
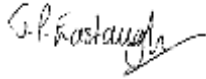
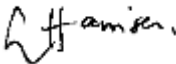
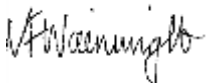




St Mary Magdalene C of E School  
with  
Christ Church C of E Primary School

# Educational Visits Policy

<b>This policy was:</b>	Written in	September 2015	
	Updated in	May 2018	
	Review date	May 2019	
	Approved by	Dr P Gregory	Mrs J Eastaugh
		<i>Co-Chairs 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 Strategic Leadership Team (SLT)/School 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, or Southwark Cathedral at least once per academic year.
- The Governing body also recognises that one year groups will be out of school receiving swimming tuition at The Arches Leisure Centre, for a term each year (PRIMARY).
- Year 4 and Year 6 have a residential school journey. Both school journeys are to a recognised Outdoor Adventure Centre.
- KS3 year groups will be out of school once per half term for an educational visit linked to the project curriculum.
- Year 7 have a residential school journey that takes place with recognized outdoor adventure centres.
- Year 7 will be out of school to visit France (Opal Coast) as part of their languages curriculum.
- Year 8 will be offered the chance of a school visit to Spain (Barcelona) for 5 days as part of their languages 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.

### **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 SLT 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)**

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 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 which located in the Repro room (at SMMW), the Staff Study (at CC) and the School Office (at SMMP).

**Charging Policy**

Parents will be asked 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. 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 trust and charities.

**End of Year Visits**

The final educational visit of the academic year (with the exception of Year 6) if not educationally based, must be free of charge, due to the celebratory nature of the final visit. Therefore, no classes should be fundraising for educational visits.

**Hi-Visibility Vests (PRIMARY)**

For Health and Safety reasons, all children 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 the school. 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 the leader should have a good knowledge of emergency first aid (all staff undergo regular first aid training) and, ideally, hold a current a.i.d. certificate. An adequate first aid box should 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 (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.

All pupils with asthma pumps and epi-pens 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.

### **Adult: Pupil Ratios**

We follow the recommended ratios as set out in 'There and Back Again'.

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 adults to every 10-15 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.

### **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 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 children MUST wear a hi-vis jacket when on an educational visit (PRIMARY).

### **Informing Parents**

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

### **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. If there are further queries staff may contact Mike Penny (Head of Outdoor Environmental Education) on 0208 921 8096 or 07885 277321 in an Emergency.

### **Equal Opportunity and Special Educational Needs**

The school will abide by the guidance given in the DfEE Guidance "Health & Safety of Pupils on Educational Visits" and "There and Back Again" written by the LA.

# EDUCATIONAL VISITS CHECK LIST FOR TEACHERS

## AT LEAST TWO WEEKS PRIOR TO THE TRIP DATE

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

## THE DAY BEFORE YOUR TRIP

Please ensure for the trip you have the following:	
<input type="checkbox"/>	<b>Hi-Visibility Vests</b> (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"/>	<b>First Aid Kit</b> (with sick bags and/or a bucket if a coach trip is involved).
<input type="checkbox"/>	<b>Asthma pumps and epi-pens</b> for appropriate pupils when they leave the school site.
<input type="checkbox"/>	<b>The correct adult/child ratios:</b> <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"/>	<b>All adults fully briefed</b> - 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"/>	<b>Mobile phone</b> – fully charged and with sufficient credit, if appropriate
<input type="checkbox"/>	<b>Oyster Cards</b> – 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"/>	<b>All of the above planning documents</b>
<input type="checkbox"/>	<b>Risk assessments</b>
<input type="checkbox"/>	<b>Staff and pupil lists</b>
Once on the trip please remember to follow our guidelines on:	
<input type="checkbox"/>	<b>Headcounts</b>
<input type="checkbox"/>	<b>Walking Guidelines</b>
<input type="checkbox"/>	<b>Staff Conduct</b>

**ON RETURN FROM YOUR TRIP**

(not later than the following working day)

<input type="checkbox"/>	<b>Evaluation form</b> must be completed and given to your campus leader
<input type="checkbox"/>	<b>Accident forms</b> must be completed (if appropriate)
<input type="checkbox"/>	<b>Paperwork</b> 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 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.

- **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)
- **Who to ask if any questions**

