

GODWIN JUNIOR SCHOOL



Educational Visits Policy

Date agreed by Governors	May 2014
Reviewed	May 2014
Reviewed	Summer 2017
Next Review	Summer 2019

Linked Documents
Health & Safety Policy
Teaching & Learning Policy
National Curriculum 2014

1. INTRODUCTION

At Godwin Junior School we believe that our purpose is:

To prepare pupils for lifelong success

Our vision is that at Godwin Junior School we:

Value everyone

Instil a love of learning

Seek and encourage talent

Inspire responsible global citizens

Develop resilient learners

Nurture confident, articulate individuals

2. RATIONALE

At Godwin Junior School we believe that young people benefit enormously from taking part in educational visits. In particular, they have the opportunity to undergo a wide range of experiences not available in the classroom and such visits help to develop children's skills and confidence as well as enhancing their learning. Longer visits in particular encourage greater independence.

Educational visits are an essential element of good primary practice and as such provide stimulus and support to work being covered as part of the school curriculum. The purpose and objectives of visits and types of visits will vary from trip to trip but will benefit pupils through links with the curriculum and creative and personal development. 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.

Health and Safety measures should help young people to do this safely, not stop them. No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures will reduce the potential for and number of accidents, as well as lessen the seriousness of those that occur.

As a school we follow DFE published advice and local guidance provided by the LA and NPW (Newham Partnership Working) through SP54 and other LA guidance, such as those from the London Borough of Newham (LBN) health and safety management system.

3. PROCEDURES

The Governing Body is responsible for ensuring that pupils benefit fully from visits and those experiences are positive and remain free from harm. The governing body delegates to the Head Teacher the responsibility for establishing the school's detailed procedures, consistent with the Local Authority (LA) guidance.

These detailed procedures will encompass the following:-

- Approval of an educational visit
- Arranging and obtaining consent
- Charging policy
- Levels of acceptable supervision and ratios

- Insurance arrangements
- Competence of visit leaders
- Planning procedures including risk assessment
- Conduct and safety
- Information to parents/carers and young people
- Emergency procedures, including first aid arrangements and Plan B
- Specific arrangements including those for young people with special educational needs (SEN) and/or disability, residential visits, visits abroad and any visit involving particular risk e.g. outdoor and adventurous activities (OAA)
- Evaluation and monitoring
- Travel arrangements

The governing body requires the Headteacher to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the governing body as appropriate.

The governing body delegates the approval of all educational visits as detailed below to the Head Teacher:

- i. Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session)
- ii. A half or whole day visit that requires the use of transport
- iii. A half or whole day visit that requires one or more night's residential accommodation
- iv. A day visit abroad
- v. A visit abroad requiring one or more nights residential
- vi. An out of school hour's learning (OSHL) activity (e.g. a sports fixture at another school)
- vii. Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.)

It is a requirement of the LBN that every maintained school and setting has an Educational Visits Co-ordinator (EVC). Currently, this post is held by the Assistant Headteacher, Maureen Gould. It may be appropriate that, for example, the administrative duties are shared with another member of staff, but the named EVC should always lead the work.

An EVC is a named individual who undertakes the following duties:

- Ensuring educational visits meet the employer's and school's requirements
- Supporting the Headteacher and the governing body with approval and other decisions
- Assessing competence of prospective leaders and staff
- Ensuring risk assessments meet requirements
- Organising training and induction
- Overseeing the organisation of emergency arrangements
- Reviewing systems, monitoring practice and evaluating.

4. ARRANGING AND OBTAINING CONSENT

Parents/Carers will be given sufficient written information on proposed visits in order for them to make informed decisions on whether their child should go on a visit.

At the beginning of their child's time at Godwin, all parents/carers complete a 'School Visits Parental Consent Form'.

5. CHARGING

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities maintained by local authorities in England. Charges for school activities maintain the right to free school education and establish that activities offered wholly or mainly during the normal teaching time should be available to all young people regardless of their parent's/carer's ability or willingness to help meet the cost.

Charges for day trips will be voluntary and no child will be omitted because of insufficient funds. Any charge made will not exceed the price of the activity.

Charges for residential journeys out of school time may be made for transport, board and lodgings as well as the full cost when a visit is deemed as an "optional extra".

