

Educational Visits Policy

Ratified: Spring 2021 Reviewed: Every 2 Years

Next Review: Spring 2023

Visit Aims: Visits must be led by an employee of The Genesis Education Trust or the LA who has, at the very least, assisted in leading a similar visit before

Before the visit

SLT or EVC will agree the trip in principle with the head teacher. Identify possible dates and organise venue booking/the cost per child for the entire visit, including transport, entrance fees or additional costs. The HT/COO will make the decision whether a trip is financially viable.

The designated member of office staff will book free public transport with 'Transport for London'.

Teachers should:

- Make a personal familiarisation visit to the location prior to the school visit.
- Carry out a health and safety Event Specific Risk Assessment Form (EV5) and send to the EVC.
- Review the Educational Visits Checklist (EV1)
- Draft a letter to parents, which should include: the itinerary, safety procedures, form of transport, all activities and cost so that parents are fully aware of any likely risk of the visit so that they consent or refuse on a fully informed basis. Before the letter is distributed it must be seen by the Educational Visits Co-ordinator and Head Teacher or. If the trip is expensive it may be necessary to obtain the commitment of voluntary contributions from parents before it is booked. All letters should contain the wording "if insufficient financial contributions are received, the trip may be subject to cancellation".

Letters should have a tear off permission slip that reads:

"I give permission for my child To take part in I have read and understand information about the visit. I enclose my voluntary contribution".

In the case of sports fixtures it should read:-

"My childis able to play in the match (at.....) on I have read and understand the information in the letter and give permission for my child to take part"

A copy of these two documents should be given to the EVC at least three weeks in advance of the trip.

Standard Procedures

-Liaise with Office Manager/delegated person and EVC of the trip. Office /EVC will add dates in electronic diary. The office will book an approved coach/or organise free public transport if asked. Applications for free travel need to be with TfL a minimum of two weeks in advance.

-Send permission slips to the office with a copy of the class register clearly stating the location and date of the visit. Voluntary contributions are payable via ParentPay

-Reconfirm bookings a few days before the visit and arrange a first aid kit and a bucket. All visits should have a responsible adult who is first aid trained. Liaise with SENCo/EVC two weeks before the trip if TAs are required.

-The office/EVC receives the itinerary, venue details, names and emergency contact numbers for all participants including staff and helpers on the school's risk assessment form (EV5).

- For regular trips (child(ren) and EV8 form. Collect a completed EV7 form from the office.

-For residential, overseas or visits involving an adventurous activity, an LEA Approval Form must be completed online by the EVC or (Head Teacher)

-When an external provider is used and/or for residential trips, the trip must be logged on <https://evolve.edufocus.co.uk>

Further information and definitions of the above types of visits are available in LCoP 24 - Guidance for Off-Site and Related Activities with EVOLVE (2016) . This document is available from the Head teacher/HOS or the EVC or the The Hub (LBWF intranet)

Staffing ratios

Staffing ratios are not prescribed. The Local Authority guidance recommends that there is an appropriate supervision level at all times and that this level has been approved by the EVC, Head teacher and Governing Body. Further national guidance can be found from the [Outdoor Education Advisers' Panel](https://oeapng.info/downloads/all-documents/) (OEAP) at <https://oeapng.info/downloads/all-documents/>

Specific ratios vary according to the level of supervision for a visit and must be based on risk assessment which will be determined by such factors as:

- a) the type, level and duration of the activity
- b) the nature and requirements of the group
- c) the experience and competence of staff
- d) the venue, time of year and prevailing/predicted conditions
- e) the likelihood and consequences of any reasonably foreseeable changes (**Plan B**)
- f) type of transport used

The DfE does not recommend any specific ratios (including for EYFS). The document [DfE_Health_and_Safety_Advice_06_02_14](#) directs schools to the OEAP.

in normal circumstances school trip ratios might be:

1:6 for Years 1-3 (higher for under 5's/reception)

1:10/15 for years 4-6

Consult with the SENCO with regard to the level of supervision for children with SEND.

On the visit

-Ensure that all adults and pupils know of any health and safety precautions/restrictions/ arrangements that have been made. (Adults and children should be shown and sign the Risk Assessment [EV5]) Adults must receive written instructions and a written list of pupils in their care.

-All adults must have clear information of what to do in an emergency. The visit leader must carry an EV7 out of school hours and the school's version, available from the office, during school hours.

