to let you know the balance of the cards.

Adult: Pupil Ratios

Foundation Stage classes: 1 adult to every 3 children

Years 1 – 3: 1 adult to every 6 pupils.

Years 4 - 6: 1 adult to every 10 –15 pupils

Years 7 -8: 1 adult to every 10-15 pupils

Years 9-11: 1 adult to every 10-15 pupils

Years 12-13: 1 adult to every 20 pupils

These figures are guidelines only and the safety feature must be the main factor when decisions are made with regard to how many adults to take. Those students that have additional needs may need extra support when going on visits. Please check this through with your line manager or member of SLT. Higher ratios may be appropriate in particular cases, such as for higher risk activities, for particular groups of pupils or for all trips abroad. Higher ratios are also recommended for swimming activities.

Headcounts

Whatever the nature and length of a visit, regular head counting must take place. A list or register of the pupils on the trip must be taken on the trip. Pupils should not wear name labels but can have a label with the school's name and postcode. Upon arrival at a site, group leaders can be given rendezvous sites.

Walking Guidelines

Teachers must lead the group from the front at all times, there should always be another adult at the back of the line. If the group are walking alongside a road, then pupils must be as far from the roadside as possible and adults should walk nearest the road. All Primary Phase children **MUST** wear a hi-vis jacket when on an educational visit. See appendix for guidance on crossing roads with groups of students.

Informing School

Teachers must inform the school office if there is any chance of delays in returning to school at the end of a trip/visit, so parents can be informed. This can be done by text or phone call. Contacting the school office when on return.

Advice

If in doubt about any issue related to Educational Visits, please speak to the Educational Visits Coordinator or a member of the Leadership Team.

Equal Opportunity and Special Educational Needs

The school will abide by the guidance given in the DfE Guidance "[Health & Safety of Pupils on Educational Visits](#)" and "[Safer activities and events](#)" written by NSPCC.

It is the expectation that all students are included in visits for their class or group regardless of their needs. Visits should be accessible to all and risk assessments should take into account the needs of the students in the group e.g. differentiated workshops, amount of stairs/walking involved, volume of people in a venue etc.

EDUCATIONAL VISITS CHECK LIST FOR TEACHERS

AT LEAST TWO WEEKS PRIOR TO THE TRIP DATE

<input type="checkbox"/>	Outline proposal of educational visit to be given to Headteacher (MUST BE APPROVED!)
<input type="checkbox"/>	Exploratory Visit Form completed (No trip should take place unless the teacher has carried out a preliminary exploratory visit)
<input type="checkbox"/>	Approval form of Educational Visit , including a risk assessment and planned travel arrangements
<input type="checkbox"/>	Trip letter requesting parental consent for a school visit (other than local trips) have been sent home (these must be returned to school at least one week prior to trip date).
<input type="checkbox"/>	Cancel school dinners for your class
<input type="checkbox"/>	Write the trip date and which staff are going in the school diary
<input type="checkbox"/>	Tell the SMMS so they can arrange lunch cover for staff who will be on the trip

THE DAY BEFORE YOUR TRIP

Please ensure for the trip you have the following:	
<input type="checkbox"/>	Hi-Visibility Vests (For Health and Safety reasons, all KS1 AND 2 children must wear a high visibility vest over their outer layer of clothing).
<input type="checkbox"/>	First Aid Kit (with sick bags and/or a bucket if a coach trip is involved).
<input type="checkbox"/>	Asthma pumps and epi-pens for appropriate pupils when they leave the school site.
<input type="checkbox"/>	The correct adult/child ratios: <u>EYFS:</u> 1 adult to every 3 children <u>Years 1 – 3:</u> 1 adult to every 6 pupils. <u>Years 4 – 6:</u> 1 adult to every 10 – 15 pupils
<input type="checkbox"/>	All adults fully briefed - all adults accompanying you on the trip must be fully briefed including information on how to contact the emergency services if the need arises. All participants should be given a copy of Guidelines for Volunteers on School Trips (see Educational Visits Pack). Ideally all volunteers should have a DBS check, if they have not they should not be left with pupils without a member of staff present.
<input type="checkbox"/>	Mobile phone – fully charged and with sufficient credit, if appropriate
<input type="checkbox"/>	Oyster Cards – ensure they have sufficient money loaded on them ready for your trip