6. LEVEL OF ACCEPTABLE SUPERVISION AND RATIOS

Each educational visit will contain at least one teacher and one or more additional adults per 30 children. One will be the designated leader and one of the attending adults will be a trained First Aider. In addition, one or more members of staff may accompany the group following the risk assessment. If a visit is a local one, e.g. to a neighbouring school which has its own first aiders, then additional adults do not need to be first aiders. Some children with SEND (learning difficulties, ASD, EBD, disability etc.) may require closer supervision and these adults do not usually count as part of the ratio for the whole group.

Some educational visits, such as escorting small groups of children to local sporting events or for enrichment activities, may not be led by a teacher but by an experienced member of staff.

7. INSURANCE ARRANGEMENTS

The London Borough of Newham arranges public liability insurance. This insurance covers all activities in, and off the school site whilst pupils are in the care of school staff.

8. QUALIFICATIONS AND EXPERIENCE OF VISIT LEADER

A suitably experienced member of staff will lead the visit and be empowered to act on the Headteacher's behalf for the duration of the visit. To ensure that Newly Qualified Teachers (NQTs) gain experience, opportunities will be provided for them to shadow more experienced teachers during their Induction Period or alternatively during their first term. Other experienced staff, such as another teacher and/or teaching assistants, will accompany them on their initial educational visit.

9. PLANNING PROCEDURES

Education visits will be planned in accordance with the LA's Educational Visits Guidance (SP54) and with the permission of the Headteacher.

We expect all children to undertake Educational Visits to enrich and extend their learning. In support of this expectation all classes should aim to undertake a minimum of one educational

visit per term which is linked directly to an area of the curriculum they are studying.

Educational visits will include planning and preparation, aims and objectives, preliminary visit, completion of a risk assessment and final approval.

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

1. The Year Group Leader should verbally seek approval from a member of Senior Leadership Team (SLT) before under-taking a preliminary visit.
2. All planned visits begin with a preliminary visit which highlights any potential hazards that should be addressed on the risk assessment with the appropriate action required (See Generic Risk Assessment for Educational Visits).
3. A pink visit authorisation form (available in the office) must be completed well in advance of any planned visits and given to the Headteacher for authorisation. This should be least 14 working days beforehand, so that an application can be made for travel tickets.
4. Check the school diary to ensure that the day is fairly free and that no other classes have educational visits arranged for the selected date/dates.
5. Organise additional adults; please liaise with our HLTA, the TA Line Manager. The agreed ratio is a minimum of one adult for every 15 children for a local visit and dependent upon the age group, or a minimum of 1:10 for visits that involve a longer journey with public transport. Additional adults may be required for health and safety reasons for specific pupils with SEND and/or behavioural difficulties.
6. One of the adults accompanying the group will usually be a trained First Aider who carries a Godwin first aid bag. If there is no first aider for a local visit, then a member of staff will carry the bag. All children carry their own asthma pumps.
7. Fully complete a Risk Assessment Form (see attached example) and email this to the EVC two weeks before the visit.
8. It is considered good practice for pupils to also carry out risk assessments for an educational visit (see attached example). This can be carried out in pairs, small groups or as a whole class, dependent upon the age group of the pupils.
9. Letters about specific educational visits are prepared by the office staff and sent home to parents/carers
10. Money should be paid directly by the child to the school office and a receipt obtained.
11. At present, free school packed lunches can be provided for all children, although many like to bring their own packed lunch. Please ensure that any school packed lunches are ordered in plenty of time.
12. The first aider checks, in advance (minimum two days before), that all medication is within date and in school.
13. Give pre-visit briefings to staff/additional adults and pupils.
14. All adults are to be given a copy of the risk assessment, travel arrangements and groupings. In addition, any information about the venue and exhibits/events would be useful. Adults exchange their mobile 'phone numbers in case of the need to contact each other during the visit.
15. Ensure that all pupils are provided with a blue wrist band with Godwin Junior School contact details.

16. On the morning of the visit, ensure that the following are collected from the office:
 - train tickets (if applicable)
 - Godwin wrist bands
17. On the morning of the visit, ensure that the first aider collects the first aid bag and any necessary medication.
18. A School Incident Form must be completed if a medical incident (involving the Emergency Services or hospital) occurs on a visit. Please ask office staff for this form. The form should be kept with a copy of the Risk Assessment and a record of the event and copies sent to the LA.

