



**Gallions Primary school
Educational Visits and Visitors
policy**

Last Updated: July 2017

Rationale

At Gallions, we believe that pupils benefit enormously from taking part in educational visits. In particular, they have the opportunity to undergo experiences not available in the classroom and such visits help to develop pupil skills and confidence as well as enhancing their learning.

As a school we follow the DFE published guidance provided to the London Borough of Newham including SP54 (Generic Risk Assessment for Educational Visits) and the London Borough of Newham health and safety management system.

Purpose

Educational visits are an essential element of good primary school practice.

Educational visits provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work or alternatively teachers may decide to use an educational visit at any time during a topic to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised. Visits should be planned with clear learning opportunities in mind.

The school will ensure that the safety of everyone involved in an educational visit is given the highest priority through careful planning and 'common sense' risk assessment.

Responsibilities of Governing body and employees

The Governing body will appoint competent people to carry out specific tasks in relation to educational visits and visitors.

It is expected as part of the professional duties of all employees that;

- they will take reasonable care of their own and others health and safety,
- they will co-operate with their employers,
- they will carry out activities in accordance with training and instructions,
- they will inform the employer of any serious risks.

The Education Visits Co-ordinator (EVC) will ensure that the visits and visitors meet the employers and school's requirements by;

- assessing the competence of prospective visit leaders and staff
- ensuring that risk assessments meet requirements
- organising training and induction
- keeping records of visits and visitors
- reporting known incidents and near-misses
- reviewing and monitoring practice

Guidelines

The organisation of an educational visit is crucial to its success.

The following guidelines support the planning and implementation of educational visits organised at Gallions Primary School. However no amount of planning can guarantee that a visit will be completely incident free, but following these planning procedures will reduce the number of accidents and lessen the seriousness of those that do happen.

Each Year Group from Years 1-6 should plan one educational visit per topic each half-term.

It is vital to allow sufficient time for planning and preparation.

Before the visit

Year groups should seek approval or suggestions from the EVC (Educational Visits Co-ordinator) before booking any visit. Form 1 (**Appendix A** - Application for the approval of educational visit) should be handed to the educational visits leader so that visits can be discussed at SLT before approval. On return of this form visits can be booked.

Pre-visits are recommended but there may be circumstances where this isn't necessary. Speak to the EV coordinator to decide if this is needed.

Check the educational visits folder for pre- existing risk assessments and reviews. These will help you in planning for the visit.

www.lotcqualitybadge.org.uk is a website that list places that have received accreditation regarding learning outside the classroom. When booking an educational visit it is advisable to check this website first.

Order travel tickets www.tfl.gov.uk/schoolparty at least two weeks prior to the visit.

Organise additional adults. The number required will take many things into consideration:

- The age of the pupils going
- The number of pupils going
- Any additional needs of pupils going
- Where the children are going and how they are getting there

As a school we advise as a minimum one adult for every 10-15 children in years 3-6. One adult to 6 children in years R, 1 and 2. For a visit with children under 5 a trained First Aider MUST accompany the group.

Adults accompanying visits must be deemed to be competent to look after other children. No parent has a right to go on a visit and any concerns about an adult's suitability must be raised with the EVC. The definition of an adult is over 18.

If parents are attending visits, they can be given a group of children to work with IF the venue is deemed safe and secure e.g. a museum.

Parents should be told that they should never be alone with a child. Safeguarding procedures must be followed as they would in school.

Parents cannot bring their own children with them on visits.

Parents must be informed of all visits that require transport. Regular local visits do not require permission if the general consent form has been signed. A letter should be sent home after it has been approved by someone from SLT.

Free School Pack Lunches will be provided for all children. These need to be ordered at least two weeks in advance from the school canteen.

Fill out form 3 (**Appendix B** – emergency contact information) before the visit. Consider the timing of the visit and who the best person to call is in case of an emergency. During school hours this should be the Head Teacher or Deputy Head. When a visit falls out of school hours please seek advice from the Educational visits lead as to who this should be.

The LA charging policy must be adhered to. Children cannot be excluded if a parent refuses to contribute to the cost if the visit is part of the general learning programme. Optional visits as part of a club or a residential visit are excluded from this condition.

There should never be more than 30 children in a group. If a year group are going out on the same day a gap of 5 minutes should be left between classes.

Risk assessment- this must be carried out and signed before the visit

The staff member leading an educational visit must fully complete Risk Assessment Form (see appendix B) and all staff involved in leading a visit must attend the compulsory risk assessment meeting with the person leading the visit. If the venue provides a risk assessment this must be printed and attached to the schools risk assessment form.

The risk assessment must describe significant hazards. It should not be a checklist. It should have the procedures to follow if a hazard is met.