ON THE DAY OF YOUR TRIP

The following documents must be handed in on the morning of your trip to the main school office so they have everything to hand in the case of an emergency:

<input type="checkbox"/>	All of the above planning documents
<input type="checkbox"/>	Risk assessments
<input type="checkbox"/>	Staff and pupil lists
Once on the trip please remember to follow our guidelines on:	
<input type="checkbox"/>	Headcounts
<input type="checkbox"/>	Walking Guidelines
<input type="checkbox"/>	Staff Conduct

ON RETURN FROM YOUR TRIP

(not later than the following working day)

<input type="checkbox"/>	Evaluation form must be completed and given to EVC co-ordinator
<input type="checkbox"/>	Accident forms must be completed (if appropriate)
<input type="checkbox"/>	Paperwork filed in the Educational Visits folder

YOUR TRIP LETTER MUST INCLUDE THE FOLLOWING INFORMATION

- **Details of any charges** and an explanation of what the cost covers, e.g., entry ticket, train ticket etc.

You can ask parents for a contribution towards the cost of a trip (the cost is not compulsory and the children of parents who do not pay will not be discriminated against), but please be aware that the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up. The school will do its utmost to help with funds for any trip, including seeking financial support from trust and charities.

NO FUND RAISING FOR TRIPS SHOULD TAKE PLACE UNLESS SUPPLEMENTING THE COSTS OF A YEAR 6 END OF YEAR TRIP.

- **Travel arrangements** which should include a brief outline of the types of transport to be used and the route numbers/names (e.g., Jubilee Line from North Greenwich to London Bridge).

Please note, all rail travel used by the school for non-residential visits, must be booked via the TFL School Party Travel Scheme **no later than 3 weeks prior to the visit**. The office staff can help you with these arrangements providing sufficient notice is given (min. 4 weeks prior to the trip date). Please note, this scheme only covers zones 1-6 and certain venues.

- **Timings** - departure time and expected time of arrival back at school.
- **Information** – a brief description of what activities the pupils will do on the trip.
- **Lunch arrangements** – children should bring a packed lunch for the trip. If any children receive free school meals and would like a school packed lunch, please ensure you let the office know numbers at least one week before the trip.
- **What to wear** (uniform is preferable unless outdoor adventure type activity).

**OUTLINE PROPOSAL OF EDUCATIONAL VISIT TO
HEADTEACHER/CAMPUS LEADER - PRIMARY**

TEACHER'S NAME:

GROUP OF PUPILS:

PLACE TO BE VISITED:

PROPOSED DATE AND DURATION:

STAFFING:

TRANSPORT:

COSTS:

APPROVED?

SIGNED: _____

DATE:

Now you have approval for your trip you must:

- **Tell office staff so they can inform the kitchen about lunch arrangements.**
- **Write your trip in the diary with the names of the staff you are taking.**
- **Inform lunchtime lead if you are taking a member of lunchtime staff.**
- **Book your travel.**
- **Write your risk assessment and full proposal. Give to campus lead/SLT member at least two weeks before the visit**
- **Send a letter to the parents and ensure the office receive a copy of the letter**

APPROVAL PACK FOR EDUCATIONAL VISITS - PRIMARY

GROUP LEADER (NAME IN FULL): _____

CLASS: _____

MOBILE PHONE NUMBER: _____

1. Place to be visited: _____

Address: _____

Telephone number: _____

Contact details: _____

2. Date of visit: _____

Time of departure: _____

Time of return: _____

3. Purpose of visit and any specific educational learning objectives:

4. Details of the programme of activities (including any hazardous activities):

5. Date of Preliminary Visit or details of existing knowledge of place to be visited:

6. Proposed cost and financial arrangements:

7. Transport Arrangements: (Include name of transport company and contact number if applicable)

8. Group information:

Year group: _____

Age: _____

Number of children: _____

Adult to pupil ratio: _____

9. Names of pupils with special educational or medical needs and how their needs will be catered for/monitored during the trip:

10. Names of staff and specific role during visit (ensure correct ratio is met):

Qualified staff

Other adults

11. Parental consent sent and copy attached?

YES/NO

12. Insurance arrangements:

Insurance Company: QBE

Policy Number: Y139426QBE0121A

13. Name and contact details of person who holds all information about the visit in case of emergency:

PLEASE ALSO ATTACH RISK ASSESSMENT FORMS

Leader's Signature: _____ Date: _____

HEADTEACHER'S APPROVAL? (YES/NO): _____

SIGNED: _____ DATE: _____



Koinonia Federation – Primary Risk Assessment

Campus

Risk assessment date

Activity

Completed by

Route to be taken

Safety procedures checked with place of visit? Y/N

Educational Objectives:

Number of pupils

Age

Number of staff

Hazard List significant hazards which may result in serious harm or affect several people	Who?	Risk rating LMH	Control Measures List existing controls or note where the information may be found (e.g. information instruction training systems or procedures.)	Any Further Action List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.
	S	L		
	S	M		

What are the arrangements for sending a pupil/pupil's back to school early if someone becomes unwilling or unable to continue?

Critical Incident Arrangements

In the event of a critical incident, you should contact the school office as soon as possible

What is your alternative route in the event that your preferred route is compromised?

Where is your place of refuge in the event of an emergency?

WHAT STEPS WILL BE TAKEN IN A MEDICAL EMERGENCY?

Who will take charge of any injured person?		Who will take charge of the rest of the party?	
Who will contact the emergency services?		Who will contact the school?	
Who will (if necessary) accompany any injured person to hospital?		Who is going to write down accurately and as soon as possible all relevant facts and witness details?	

Approved and signed by: _____

Date: _____

TRIP APPROVAL FORM FOR LOCAL/ ONE DAY TRIPS/VISITS (SECONDARY)

Name of trip coordinator:	Date form submitted:	Faculty

Date of trip	Number of students	Number of staff required

Timings of the trip	Location	Total cost:

Travel arrangements (including cost)

How is the trip going to be funded?

Purpose of the trip, including educational outcomes

Suggested staff (INITIALS)	Staff 1:	Staff 2:	Staff 3:	Staff 4:	Staff 5:
SLT Approval					
Suggested staff (INITIALS)	Staff 6:	Staff 7:	Staff 8:	Staff 9:	Staff 10:
SLT Approval					

The above trip has approval to go ahead.
Principal _____

**LEADERS CHECKLIST FORM AND SPECIFIC STUDENT RISK ASSESSMENT
(SECONDARY)**

	YES	NO	N/A
Trips approval for completed	X		
Trips approval form signed by SLT	X		
Staff cover requested (a minimum of 2 weeks advance)	X		
Letter to parents drafted and checked by SLT	X		
Letter sent home	X		
Checked consent list to verify students have permission	X		
Student contacts list compiled	X		
Risk assessment completed	X		
Specific assessment completed	X		
All bookings confirmed/ transport booked	X		

FSM packed lunches requested	X		
Trip names/ details communicated to staff	X		
Trip reminder communicated with staff	X		
Cover work created and distributed to relevant staff	X		

Mobile phone arrange/ numbers of SLT for emergency	X		
First aid kit booked	X		

SPECIFIC STUDENT RISK ASSESSMENT FORM

Student at risk	Control measures put in place

<p>As trip leader I verify that all of the above is correct and that only students who are on the SMM trips consent granted list will travel. Additionally, for trips requiring overnight accommodation I have gained additional signed parental consent and submitted copies of this with this checklist.</p>	Signed:
	Date:

RISK ASSESSMENT (SECONDARY)

