

Royal Borough of Kingston upon Thames

Green Lane Primary and Nursery School



Educational Visits Policy

Green Lane Primary and Nursery School
Policy on: Educational Visits
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Introduction

Green Lane Primary School provides many opportunities for its pupils to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, cultural activities, environmental studies and sports.

Green Lane Primary School values offsite, educational experiences. They increase the independence and self-esteem of pupils and build relationships between the staff and young people. Outdoor education is seen as 'real learning' and gives valuable experience of risk-taking, and encourages lifelong leisure activities. They allow success in different areas of life skills but also help children learn to cope with failure.

The value of off-site educational visits is well recognised by our school's Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This document outlines the specific policies and procedures for our school. It supplements and follows the advice and guidance contained within the following significant publications:

- RBK Guidelines for Educational Visits and Outdoor Education Activities
- The DfE document "Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies"
- The supplementary guidance published by the DfE - a Handbook for Group Leaders

Roles and Responsibilities

The Governing Body delegates responsibility to the Headteacher and thereby satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body. Such visits must also be approved by RBK's educational visits advisor.

The Head Teacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. The Headteacher will support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The Deputy Head will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Ensure that staff are aware of the Disclosure and Barring Service (DBS) position. The school's Bursar maintains records of all DBS applications.
- Keep records and make reports of accidents and "near accidents"
- Review and regularly monitor procedures
- Liaise with the Outdoor Education Adviser to ensure the proposed visit complies with RBK standards.

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The Group Leader is responsible for identifying the purpose of the visit and following correct procedures. All Group Leaders complete a Visit Request Form, a Risk Assessment, a Day of Departure form and an Evaluation form. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC.

This will take account of:

- Generic risks as provided by the EVC.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. No financial commitment should be agreed until all relevant approvals have been achieved.

Parental Consent. Parental consent is generated when paying for visits on-line – written permission is mandatory for all other pupils and for free visits.

Evaluation Report: On return the Group Leader must report to the EVC and an evaluation report should be completed. This will include any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of an Incident Report form. Perhaps such a form was completed at the venue, however, this does not remove the need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

Risk Assessment forms should be completed and lodged with the EVC. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required (See the LA guidance). If this is the case their licence number need only be quoted instead of actually requiring their documents.

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APPENDIX A – INTERNAL PERMISSION

GREEN LANE PRIMARY SCHOOL
DAY TRIP REQUEST

CLASS NAME (S)	
Year Group (s)	
Party Leader	
Named designated qualified 1 st Aider (Paed 1 st Aider for EYFS)	
Party Leader's mobile phone number for the day	
Total number of pupils	Male Female
Number of additional adults (with names where possible)	Male school staff Female school staff
N.B. Nursery & Rec. use 1:2 ratio, Years 1, 2 1:6, Years 3, 4 use 1:8, Years 5, 6 use 1:10	Male other adults
List children that require a 1:1 additional adult	Female other adults
ALL ADULTS MUST BE DBS CLEARED	
Date of visit	1 st choice 2 nd choice 3 rd choice
Purpose of visit – related curriculum area	
Destination – full contact details please! (attach a sheet from website – or web address - if preferred)	
Has a pre-visit taken place. If not, how will you familiarise yourself with the location.	
Any workshop or activity requirements – full details re. smaller group sizes and nature and timing of workshops/activities	
Any other room requirements e.g. for indoor lunch	
Any special pupil requirements e.g. wheelchair access	
Method of transport (preferred route if using train and tube)	
Time of departure from school	
Time to arrive back at school	
Other information required for letter to parents	
Permission to plan granted	Headteacher's signature Date.....

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APPENDIX B – RISK ASSESSMENT FORM

Risk Assessment For:
Name of party leader :
Date of visit:

Summary of Potential Risks and examples for control measures

Area of Potential Risk	Who Is Effected	Examples of Control measures
Mode of Transport: Coach On foot Rail travel By Car Public Bus	All Pupils Staff	<ul style="list-style-type: none"> All transport routes to be specified-include crossing of fast roads Location/distribution of staff-distributed throughout mode of transport, line etc Seatbelts provided, staff to check, children to remain seated at all times Regular checks to ensure seatbelts remain fastened including staff Ensure a staff member remains at the exit from mode of transport to guide children in the correct direction All entry/exit from and to the coach/rail/bus to be supervised – 1 member on the mode of transport, remainder ensuring safe return/exit Transport drivers to remain on the mode of transport and will not be used to supervise children at any time. A First Aid Bag will be taken for all modes of transport Pupils are briefed re hazards and the behaviour required Close supervision and head counts during any breaks in journey and in getting on and off modes of transport Remain in pairs or threes (buddy system – each responsible for named other) All pupils are provided with booster seats as appropriate and the driver ensures they are secure (see latest government legislation held in school office) Ensure driver's insurance covers the transport of pupils
Eating	All	<ul style="list-style-type: none"> All pupils to attend meal times at a given time-specify time Meal specified e.g. Packed lunch All to remain seated during the meals e.g on floor, at tables Pupils to remain together until dismissed by supervising adults Location of supervising adults e.g Adults dispersed throughout the dining area Ensure good personal hygiene – washing hands before meals especially after activities
On site activities	All	<ul style="list-style-type: none"> Attach risk assessments provided by site visited if available-if not identify risks List proposed adults and groups-Adult to stay with each group when undertaking activities Visual check for any unforeseen problems –List clothing required to be worn including footwear To use common sense and taking decision to curtail the activity if at any time it is deemed to be dangerous i.e. wet ground if balance is paramount
Pupil lost or separated from group, inadequate supervision	Pupils	<ul style="list-style-type: none"> Ensure all adults are DBS checked, are competent and understand their roles and have relevant paperwork Ratio to be used-<u>Minimum</u> ratio in line with LEA policy (Nursery & Rec. use 1:2 ratio, Years 1 and 2, use 1:6, Years 3 and 4, use 1:8, Years 5 and 6 use 1:10) Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups with named leaders) List itinerary-Discuss itinerary and arrangements with pupils Briefing to all on what to do if separated from group – PLEASE DETAIL 'Head counts' by leaders, particularly at arrival/departure points and when separating and re-forming groups.
Any special requirements of individuals attending	Pupils Staff	<ul style="list-style-type: none"> Please list ALL pupils who require medicine e.g. asthma inhalers, epi-pen Medical Conditions Ensure all asthma sufferers have their inhalers readily available at all times

Reviewed: Spring 2018

Agreed: Spring 2018

Review: Spring 2020

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To be completed by the party leader

Area of Potential Risk (specify below)	Who Is Effected	Control measures
Mode of Transport:	All Pupils Staff	Detail of route: Location/distribution of staff: Other Control Measures:
Eating:	All	Meal: Location: Time Other Control Measures:
On site activities:	All	Risk Assessment for activity: Groups inc. size: Other Control Measures:
Pupil lost or separated from group, inadequate supervision	Pupils	Ratio: Children with 1:1: Itinerary: Named group leaders: Other Control Measures:
Any special requirements of individuals attending	Pupils Staff	Medical condition (name and medication): SEN: Other Control Measures:
Other: IF TRAVELLING TO LONDON – Risk of serious incident/terror attack :	All	Remain calm and follow advice of emergency services The group to remain together or in 2 class groups if this is not possible Group leaders to carry emergency contact details for all children and staff Make contact with Headteacher as soon as possible

COMPLETE DAY OF DEPARTURE FORM AND COLLECT DAY TRIP CONTINGENCY PLAN

Assessment completed by:	Signed:	Date:
Assessment checked by deputy:	Signed:	Date:
Approved by Headteacher	Signed:	Date:

Reviewed: Spring 2018

Agreed: Spring 2018

Review: Spring 2020

APPENDIX C – EMERGENCY RESPONSE PLAN

GREEN LANE PRIMARY SCHOOL

Day Trip Contingency Plan

If a child is ill but does not require hospital visit (i.e. vomiting)

- Leader to speak to site's first aider if available
- Leader to inform Head and act on advice given
- School to contact parent directly to arrange for parent to pick up child if necessary

If a child requires a hospital visit due to illness / accident

- Site's first aider to advise and log incident on site if applicable
- Appropriate school adult to accompany child to hospital
- Leader to inform Head/Deputy
- School to contact parent/carers

In the case of a serious accident / fatality

- Leader contact Head/Deputy
- Head/Deputy to contact parents/carers and inform LEA
- If Head, Deputy or another member of SLT are unavailable in an emergency, contact LA officer Sandra Rosato on 0208 5475282

If a child is behaving unacceptably and endangering themselves/others

- If child refuses to participate in activity, sit out of activity under supervision of an accompanying adult
- Party leader to deal with situation and call school if necessary
- School to give a warning call to parent of action if behaviour continues (parent to pick up child)

APPENDIX D

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DAY TRIP – DAY OF DEPARTURE FORM

Place of visit:

Date:

Class:

Teacher in charge:

Mode(s) of transport:

Time of Departure:

Time of Return (est.)

Number of pupils:

Names of pupils not attending:

- Remaining in school (and where)
- Absent from school

Names of teachers/Accompanying adults:

Have volunteer helpers been provided with school Guidance Notes for supporting school visits?

3 Emergency Contact names/Phone numbers:

Request

I have ensured that the planning for the above school trip meets the requirements of the school's agreed procedures.