Separate risk assessments should be carried out for children with specific needs. This might be a learning need or a physical need. This should be carried out with guidance from the SEN/ Resource Provision Manager and should be taken with you on the visit.

Consider:

What are the risks?

What could go wrong? How likely is this?

How are we travelling?

How many adults should we take? Are there any significant behaviour needs in the group of pupils going?

The risk assessment must have a clear emergency procedure to follow.

It is important to note that risk assessments are ongoing. We cannot plan for everything beforehand and inevitably on education visits the unplanned for will happen.

Risk assessments must be kept for 18 months after the visit has taken place. Please hand to the EV coordinator on the return to school.

All members of staff and helpers with the visit must be given a copy of the risk assessment.

Children should be included in producing the risk assessment. Talking to them about the risks will help them be more aware of what to look out for.

On the day of the visit:

Give pre-visit briefings to staff/additional adults, parents and pupils and where needed, guidelines sheet.

Visits/ visitors may be cancelled if there are insufficient contributions. Parents can be made aware of this if necessary.

A visit may be cancelled on the day if procedures or adult ratios are not deemed to be satisfactory by the EVC.

A visit may be cancelled if there is deemed to be a risk arising that cannot be overcome e.g. weather conditions such as snow, terror threat on the tube, tube strikes meaning transport will be very difficult.

Adults should wear High Visibility jackets so that the children can easily see them.

High visibility jackets are available for the children but the destination of the children needs to be considered. For example, if you are going to a music concert where there are likely to be many other schools this can be a hindrance and may be avoided.

During the visit

A School Incident Form must be completed if a medical incident (involving the Emergency Services or a hospital) occurs on a visit. The form should be sent with a copy of the Risk Assessment and a record of the event. If the venue fills in their own accident form a copy of this should be brought back to school. This report must be attached to the child's file and will remain there until they turn 25.

As with any first aid incident there should be a form filled out on the return to school. If the venues own first aider was involved a copy of their form should be obtained.

On going, dynamic risk assessment is needed during every visit. Not everything can be planned for in advance and it is important that the education visit leader thinks rationally and calmly when things need to change. If needed a call to SLT can support decision making.

On return to school

A review of the visit should be completed on arrival back at school. This should be attached to the risk assessment and all other paperwork. This then needs to be handed to the Educational Visits coordinator and kept for 18 months.

SECTION 2:

Educational visitors to the school

The staff and Governors at Gallions Primary School assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. This guidance is to support the use of visitors for educational purposes.

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to “safeguard” all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

Before the visitor is booked:

All visitors to the school, for educational purposes, must be approved by the SLT before hand. The reason for the visit should be made clear and learning objectives for the visit shared.

The LA charging policy must be adhered to. Children cannot be excluded if a parent refuses to contribute to the cost if the visitor is part of the general learning programme. If money is required towards the cost parents will need to know this in writing otherwise there is no requirement to inform parents of visitors to the school.

If hall, playground or other space is required which falls out of Year group time Year Group Leads should seek advice from SLT for support in organising this well in advance of the visit.

All visitors to the school should be asked if they have enhanced DBS clearance before hand and will be asked to bring formal identification with them at the time of their visit. Year Group Leaders should make the receptionist at the front desk aware that a visitor will be coming so that a Lanyard can be prepared in advance.

At the time of the visit:

Once on site, all visitors must report to reception first. Year group leads should meet visitors at reception and make sure that they sign in.

All visitors will be required to wear an identification lanyard – this must remain visible throughout their visit.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they have provided a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record.

Parents coming for assemblies, workshops and to visit classrooms will be escorted by school staff at all times whilst they are on site.

If a visitor is staying for more than a day then will be given an induction pack with the safeguarding policy, behaviour policy, staff hand book and section 1 of keeping children safe in education 2016 to read through.

Visitors are encouraged at Gallions Primary School and we want them to feel welcome in our environment.

Monitoring and Review

The EVC will monitor the effectiveness of this policy at each risk assessment meeting and make adjustments as deemed necessary to ensure the safety of pupils and adults.

The policy will be reviewed as required by borough directive or SLT.

Date:

EV Co-ordinator: Rhian Walstone



APPENDIX A

Form 1 - Application for the approval of educational visits

Note: Not all sections will be relevant to every proposed visit.