Activity	Hazards observed	Control measures	YES	N/A
Use of public transport: trains, trams, underground, and bus	Pupils separated from group, traffic accident, injury, death	<ul style="list-style-type: none"> Journey is planned and assessed – key points identified. Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. Large group divided into small groups each with leader(s). Pupils know their group leader(s) Emergency plan in place – pupils briefed where they are going, what to do if separated. 	X	
Travel by coach, minibus or car	Pupils separated from group, traffic accident, injury, death	<ul style="list-style-type: none"> Coaches have seat belts that staff ensure are used. Buses without seatbelts are avoided if possible and never used on high-speed roads. Sufficient supervision Suitable embarkation points used. Close supervision and head counts during any breaks in journey and on and off vehicle. 		
On foot	Pupils separated from group, crossing accident, injury, death	<ul style="list-style-type: none"> Work on foot planned to avoid fast roads wherever possible. Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. Pupils are briefed about hazards and behaviour required before departure. Teachers positioned at front and back of group when crossing roads. 	X	
Service station and other breaks in journey	Pupils separated from the group or left behind, injury, death	<ul style="list-style-type: none"> Brief pupils on: purpose and timings of stop; how and where to contact staff. Remain in pairs or threes. Remind about moving traffic. Careful head count before departure. 		
Collection and drop-off of students	Pupils do not arrive, are not collected, ask to be dropped off separately	<ul style="list-style-type: none"> Ensure teachers students and parents have accurate details before departure. Only drop-off pupils at times and places agreed by parents. Carry current contact details for parents of all students. 	X	
Participating in sessions	Unsupervised contact with adults	<ul style="list-style-type: none"> Teachers should accompany students all times throughout the day. Teachers should ensure those giving tours/ speeches are adequately trained to do so. 	X	
Tours	Pupils lost or separated from group, inadequate supervision, exposure to weather	<ul style="list-style-type: none"> Speak to students about behaviour expectations before departure. Sufficient supervision Plan and use suitable group control measures (buddy system, large groups into small groups) Discuss itinerary and arrangements with pupils, where possible give maps. Head counts by leaders particularly at arrive/ departure points. Briefing to all on what to do if separated from group. Advise students of appropriate outdoor clothing and make adjustments to tours dependent on weather. Discuss itinerary and arrangements with pupils, where possible give maps. Briefing to all on what to do if separated from group. Head counts by leaders particularly at arrive/ departure points. 	X	
Lunch	Food allergies, dietary requirement	<ul style="list-style-type: none"> All parents to complete reply slip giving relevant medical and dietary requirements. Information recorded. 	X	
All	Special needs of specific pupils	<ul style="list-style-type: none"> Obtain all information from school and parents Make necessary arrangements for individual pupils including individual risk assessment and additional staffing. 	X	
Other		<ul style="list-style-type: none"> 		

Appendix 1

1. Think

Find a safe place to cross the road. Where possible cross at a:



Subway



Footbridge



Zebra crossing



Traffic island



Crossing point controlled by a police officer, school crossing patrol, lollipop lady or traffic warden



Pelican crossing, puffin crossing or toucan crossing

NEVER cross:



Close to the brow of a hill



Between parked cars



On a blind bend

If you can't see a crossing, remember to cross where you can see in all directions and where drivers will see you.

2. Stop

- Just before you get to the kerb, stop.
- Stand on the pavement near the kerb and make sure that you can see the traffic. DO NOT step on to the road.

3. Look

- Look all around you for traffic. Make sure that you listen carefully for traffic that you can't see.
- Check to your right hand side first, then check to your left and then to your right again before you cross.
- Beware that some roads, called one way streets, have all of the traffic moving in the same direction.
- Watch out for bicycles or people on rollerblades. You often don't hear them but they travel very fast.

4. Wait

- If traffic is coming, let it pass.
- If you are waiting at a crossing then wait until the cars have stopped or, at pelican, toucan, puffin or pegasus crossings, the green man shows, before you cross.
- If you are not at a crossing wait until it is safe to cross.
- Once the traffic has passed look around again and listen.

5. Look and listen again

When it is safe and there is no traffic, walk straight across the road.



Keep looking and listening while you cross the road. Watch out for cyclists, motorcyclists and horse riders. Always walk straight across the road, DO NOT walk diagonally. NEVER run across the road because you might fall over and you might not get up in time.

6. Arrive alive

Look and keep looking while you cross the road.