10. CODES OF SAFETY AND CONDUCT

Children will be briefed prior to each educational visit and complete a children's risk assessment. This will include the purpose of each educational visit, expectations about behaviour, the use of Godwin wristbands and who the supervising adults are.

11. VOLUNTEERS

It is not normal practice for parent/carer helpers to accompany their child on an educational visit. However, this will be reviewed for each visit and volunteers and parents/carers may accompany the class if it is considered appropriate and beneficial. If a parent/carer is requested to accompany their child due to health and safety considerations, they will not be given any responsibility for other children.

12. INFORMATION TO PUPILS AND PARENTS/CARERS

Information about specific visits are given to parents/carers and pupils in advance. This includes details about the venue, date, timings, clothing, packed lunches and costs, including a statement about voluntary contributions, if appropriate.

The Admin Officer has standard letters for this purpose. Please include specific requirements for the letter on the pink Educational Visit Request Form.

13. MEDICAL CONSENT

As part of parental consent, parents will be asked to agree to their child receiving emergency treatment, including anaesthetic or blood transfusions, as considered necessary by the medical authorities.

Children with specific medical or special educational needs will be listed as part of the visits Risk Assessment e.g. asthma, language and communication difficulties. In addition, consideration of how the risk will be minimised will be recorded.

14. EMERGENCY PROCEDURES INCLUDING FIRST AID ARRANGEMENTS

In the event of an unexpected change of plan, emergency procedures will be in accordance with the plan set down in the individual Education Visit Risk Assessment. This includes the prior identification of a school nearest to the venue in the case of a London-wide catastrophe in which transportation and mobile 'phone communication may be suspended. This is recorded on the risk assessment documentation. However, an emergency could occur at anywhere along the route and the lead teacher would need to be guided by the emergency services as to where

they should evacuate to.

In the event of a Primary Health Care Plan in place for a child, the leader will be familiar with its emergency procedures and will carry a copy of this document during the duration of the visit.

A trained First Aider will usually be one of the teaching assistants accompanying each educational visit. They will carry a first aid bag and any medication as required, e.g. EpiPens etc. Children need to carry their own asthma inhalers.

A serious accident or incident could be defined as a fractured arm or leg or any other illness or injury requiring medical treatment and/or hospitalisation. It could be a civil emergency due to terrorist action or a natural disaster due to a flood. This may or may not have resulted in a loss of life.

In the event of a serious incident, the school procedures stated in the Action Plan in an Emergency will be followed.

Newham Partnership Working
Alan Merry (Head of School Support)
020 8249 6970 or mobile 07770 227094.

London Borough of Newham Security and Emergency Services
24 hour contact number 020 8472 9624

15. RISK ASSESSMENT

A Risk Assessment form will be completed by the group leader and assessed by the Educational Visits Co-ordinator prior to the Educational Visit two weeks before the visit. This will include a preliminary visit unless previously agreed with the Head Teacher, such as for regular visits to the swimming pool.

16. EQUAL OPPORTUNITIES/ARRANGEMENTS FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

We will make every effort to ensure that school activities are accessible to all, irrespective of special educational or medical need, ethnicity, gender, faith etc. Venues will be selected that are accessible to all children or where reasonable adjustments can be made.

Arrangements for children with Special Educational Needs and/or disabilities will be considered as part of the Educational Visits risk assessment.

Consideration will include the capability of the pupil, possible adaptation of the activity, additional or different resources, and necessity of additional supervision, particularly if a pupil is supported in the classroom. In the case that public transport would not be appropriate, arrangements can be made for the child to travel to and from the venue in a taxi cab, supported by a member of school staff and ideally accompanied by a friend.

It may be appropriate that a parent/carer accompanies their child, particularly if there is a health and safety concern. This decision would be taken by the Headteacher.

17. RESIDENTIAL VISITS

Residential visits will only take place in borough-approved Activity Centres and in the receipt of the Centre's Risk Assessment Procedures. All other procedures are as per day educational visits.

18. RESIDENTIAL VISITS/VISITS ABROAD

As 17 above but additional hazards to consider and include on the Risk Assessment form are:

- Transport (alternative routes if public transport not available)
- Accommodation (fire, balconies, security etc)
- Consider hazards at each location to be visited (city centre, lake, beach, country/coastal walk, farm etc)
- For visits abroad consider the hazards specific to the country (contact Foreign Office)
- Activities undertaken (rock climbing, swimming etc)
- Hazards during 'informal activities' (evening, recreational activities)
- Changeable factors (weather)
- Appropriate Passport/Visas
- EHIC cards to cover medical treatment in EU countries
- Parent/Carer Consent Forms
- A trained First Aider MUST be one of the staff members who accompanies children on a residential visit.