School/Class:

Group leader:

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

Date of trip:

Date of return:

Time:

Time:

4. Transport arrangements: Include the name of the transport company and vehicle registration number(s).

5. Organising company/agency (if any): Include licence reference number if the body is registered with the Adventure Activities Licensing Authority:

Name: _____ Address: _____

Tel: _____ Licence number if registered: _____

6. Proposed cost and financial arrangements:

Residential Visit Only

7. Accommodation to be used:

Name: _____ Address: _____

Tel: _____

Name of head of centre (if available): _____

8. Details of the programme of activities:

9. Details of any hazardous activity and the associated planning, organisation and staffing:

10. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

11. Names, relevant experience, qualifications and specific responsibilities of other adults accompanying the party:

12. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:

13. Existing knowledge of places to be visited and whether an exploratory visit is intended:

14. Size and composition of the group ar

Total group size:

Number of boys: _____ Number of girls: _____

Adult to pupil ratio: _____

15. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

Please attach a copy of the letter sent to parents

16. Names of pupils with special educational or medical needs:

Signed: _____

Date: _____

Group leader (full name): _____

Confirmation from Head Teacher/Educational Trip Coordinator for visit to go ahead

To be completed by the Head Teacher/EVC.

To the group leader:

1. I have studied this application and am satisfied with all aspects including the planning, organization and staffing of this visit. Approval is given.
 - a. Ensure that I have all relevant information including a final list of group members and details on parental consent before the party is due to leave.
 - b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.



Signed:

Date:

Head teacher/EVC (full name):

A copy of the completed application form, risk assessment and details of any subsequent changes can be found in the individual classes trip file, which is kept in the school office.

APPENDIX B

Form 2 – Emergency contact information

To be completed before the visit. Copies to be held by the group leader and home-school contact.

1. School/Class:

2. Name of group leader:

Mobile Phone Number:

3. Visit departure date:

4. Return information:

Time:

Location:

5. Group: Total number:

Adults:

Group members:

6. Do you have an emergency contact list for everyone in the group if you are returning out of school hours? N/A

7. Contact numbers for other accompanying staff/adults

Name:

Tel:

Name:

Tel:

Name:

Tel:



Name: _____

Tel: _____

8. Emergency contact information:

a. During school hours

Head teacher: _____

Tel: _____

Deputy/EVC: _____

Tel: _____

b. Out of school hours

_____ Tel: _____

_____ Tel: _____

c. Travel company N/A

Name/address: _____

Tel: _____

Fax: _____

Insurance/emergency assistance: _____

Tel: _____

Fax: _____

Hotel: _____

Address: _____

_____ Tel: _____

_____ Fax: _____

APPENDIX C

Form 3 - Risk Assessment

Risk Assessment is a legal requirement for all activities involving young people, which take place off site. A preliminary planning visit is an essential part of this process. This form must accompany planning submitted for authorisation of visits. A copy of this form must be given to all staff taking part in the visit.

Trip Location:	Activity:	Assessed by:	Date of Assessment:
What are the Hazards?	Whom they might affect?	What safety measures need to be in place to reduce risk to an acceptable?	Plan B? What happens in an emergency?
<ul style="list-style-type: none"> • Crossing main roads • Crossing minor roads 	<ul style="list-style-type: none"> • Students • Teacher 	<ul style="list-style-type: none"> • Supervision ratio – 3 adults, one leading, one centre and one middle 	If emergency happens on the tube seek advice

<ul style="list-style-type: none"> • Using public transport • Supervision & control of group walking to and from place of visit • Supervision & control during the visit • Risk of injury on journey • Risk of injury at venue • Using toilets 	<ul style="list-style-type: none"> • Teacher Assistants • Staff/ pupils from other schools • General Public 	<ul style="list-style-type: none"> • Ensure fully stocked first aid kit is carried • In house risk assessment • Brief accompanying staff about the visit and expected behaviour whilst on visit • Place of visit risk assessment • All staff to carry mobile telephones • Brief students on code of behaviour when walking. Walking in pairs, quietly and calmly and setting an example to others • Brief students on how to behave when using public transport i.e. stay seated, hold on to rails, no shouting. • Ensure all children have the appropriate clothing and each child wears their high visibility jacket over their outdoor coat at all times • Ensure all children, when using public transport, have a rucksack for their lunch etc • Encourage students to use the toilet before the journey • Use appropriate crossing sections on the road brief all accompanying adults before leaving school • Brief students on code of behaviour whilst at the venue • Students to use public toilets with an accompanying adult • If a major incident occurs seek assistance immediately on the telephone and await instruction from SMT 	<p>from TFL staff. Take children to a safe location Call school to advise of situation</p> <p>Return to school</p>
Risk assessment Approved by:		Date of Approval:	



APPENDIX D

Form 3 - Risk Assessment for SEN children

GENERIC RISK ASSESSMENT		
Establishment: Gallions Primary School	Assessment by:	Date: 8/9/14
Review Date:	Approved by:	Date:

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures (Brief description and/or reference to source of information).	Are Control Measures Y/N/NA		Additional Control Measures (to take account of local/individual circumstances).	Residual Risk Rating
				In Place	Adequate		
Lifting during toileting.		Medium		Y	Y	•	Medium
Wiping nose and saliva – catching infections		Medium	•	Y	Y		Medium
Falling out of his wheelchair		Medium	•	Y	Y	•	Medium