-Ensure that you can contact the school and that the school can contact the school party. (The school has a mobile phone that can be used. Check that it works before you leave!)

-Ongoing risk assessment should take place throughout the visit by all staff and helpers as circumstances change and where appropriate activities should be modified or curtailed. Keep school informed of the changes regarding timings.

-Any accidents/illness need to be recorded and information be given to the EVC/Office Manager on return to school. Parents need to be informed of accidents and the first aid given.

-If remote supervision is to be allowed it must take into account prior knowledge of the maturity and level of responsibility of the pupils concerned, the venue, conditions, the activity taking place, prior training and the competence of the staff concerned. Children need to know where to find an adult if necessary.

After the visit

-A proper debrief should take place, if possible with the EVC. This should take place within a week of the visit. You should identify what went well and points to be considered in the future.

-The final section of Educational Visit Checklist should be completed

Generic Risk Assessment for School Sports Trips

A letter will be sent to parents/carers re: Aims of the visit; Required clothing/footwear; Arrangements for the journey to/from venue; Parental expectation; A Plan B will be detailed. Children are expected to listen to all instructions and respond, especially in the case of Plan B.

-Children will carry their own asthma pumps.

-A first aid kit will be carried by an adult. The emergency procedure card will be carried by the adult in charge.

-On buses: where available, seat belts will be worn

-No standing up

-Children should listen to instructions.

-Low noise levels need to be maintained

-Children will follow instructions for moving through the street: lining up in the street; walking along the street; pedestrian/traffic awareness.

-Teacher in charge will have the return slips with home and emergency arrangements.

-Children will wait for their named parent/carer to collect them. All sports trip risk assessments to follow this policy.

**The term 'Head teacher' refers to the Executive Head, Head Teacher or Associate Head Teacher.*

Risk Assessment for Swimming at the Feel Good Centre pool/ Waltham Forest College Pool

Travelling:

- School register should be taken and a copy carried to the swimming pool.
- Two adults should accompany the children, one of whom should be a qualified teacher.
- Children to walk in pairs.
- Children should be discouraged from interacting with members of the public.
- Any inappropriate student behaviour should be reported to Pool Staff.

At the Pool:

- This section is to be used with Swimming Centre's Normal operation Procedures and Emergency Action Plan.
- At both College and Feel Good Centre girls change in the ladies' changing room. Boys change in the men's changing room.
- Once changed the children need to wait quietly in case emergency instructions need to be given.
- All belongings should be put in a bag and taken up with the children to the shelves at the poolside or put in lockers. At Pool and Track, 50p is needed to use lockers.
- When changed the room needs to be checked for belongings before they go to the pool.
- Children need to go to the toilet and blow their noses before entering the pool.
- All walk to and from the pool together as instructed by Pool Staff.

Poolside:

- Teachers and non-swimmers need to take off shoes.
- Non-swimmers need to sit with work on the seats provided.
- Swimmers sit at the poolside ready to listen.
- Lifeguards determine which part of the pool swimmers are allowed in.

Pool Rules:

- Obey the whistle code.
- No pushing or fighting.
- No eating or chewing gum
- No running on poolside or in the changing rooms.
- No bombing or jumping
- No diving unless supervised as part of the lesson
- Diving blocks should not be used.
- A clean costume should be worn, no shirts or shorts. (Rule is flexible for ethnic minorities)
- Swimmers are not allowed to be wet in the corridors, except in an emergency.
- No photography is allowed.
- Children who break the rules will be asked to leave the pool and get dressed accompanied by an adult/teacher.

Safety Issues:

- If teachers are concerned about supervision levels (minimum – 2 instructors and a lifeguard) they should contact the Sports and Students Activities Manager.
- The pool should be informed about any health issues (asthma, epilepsy, heart problems, hearing loss)
- If lifeguard is involved with an incident teacher to keep a close eye on the water and call attention if need be.
- Conversation with Pool Staff should be kept to a minimum.

First Aid:

- Cuts need to be cleaned and dressed
- The first aid boxes are kept on poolside.
- Any sharp objects found need to be reported to the Lifeguard
- If children sustain a head injury they should not go back into the water in case of delayed concussion.

Emergency Action:

Fire

Know the escape route

Be prepared to follow instructions and help lifeguards to line up children and distribute blankets.

