

# **Educational Visits and Activities Policy**



**September 2023**

To be reviewed 2025 or as required

## **Aims**

Our schools are committed to offering children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

We deliver the National Curriculum to all children, regardless of social background, race, gender or differences in ability. All of our pupils are entitled to the development of knowledge, understanding, skills, and attitudes. To further enrich the curriculum for our children, we offer a range of educational visits and other activities that enhance what they learn.

## **Organisation**

Information about the school's curriculum themes are published on our school websites. These follow the National Curriculum programmes of study. In addition class teachers plan educational visits and activities that support and enhance the children's learning.

Visits and activities usually take place within the school day, and we will inform parents when a trip is taking place. Where a trip is outside of the local area or involves the use of public transport, we will seek parental permission for their child to attend. Where this is not received, the pupil will remain on the school premises.

When taking children out of school we follow the DfE guidelines relating to health and safety (see "Health and Safety of Pupils on Educational Visits", published 2018).

## **Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. If a pupil with specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

Where it is deemed that a pupil's behaviour is not currently safely manageable in the community, the class teacher will have a plan to work towards safe community access.

We will adjust the visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

## **Curriculum Links**

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work (see also Visiting Speakers Policy). Some visits relate directly to areas of learning for individual classes, whilst others relate to all of our pupils.

## **Residential Activities**

During Key Stage 2, children have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education aspects. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities (see also charging and remissions policy). A residential visit enables children to take part in outdoor and adventure activities developing social and physical skills. All specialist activities during the visit are undertaken with qualified instructors.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the visit lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the visit
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:
  - The dates and time of departure and return to school
  - The full address and contact details of the destination
  - Planned activities and options
  - Meal provision
  - Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
  - Clothing and equipment provided, and what pupils must bring themselves
  - Public health requirements, including any required vaccinations
  - Accommodation options and arrangements
  - The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

## **Charging for Educational Visits & Activities**

We do not charge for any activity undertaken solely as part of the National Curriculum. There are some circumstances when the school does ask for a voluntary contribution towards the costs of an educational visit or activity. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available to parents on request from the school office. See also Charging & Remission Policy.

## Planning Visits & Risk Assessments

Whether a visit is to a local park, museum or swimming pool, or includes a residential stay, it is essential that formal planning be undertaken before setting off. This involves considering the dangers and difficulties that may arise and making plans to reduce them in practice. The Headteacher remains responsible for all arrangements but delegates the management to the Deputy Headteacher who works with the teacher to ensure appropriate risk assessment is undertaken.

An exploratory visit will often be made by any teacher who is to undertake the role of group leader for a visit or activity to undertake this risk assessment.

The group leader should take the following factors into consideration when assessing the risks:

- ▶ the type of visit/activity and the level at which it is being undertaken
- ▶ the location, routes and mode of transport
- ▶ the ratios of supervisory adults to pupils
- ▶ the competence, experience and qualifications of supervisory adults accompanying the visit
- ▶ the age, competence, fitness and temperament of the pupils participating in the visit/activity and the suitability of the activity in relation to these factors
- ▶ the special educational/medical needs of participating pupils
- ▶ the quality and suitability of available equipment
- ▶ seasonal conditions – weather and timing
- ▶ emergency procedures
- ▶ how to cope if a pupil becomes unable/unwilling to continue with a visit

Pupils must not be placed in situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit will not take place.

The group leader and other supervising adults should monitor risks throughout the visit and take appropriate action as necessary.

## Supervision

It is essential to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration are:

- ▶ the gender, age and ability of the group
- ▶ any pupils with special educational or medical needs
- ▶ the nature of activities to be undertaken
- ▶ the experience and competence of adult supervisors
- ▶ the duration and nature of the journey
- ▶ the requirements of the organisation/location to be visited
- ▶ the competence and behaviour of pupils participating
- ▶ first aid cover

A general guide to adult pupil ratios for visits is difficult to prescribe, as they will vary according to the activity, age and competence of participating pupils, location and efficient use of resources. However a general guide in normal circumstances might be:

Under fives	1 adult to every 3 pupils
Years 1 – 3	1 adult for every 6 pupils
Years 4 – 6	1 adult to every 10 pupils

The above are examples only. Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group but in all cases there must be a minimum of one teacher in charge. In addition to the teacher in charge there should be enough supervisory adults to cope effectively with an emergency.