Currently, Godwin does not participate in educational visits abroad.

19. TRAVEL

Four methods of travel are usual:

- By foot - ensure children have adequate supervision and clothing.
- By bus - ensure adequate supervision and that time and distances are known.
- By train - ensure adequate supervision and that time and distances are known.
- By coach - arrangements made by School Office Manager. A creditable company must be used.

If applying for free travel, applications must be made no later than 14 days in advance of the visit. Inform the Senior Admin Officer who will organise the travel application. This information is required on the Educational Visit Request Form.

- Accompanying adults are responsible for ensuring the appropriate behaviour of pupils.
- One adult should be situated at the front of the line and another at the end of the line.
- Pupils must keep in their seats at all times whilst the bus, train or coach is in transit and until the accompanying teachers and TAs say otherwise. If there are no seats available, they should hold on to a 'hand hold'.
- Pupils must not eat on a bus, train or coach. However, they may drink water, particularly if it is hot.
- Children must be supervised by accompanying adults on and off the bus, train or coach by accompanying teachers.
- When off the bus, train or coach, children should be organised in an orderly line.

Travelling on trains

When entering or leaving trains delegate a responsible adult to:-

- keep the group together and well away from the edge of the platform.
- be at the front of the group to organise seating and keep the group together; if standing is necessary ensure all children have hand holds.
- warn children about movement of the train and the need to “hold on”.
- stand at the open door to ensure it does not close before all party are boarded
- ensure no child is left on the platform
- leaving the train – check no child is left on the train and ensure there is a safe place to assemble the group.

It is beneficial to split a large group into smaller groups, and assign particular pupils to each adult. TFL is able to provide assistance at many stations on the network and can be contacted on the main switchboard number 0843 222 1234 (option 6).

20. MONITORING

We will internally monitor all visits through;

1. The Educational Visits Co-ordinator (EVC) will check all Risk Assessment Forms thoroughly.
2. The EVC/SLT will ensure that suitable training is available for all teaching staff and full time support staff
3. EVC/SLT will ensure that NQTs are able to either shadow another teacher on an educational visit such as during their Induction Period or that they are accompanied on their first visit by experienced members of staff
4. EVC/SLT/HLTA to ensure suitable adults as Group Leaders, additional adults and for First-Aid support.
5. EVC/SLT/Senior Admin Officer to maintain and monitor the Educational Visits file. This is located in the school office.
6. EVC to ensure that the school follows the London Borough of Newham Guidelines when responding to an incident during an off-site visit(form A3)

Suggest at least a term before, group leader/s:

1. Check suitability and availability of venue (some popular venues are booked up a year in advance)
2. Check evaluations of previous visits/ask other teachers who may have visited before
3. Check links to curriculum
4. Get oral approval from HT/DT/AHT



Suggest a term before (minimum of 6 weeks before), group leader/s:

1. Book venue. Do check available dates in school diary & liaise with HT/DT/AHT/EVC/HLTA beforehand
2. Record EV into diary; add number/initials of adults (preferably from own year group; one TA needs to be a first aider)
3. Check journey (usually on TFL website)
4. Complete pink authorisation form (part one)
5. Hand pink form to HT to sign. HT will return to you, then hand pink form to the office so that travel tickets can be ordered.



At least 2 weeks before, group leader/s:

1. Locate copy of previous risk assessments and finalise journey arrangements on TFL website
2. Arrange a pre-visit to venue beforehand
3. Consider/prepare activity for pupils
4. Complete risk assessment (email to EVC and office at least two weeks before EV and BEFORE letters are sent to parents/carers). Risk assessment needs to be checked by EVC; remember to include arrangements for specific individual pupils eg SEND, behaviour, learning, medical etc.
5. Check TAs/first aider with HLTA. Then inform TAs.
6. Inform school cook of visit.