Escort the children to designated safe area.

Call the register using class list

**ST. MARY'S C OF E PRIMARY
R I S K A S S E S S M E N T (EV5)**

| | | |
|--|--|---|
| Date of trip: | Name/address of trip venue: Phone number of trip venue: | Year/Class/Group: |
| Staffing: | Departure from school time: Arrival at venue time (approx): Return to school time: Arrival back at school time (approx): | Adult: child ratio: Number of FSM children (re lunches): |
| Volunteers (inc parent of...): | Route to be taken (plan A): | |
| | | |
| ISSUE List significant hazards which may result in serious harm or affect several people. Examples in red. Amend as appropriate | HOW TO MANAGE IT What procedures will we have? (Action to be taken) | Who needs to be informed? Staff, parents, pupils? |
| Travelling to and from school/the venue/crossing roads | Children walk in pairs. Adults spread evenly through each class with one teacher at the front, and the teaching assistant at the end. Where able cross at zebra crossings, or at safe points. Adult to stay in the road until all children have crossed. Walk at a sensible pace to keep the group together. | All teachers, teaching assistants, volunteer helpers and children |
| Escalator/Tube/ Train platform/bus stop | Tube: single file, right hand side, all children holding on to the rail. On the platform, children stand against the wall on the platform, well back from the yellow line. Wait for doors to open, let people off, and find a seat or pole. Adults to space throughout the carriage. Teacher to be last off the platform. Bus: Wait against the wall furthest from the road. Adults to patrol up and down the line. Wait for passengers to get off, find a seat. Adults to ensure both decks are well supervised. | All teachers, teaching assistants, volunteer helpers and children |
| Stranger danger | Group leaders to do regular head counts and groups to stay together at all | All teachers, teaching |

| | | |
|--|---|---|
| | times. Any children who leave the group for a specific reason must be accompanied by an adult. Talk to children prior to leaving about 'stranger danger'. | assistants, volunteer helpers and children |
| Children going to the toilet | Children must go to the toilet with their group leader – staying together at all times. Have regular toilet breaks to keep the group together. Toilet children before leaving the school and venue. | All teachers, teaching assistants, volunteer helpers and children |
| Children getting lost | All groups to stay together at all times: before the visit children are instructed that should they get lost, to stay where they are and not to go with any other adult. Should a child go missing all children are to sit together in groups; the lead teacher will notify the school and two teaching staff to look. All pupils will wear school identification with school telephone number. | All teachers, teaching assistants, volunteer helpers and children |
| First Aid. Include any specific cases and names of adults able to administer first aid | | |
| Events and activities to be undertaken | | |
| Plan B PLEASE DETAIL YOUR ALTERNATIVE ROUTE. | | |
| Behaviour/learning support <i>Provision for children who may need more support</i> | | |
| Pre-visit information: who is going on the pre-visit? Time and date? | | |
| Safeguarding | | |
| Medical | | |

Signed by (all teachers)

Contact Details*
ALL STAFF NUMBERS HERE
 St. Mary's CofE Primary:
 020 8521 1066
 Emergency numbers*
 HT Matt O'Brien 07939 889526
 EVC - David Ogle 07771 621 426
 LA emergency only (if cannot contact school) see EV7 form below

(name of establishment) **Educational Visits Checklist EV1**

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

Note: This 'master' copy is in EVOLVE Resources. To reduce bureaucracy, EVCs are encouraged to adapt this to suit their particular circumstances, and then upload this to their establishment's own EVOLVE Resources section via the EVC Dashboard (orange 'cogs' icon on home page).

In advance of the visit:

- | | | | |
|-----|---|--------------------------|--------------------------|
| 1. | Have the intended outcomes of the visit been clearly identified? (see Section 4) | <input type="checkbox"/> | |
| | | yes | |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/> | |
| | | yes | |
| 3. | Has there been suitable progression/preparation for participants prior to the visit? | <input type="checkbox"/> | |
| | | yes | |
| 4. | Does the visit comply with any guidelines specific to your Establishment? | <input type="checkbox"/> | |
| | | yes | |
| 5. | Does the visit comply with any specific LA guidelines? (see relevant sections) | <input type="checkbox"/> | |
| | | yes | |
| 6. | If a member of staff is going to <u>lead</u> an adventurous activity, have they been 'approved' by the LA? (see Section 28) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 7. | If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 8. | Are transport arrangements suitable and satisfactory? (see Section 14) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 9. | If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 11. | Has a pre-visit taken place? (normal procedure for most visits within the UK). If not, have appropriate additional checks been made? | <input type="checkbox"/> | |
| | | yes | |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="checkbox"/> | |
| | | yes | |
| 13. | Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="checkbox"/> | |
| | | yes | |
| 15. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? | <input type="checkbox"/> | |
| | | yes | |
| 16. | Are all support staff aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 17. | Are all helpers aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 18. | If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form) | <input type="checkbox"/> | |
| | | yes | |
| 19. | Is insurance cover adequate? (see Section 13) | <input type="checkbox"/> | |
| | | yes | |