It is not always feasible to use school staff alone as supervisory adults. In such circumstances, parent/carer volunteers may be used to supplement the supervision ratio. If this is required, it will be made clear in the trip notification letter. Volunteer numbers will be restricted in most cases to ensure manageability and safeguarding. Volunteers will be selected by the class teacher with the needs of the children informing all decisions.

All adult supervisors, including school staff, must understand their roles and responsibilities. In particular they should be made aware of any pupils who may require closer supervision than most, such as those with special educational or medical needs.

The group leader retains responsibility for the group at all times.

## **Preparing Pupils**

The group leader should decide how information is provided, but must ensure that participating pupils understand key safety information. Pupils should 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
- ▶ what standard of behaviour is expected
- ▶ who is responsible for the group they are in
- ▶ what to do if approached by anyone from outside the group
- ▶ what to do if separated from the group

## **Communicating with Parents**

Parents need to be aware that teachers and other adult supervisors on the visit will be exercising the same care as a prudent parent. Parents must be informed in writing of any off-site activity or visit unless it is defined as a local area visit (within the Hackney borough and not requiring the use of public transport).

The following information should be given:

- ▶ date of the visit

- ▶ visit objectives
- ▶ times of departure and return, parents must have agreed to meet their child on return
- ▶ the location where the pupils will be collected and returned
- ▶ mode of travel
- ▶ clothing and equipment to be taken
- ▶ money, if any, to be taken
- ▶ details of the cost of the visit

The school will always get written consent for nursery age children.

For children over nursery age, written consent is not needed for most trips, as they're part of the curriculum. Trips that need a higher level of risk assessment or are outside normal school hours may require consent and the Deputy Headteacher will instruct consent letters should this be the case. If consent is withheld the pupil should not be taken on the visit.

## **Transport**

The group leader must give careful thought to planning transport. The main factors to consider include:

- ▶ passenger safety
- ▶ the competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence
- ▶ type of journey – will the visit take place locally or will it include long distance driving e.g. motorways
- ▶ traffic conditions
- ▶ appropriate insurance cover
- ▶ weather
- ▶ journey time and distance
- ▶ stopping points, on long journeys, for toilet and refreshments
- ▶ appropriate level of supervision
- ▶ first aid

## **Supervision on transport**

The level of supervision necessary on transport should be considered as part of the risk assessment for the journey. The group leader is responsible for the party at all times including good discipline whilst travelling. Factors that the group leader should consider when planning include:

- ▶ Level of supervision that will be necessary on public transport, e.g. on double decker buses one adult supervisor will be necessary on each deck.
- ▶ Safety when crossing roads – the group leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings, traffic lights or footbridges should be used to cross roads whenever possible.
- ▶ Safety on buses, trains, ferries and boats – the group leader should make clear to pupils how much or how little freedom they have to “roam”. Appropriate supervision and discipline should be maintained at all times.

- ▶ Safety of pupils whilst waiting at a pick-up and drop-off point and when getting on or off transport.

## **Hiring coaches and buses**

Coaches are hired only from reputable companies whose vehicles have individual seat-belts. We instruct all children travelling by coach or minibus to wear a seat belt.

## **Use of Private Cars**

The use of private cars is not considered in any other than extenuating circumstances at the discretion of the Headteacher.