Signed(Teacher)

Date

Authorisation

I have received written description of the proposed school trip and confirm that it meets the requirements of the school's policies for educational visits.

Signed(Headteacher)

Date

APPENDIX E – EVALUATION FORM

GREEN LANE PRIMARY SCHOOL
CLASS VISITS – EVALUATION SHEET

Visit to

Mode of Transport

Date

Class/Year Group.....

What was the educational aim of this visit?	
Was this aim met? In what way?	
How will this visit be followed up in the classroom?	
Were the party members safe at all times? Were there any incidents which caused concern?	
Was the location suitable for this age group?	
Were all the arrangements or venue resources as anticipated?	
Were the transport arrangements suitable for this venue and age group?	
Would you recommend undertaking this visit again?	
Would you change anything if you were undertaking this visit again?	
Any other comments	
For residential visits: What was provided for the pupils who did not attend, and what was the educational aim?	
Was this aim met? In what way?	

Signed

Date.....

Appendix F - Guidance for Supporting School Trips at Green Lane Primary School

Guidance for Supporting School Trips at Green Lane Primary School



Introduction

Thank you for offering to help on a school trip. We aim to offer a range of off-site activities throughout the school, but are unable to do this without the support of volunteers. Volunteers not only enable us to provide appropriate adult to child ratios, but help to ensure that pupils gain the most from these experiences by being able to work in smaller groups.

The purpose of this booklet is to provide information for trip volunteers that will enable them to best support our pupils and staff, and to help ensure trips run smoothly and safely.

Important points to remember

- To be discrete and protect the confidentiality of children, teachers, support staff and parents.
- To be aware of the school's volunteer 'Code of Conduct' and follow this at all times.
- To speak and act towards children and adults with respect and dignity, whilst always being mindful of individual's rights and sensitivities.
- To respect the professional role of the teacher.

What to expect before a trip

A member of staff will contact you to confirm that your help is required on a trip, and when and where to meet on the day. This may be in a classroom, the school reception area or school hall; however if you are supporting a nursery trip, please go straight to the nursery classrooms. If after volunteering you discover that you are unable to help, please let the school know immediately so that we have time to make alternative arrangements.

If a trip is due to leave after registration, volunteers are welcome to go to the classroom once they have dropped their child off in the usual area.

Before the trip, (usually a week before) a member of the year team will brief all volunteers on their role for the day, what the purpose of the trip is, which pupils they will be working with and any other appropriate information useful to the day. For longer trips, they will also be given a

written information pack so that they know what they will be doing during the day. (Please note, it is vital that they ask a staff member if they are not sure of anything so that we can clarify details.)



**Please note that all volunteers, used by the school, must have a valid DBS (Disclosure and Barring Service) check unless agreed by the head teacher in advance.
(Those without a valid DBS check must remain with another adult who does at all times)
If they don't currently hold one, the school office can organise this.**



Getting from A to B - Transporting children

For some trips outside of the Kingston / Sutton area, we use **coaches**. If more than one coach is used, volunteers will be asked to go on a specific coach. When using coaches, all children and volunteers must wear a seat belt at all times. During the journey, we normally ask adults to distribute themselves throughout the coach to support the teachers in encouraging appropriate behaviour from the children. If volunteers need to sit at the front, for medical reasons, please let the lead member of staff know. On arrival at the destination, pupils will be asked to remain in their seats until the lead teacher has briefed the children. Please note that we do not allow pupils to eat or drink on coaches and would ask all volunteers to support us with this rule.

For other trips, we use **public transport**. At these times the children will walk, in pairs or threes, to either the bus stop or train station. Whilst the class teacher will count the children on or off the bus or train, supporting adults will be requested to keep their small group of children with them at all times. During the journey adults should ensure the children they are responsible for remain seated and behave in a sensible manner. Where concerns arise or if you are unsure of something, please speak to a member of school staff immediately. If, for some reason, you and your group become separated from the main party, it is important for you to keep your group together and head for the planned destination / meeting point. Where possible, supporting adults should also make contact, by phone, with the school office as this will ensure you continue to have constant contact with the rest of the party and ensure the party leader doesn't become overly concerned that something may have happened.



Supervising a group

Volunteers will normally be allocated a group in line with the ratios for the year groups they are supporting. This may include their own child; however they should not be offended if a teacher would prefer them not to be with their child. (**N.B** – This will be discussed with them prior to the trip taking place.)