Week before, group leader/s:

1. Prepare activity to be completed by pupils
2. Ensure that letter to parents has been given to pupils
3. Prepare information pack for adults; risk assessment, groupings, maps, pupil activities (at least day before)
4. Ensure that children complete their own risk assessment (small groups/whole class)



On the morning, group leader/s:

1. Hand out information packs to adults
2. Collect train tickets and Godwin wristbands from the office
3. Ask first aider to collect first aid bag with appropriate inhalers etc.
4. Take camera (ensure that it has been charged beforehand)

Risk Assessment



At Godwin Junior School, a risk assessment is required for each educational visit involving pupils which take place off the school site. A preliminary visit is an essential part of this process. Risk assessment documentation that has been used previously can often easily be adapted.

A copy of this risk assessment form must be given to all staff taking part in the visit.

Visit to: **Olympic Park- Copper Box**

Leader: *****

Date of visit: *****

Class: *****

Date of preliminary visit: *****

Name of teacher who made the PPV: *****

What are the hazards?

- Risk of injury to and from school
- Risk of nausea/sickness during journey
- Risk of injury
- Risk of losing someone
- Getting on and off bus
- Going up and down escalators and stairs
- Walking in and out of busy stations
- Walking along busy London roads
- Crossing main roads
- Crossing minor roads

Who might be affected by them?

- Pupils of ****
- Teachers of ***
- Teaching assistants *****

Record safety measures that will be put into place to reduce the risk to an acceptable level:

BEFORE WE LEAVE

- Children's risk assessments to be carried out the week before the trip, to alert the children themselves to possible dangers.
- Pupils to be provided with 'Godwin' wristbands with the school phone number printed on them.
- Pupils briefed on code of behaviour for journey (walking in 2s, quietly and calmly, being mindful of other pedestrians and visitors, listening carefully to the teachers and other adults, obeying all instructions)
- Pupils briefed vis-à-vis buses and stops (If you are left at bus stop WAIT THERE, if you are left on a bus GET OFF AT THE NEXT STOP)
- Pupils to wear adequate clothing, especially appropriate footwear and coats due to weather conditions.
- Pupils to visit toilet before journey commences.
- Adequate first aid kit and sick bags carried by first aider

THE JOURNEY

- Supervision ratio = 1:10
- Mobile phones carried by all adults, including the school mobile phone. Numbers to be shared ahead of the day.

- One adult to remain in road whenever children are crossing, to see pupils across the roads.
- Adults to ensure that all children in their group are on/off the bus or train before the doors close and before stepping on/off themselves.
- Pupils to remain within groups as specified by school staff.
- Children to be warned about carefully navigating slippery, steep or winding stairs.
- Pupils to be supervised when visiting the toilet.
- See entire route overleaf

Specific children

- ***** – behaviour
 May need support when we arrive e.g. to be calm and listen to instructions.
 Gets distracted easily
Things to put in place- in ***** group at the front. ***** to be the leader. Encourage him listen carefully. Tell him where we are going and why before the educational visit.

4M

- ***** 1:1- visual impairment
 Needs someone to help him cross roads.
 He will need someone to help him in unfamiliar area.
Things to put in place- 1:1, hold his hand, tell him where we are going and why before the educational visit. Give him breaks during the educational visit.