## **Emergency Procedures**

If an emergency occurs on a school visit the following action should be taken:

- ▶ Establish the nature and extent of the emergency as quickly as possible
- ▶ Ensure that all the group are safe and looked after
- ▶ Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures
- ▶ Get immediate medical attention for any casualties
- ▶ Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together
- ▶ Notify the police if necessary
- ▶ Inform the Headteacher of all the details related to the incident, action taken so far and action yet to be taken so that parents can be reassured
- ▶ Write an account of all relevant facts - times, contacts and witness details as soon as possible. Preserve all vital evidence
- ▶ Remember that no-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to families

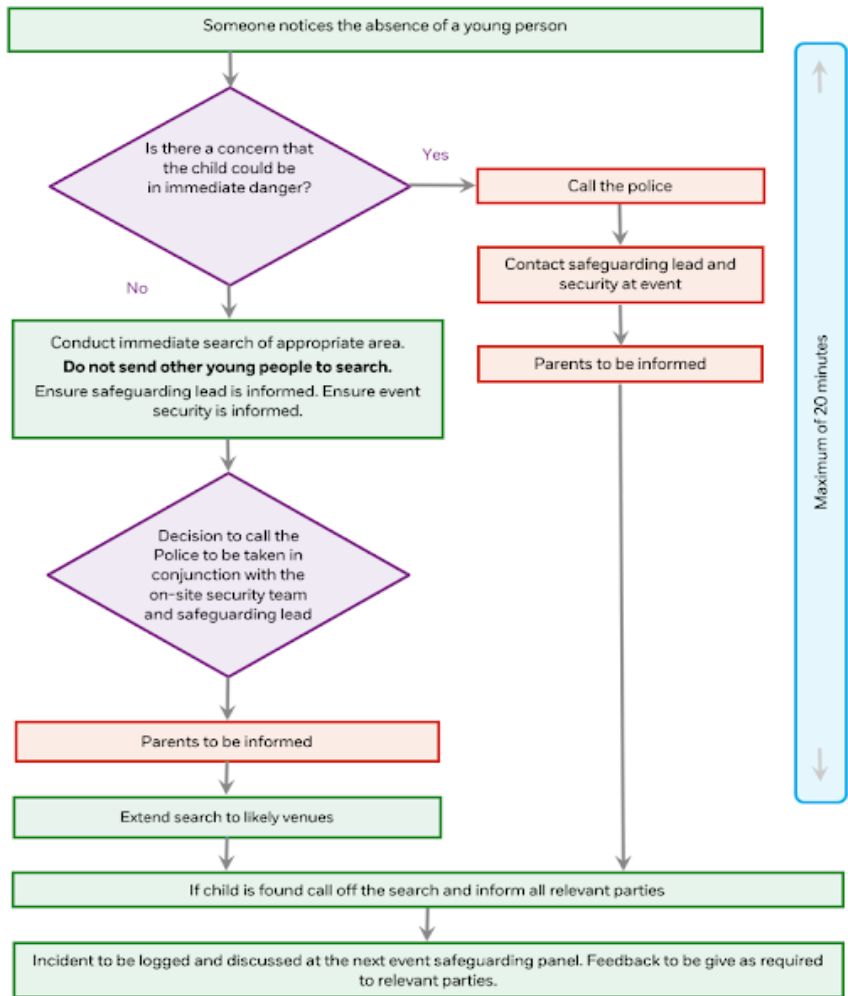
## **Related School Policies**

- Learning & Teaching Policy
- Safeguarding Policy
- Inclusion Policy
- Equal Opportunities Policy
- Parent Partnership Policy
- PSHCE Policy
- Charging & Remissions Policy
- Use of Private Vehicle Hire Policy

# Appendix 1: Flowchart for missing pupil response

NSPCC Child Protection Unit, January 2022

## Flowchart





## **Appendix 2: Parent/Carer volunteer behaviour and code of conduct**

This code of conduct sets out the expected behaviour for parent/carers attending school visits. Volunteers should read this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak the visit lead at the earliest opportunity and withdraw from the visit.

Volunteers agree to:

- Take responsibility for the health and safety of allocated pupils within the allocated group
- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the visit
- Arrive at the agreed time and remain until the visit is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Take photographs or record pupils without the permission of pupils and staff
- Use a mobile phone
- Smoke or drink alcohol
- Leave the group for any reason without the permission of the classteacher

As a parent/carers volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**