Specific guidance for each trip will be provided by the lead teacher; however the following is appropriate for all trips. Volunteers should:

- Keep their group together at all times.
- If you are concerned about a member of the public talking to members of our group, either politely move your group away or report your concern to the trip leader. (Please note, volunteers shouldn't be too concerned if a member of the public asks the children about the trip they are going on; however it is important to make sure children do not share any personal information.)
- Report any behaviour difficulties to a member of school staff as soon as possible.
- Interact with the children in their group to help them understand what they are seeing and doing – this could be through questioning, pointing things out, asking them to discuss an idea etc.
- On longer trips, support the lead teacher by supervising their group during breaks and lunchtime.
- Stick to the plans provided by the teacher and follow the rules set out for the trip. For example, if pupils have been asked not to bring money on the day, we appreciate volunteers following this rule with their own child. Similarly, they shouldn't 'treat' their group



to something such as an ice cream, which is not being provided for all children.

On some trips, classes of pupils stay together under the supervision of the class teacher. On other trips, volunteers may be asked to lead a group on their own through a given area because large groups moving together can cause a problem to other members of the public. Although it may sometimes be appropriate for two volunteers to join their groups together, when carrying out the group work, please check with the lead teacher before doing this as there are often good reasons why smaller groups have been decided upon.

Safe walking

Please help us to ensure that the following guidelines are adhered to by all pupils:

- When walking on pavements and footpaths, children should walk in pairs or threes. Pupils should walk on the pavement/footpath, keeping away from the kerb edge, grass embankments etc.
- Pupils should not go ahead of an adult. The pace must be set by the adult leading the group. There is no running at any time.
- When walking in a large group, one adult should lead, and another should be at the rear. Other adults will be asked to disperse along the line. Pupils should remain in their pairs or threes and not overtake other pupils.
- When crossing roads, it is often safer to cross in a larger group (e.g. 6 pupils side by side) rather than in a long line. When large groups are moving together, the lead teacher will coordinate road-crossing to ensure safety.



The use of toilets

The lead teachers will give all volunteers guidance about where and when toilets are available during the trip; however they should also adhere to the following general guidance:

- **Children in Nursery and Reception** - Volunteering adults should ensure children are always accompanied to the toilet by an adult. This may involve 2 groups briefly joining together so that one adult can wait with children, from both groups, while the second adult accompanies 2 children to the toilet.
- **Children from year 1 to 6** - If one member of their group needs the toilet, they will need to take their whole group with them and wait outside until that child has been and rejoined the group. Please note, it is important that children do not enter any toilet areas on their own. Where there is not an adult supervising this area, volunteers should always send children in pairs and instruct them to return to the group together.
- As a rule, volunteering adults should always avoid taking **individual** pupils to the toilet on their own.

Use of mobile phones

Whilst mobile phones should not be used on school trips, as this can distract adults from their primary role of working with the children and ensuring their safety and well-being; it is useful for volunteers to share their number with the trip leader and school office as this helps provide a constant means of communication between the group, the school and party leader. (Please note, on some occasions, your permission may also be sought to share your number with other adults on a visit; however this will only be done after prior discussion and agreement.) Phones should never be used to photograph the children during the visit.

Child Protection and Safe Working Practice – Guidance for Volunteers

The school has comprehensive policies regarding child protection which can be viewed on request. The following summary should be read and adhered to by all trip volunteers. Please speak to a member of staff if you require any clarification.

If, at any time, volunteers have a concern about a child, particularly if they think they may be at risk of abuse or neglect, please inform a member of staff, the Child Protection Liaison Officer (Inclusion Manager) or Headteacher as soon as possible. You can do this by either making an appointment through the office, visiting a member of staff in person or emailing the Headteacher at headteacher@glp.rbksch.org

If a concern relates to the Headteacher, these need to be raised with the

Chair of Governors, within 24 hours. Contact details can be obtained via the school office or by emailing the clerk to the governors at clerk@glp.rbksch.org

Ensuring your own wellbeing and safety

To ensure your own wellbeing and safety, all volunteers should:

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions.
- Dress appropriately for their role and trip they are accompanying. (If unsure, please ask the teacher organising / leading the trip.)
- Avoid unnecessary physical contact with children.
- Understand and give due regard to their position of power and influence over children and ensure this is not 'misused' in any way.
- Avoid being on their own with an individual pupil, other than their own child.
- Remember that photos of children should not be taken and mobile phones should not be used.

Reporting concerns to the Headteacher

All volunteers should inform the Headteacher if:

- There are any incidents or issues that might lead to concerns being raised about their conduct towards a child.
- They have any general concerns about a child or group of children they have been working with.
- They have any concerns about the conduct of school staff, other volunteers or any other adults who come into contact with pupils during the trip.

We hope you enjoy your experience of accompanying a school trip. If you are willing to support in year groups other than your own, for occasional trips, please let the school office know as we sometimes need additional adults to enable a trip to take place.

If you have any further questions regarding volunteering at our school, please speak to a senior member of staff, your child's class teacher or the school office.