4B
Epipen, asthma, allergies etc
•

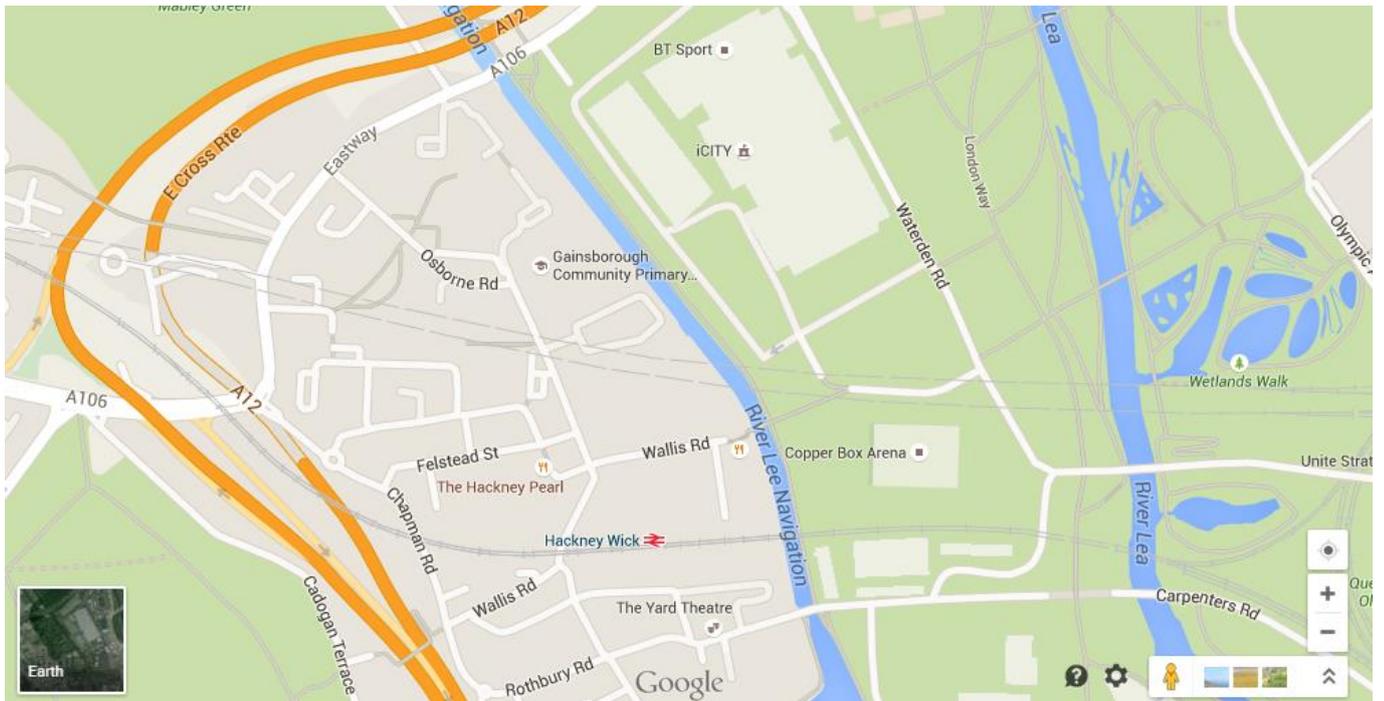
Plan B – In the event that visit is not possible

- Return to school

Record emergency procedure

- Pupils to assemble together as stated by teachers
- Pupils to assemble together at assembly points
- ‘Phone the school (0208 534 7601)
- If there is no answer, ‘phone the Headteacher, *****
- Emergency services to be called by Museum or TFL staff and/or by mobile ‘phones
- If a pupil or adult is taken ill or if behaviour becomes unacceptable, seek assistance from school using the mobile phone and await instruction from member of senior management team
- **In the event of London-wide catastrophe (e.g. bombing):** Make our way to the nearest primary school which is:

<p>Gainsborough Community Primary School Berkshire Road London Area London E9 5ND</p>	 Directions	 Save
<p>gainsborough.hackn... 020 8985 4622</p>		



Record on-going risk assessment

- Possible road repairs

Journey to the Olympic Park-

Queen Elizabeth

Olympic Park, London

Cross Sebert Road at 'lollipop' crossing

Cross Woodgrange Road at 'pelican' crossing

Enter Forest Gate train station

Catch train to Stratford

Get off train and follow underpath to Olympic Park exit.

Walk outside the station

Exit at the back of Stratford station

Walk up the stairs w

Walk up towards the village (walk on The Street)

Walk up straight (you will go past TK Max)

Walk till the end until there is a two way street

Take your right (you will see a caffero in red)

Walk till the end (you will go past Jamie's Italian restaurant)

Once you reach the end, you will reach the main road (Westfield avenue road)

Take a right and walk up till the next crossing (first crossing is a longer road and children will have to wait in a non-existent pavement – second crossing has a payment area to stand)

Cross road to get to the other side of

Walk on this road (there is a cycle lane avoid this)

There is a crossing here

Walk up

Take a left to the Copper Box

Main entrance is on your left again
(long road -13-15min)Return journey
(Reverse) – except going down stairs instead of up.

Mobile numbers:

Teacher

TA

TA

Groups

Pupils' Risk Assessment

Visit to:	
Class:	
Who is writing this risk assessment?	
We need to protect everyone on our visit. This includes: <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
How are we getting there?	
We could be at risk from:	We will protect ourselves by:

What will we do if things go wrong?

If _____ then we will _____

If _____ then we will _____