- | | | | |
|-----|---|---------------------------------|---------------------------------|
| 20. | Does at least one member of staff know the participants that are being taken away, including any behavioural traits? | <input type="checkbox"/> yes | |
| | Have participants been advised in advance about expectations for their behaviour? | <input type="checkbox"/> | |
| 21. | If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | <input type="checkbox"/> yes | |
| 22. | Are participants aware of the nature and purpose of the visit? | <input type="checkbox"/> yes | |
| 23. | Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9) | <input type="checkbox"/> yes | |
| 24. | Have all relevant details been issued? (eg. itinerary, kit lists, etc?) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 25. | Are staff aware of any medical needs and/or other relevant details of participants? | <input type="checkbox"/> yes | |
| 26. | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 27. | Are staff aware of any relevant medical conditions of other staff/helpers within the group? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 28. | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 12) | <input type="checkbox"/> yes | |
| 29. | Is a first aid kit (appropriate to the visit) available? (see Section 12) | <input type="checkbox"/> yes | |
| 30. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? | <input type="checkbox"/> yes | |
| 31. | For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 32. | Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? | <input type="checkbox"/> yes | |
| 33. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27) | <input type="checkbox"/> yes | |
| 34. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 35. | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Section 16) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 36. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 37. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 38. | Does any specialist equipment conform to the standards recommended by responsible agencies? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 39. | Have all financial matters been dealt with appropriately? | <input type="checkbox"/> yes | |
| 40. | Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 3) | <input type="checkbox"/> yes | |
| 41. | If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 3) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |

During the visit

42. Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? yes
43. Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are participant numbers being checked at appropriate times? yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
49. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? yes n/a
51. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? yes n/a
52. Do participants know what action they should take if they become separated from the group? yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants? yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
56. Has the group been debriefed and any relevant follow-up work completed? yes n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
59. Have all staff and helpers involved in the visit been thanked for their input? yes

Emergency Card (Visit Leader) EV7

EMERGENCY CARD
(VISIT LEADER)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not likely to attract media attention**, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or **is likely to attract media attention**, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

London Borough of Waltham Forest Emergency Contact 020 8496 3000

Ask for the Emergency Response Team

Be prepared to give: Your name and Establishment/Group
 Phone number & back up phone numbers
 Exact Location
 Nature of Incident
 Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

| Name | Main | Mobile |
|--|----------------------|--------|
| Establishment – xxxxxx xxxxxxxxxxxxxxxx | | |
| LB Waltham Forest Emergency Call Centre (for initial contact during an emergency only) | 020 8496 3000 | - |

If the visit will be outside normal establishment hours:

| | | |
|---|---------------|--|
| Establishment 'Home' Contact | (HT) (EVC) | |
| Head of Establishment / Chair of Governing Body (optional) | | |
| Other/EVC | | |

PARENT/CARER CONSENT FORM REGULAR OUT OF SCHOOL ACTIVITIES

School/Establishment: _____

Young person's name: _____ Form/Group: _____

I hereby agree to my child participating in standard activities off the school site, but within the local area, for example, environmental studies, libraries, local museums, shops, parks, etc., swimming, sporting fixtures, and joint activities with other schools.

I understand that:

- **Such activities will normally take place within the school day, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home.**
- **My specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or adventure activities.**
- **All reasonable care will be taken of my child in respect of the activity/visit.**
- **My child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline procedures during the visit/activity.**
- **I will inform the school of any medical condition or physical disabilities now, and/or as and when they arise.**

Full name of Parent/Carer: _____

Signature of Parent/Carer: _____ Date: _____

Address: _____

_____ Tel: _____ Mobile: _____