



Educational Visits Policy

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Ebbfleet Green Primary School

Educational Visits Policy

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1. Introduction

Educational visits are a fundamental part of a broad and balanced curriculum. They are an opportunity to enhance the learning of all children, including an enrichment of their understanding of themselves, others and the world around them. Learning outside the classroom helps to bring the curriculum to life: it provides memorable learning experiences which leads to 'sticky' knowledge, meaning that the more children know, the more they can learn; deeper subject learning with a growing web of knowledge that helps children to make sense of the world around them through logical links and critical thinking; and the opportunity for children to develop their self-confidence, supporting self-regulation and ownership of learning. Educational visits are an integral part of the Ebbfleet Green curriculum which ensures the coherent and progressive development of knowledge, skills and understanding - and the accumulation of culture capital - in all learners.

2. Legislation

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the health and safety of all children at all times. Educational visits must comply with the DfE guidance on, 'Health and Safety: Advice for Schools, 2014,' which contains departmental advice on health and safety, covering activities that take place on or off school premises - including school trips.

3. Aims

Educational visits, whilst not compulsory, can be of positive benefit to children's learning.

The main aims are:

- To support the teaching of the curriculum - linked to learning being undertaken in the classroom;
- To give children the opportunity to undergo experiences which are not available in the classroom;
- To develop children's investigative skills;
- To promote independence in learning;
- To enhance the children's experience of the local and wider world.

Educational visits are a valuable part of children's education and need careful planning in order for everyone to gain the full benefit whilst ensuring children's safety at all times.

4. Number of visits

As a general rule, teachers should aim to have educational visits, which have been identified on the curriculum maps for each year group, into curriculum learning at least once a term. These visits are planned to support and broaden the children's understanding of the curriculum; the timing of these should be carefully considered to ensure maximum impact and learning opportunities. Where possible, the use of public transport is encouraged and coaches used no more than once a year. If other opportunities arise externally (such as sporting events organised by the Trust or Local Authority), they can be in addition to the trips identified on the curriculum maps. All trips are available to all children irrespective of needs, ethnicity, gender or religion.

5. Roles

EDUCATIONAL VISITS COORDINATOR

The school has appointed an Educational Visits Coordinator (EVC) whose role is:

- to coordinate the planning and management of educational visits;
- to assess outside activity providers;
- to support colleagues to assess and manage risks.

All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable parents / carers enough time to make financial arrangements and for office staff to book tickets and transport as applicable.

6. Planning and preparation

PROCEDURES

When organising an educational visit, the following procedures should be followed:

1. Check the relevance, optional extras and costs, ease of location and transport links. Provisionally book the visit as popular locations can get booked early.
2. Complete the pink 'Educational Visits Sheet'(Appendix 1). Ensure all sections are completed including total costs (as well as adult costs), number of adults, clothing, lunch arrangements and timings as this information is used to generate the letter to parents. Check ratios. Leave the part stating amount charged blank as the Head of School will determine final costs. N.B.: If you have an L.S.A. who

is part-time, over-time or time paid in lieu of the visit may be negotiated. Please discuss this with the Head of School prior to completing the pink form.

3. If using the Trust Minibus, ensure there is a safe drop off zone near to the venue. Otherwise, please take the cost and safety aspects of parking into consideration.
4. Complete the yellow 'Risk Assessment Sheet' (Appendix 2). Examples of completed forms are available on the shared drive (G Suite). Please ask when identifying potential risk factors, if unsure. It may be necessary to visit the venue prior to booking; most museums / galleries allow free access to teachers with I.D. (please check before visiting). Ensure everything recorded is relevant and up-to-date.
5. Completed forms must be submitted to the EVC at least one month prior to the visit if public transport is involved: this is to allow for the ordering of tickets (if booked in advance, these are free for children). If the risk assessment form is not with the request, it will not be signed. With all visits, the more advanced notice parents/carers have, the greater the likelihood we have of receiving contributions.
6. Once agreed by the EVC, formally book and add date to the school calendar.
7. Two-to-three weeks prior to the visit, the school office will generate a letter for parents / carers with all of the details including payment requirements (Appendix 3). There will be a clause stating that if less than 90% of children pay, the trip may not go ahead. If parental support is required, inform parents and or children this is the case. Try to always be fair and keep a record of helpers to remember for subsequent visits. If unsure as to the suitability of a parent, ask leadership for advice. Never feel pressurised to make decisions in the playground but consider all volunteers before making an informed choice. Please be advised that whilst it may be admissible to allow other relatives, for example, grandparents or aunts, nobody under the age of 18 should be considered.
8. As the school is cashless, payment will be received electronically and the school office will have a record of this. Parents / carers will be able to give permission electronically as well; this will be the preferred method of communication. In the event that a paper copy of the trip is needed, all returned permission slips are to be given to the school office.
9. The day before the visit, L.S.A.s must check First Aid: including, all relevant medication as well as clipboards (if required), high-vis vests and any other resources (including iPads etc.). With the children, be clear regarding expectations including health and safety. Remind them to bring in any required clothing and /or packed lunches. Collect a class set of contact details from the school office.

10. The day of the visit, ensure one member of staff has a mobile 'phone and give the number to the school office. Invite all accompanying adults into the classroom to ensure they listen to expectations. Whilst out of school, if an adult is acting inappropriately (swearing, smoking etc.), be polite but firm. Ensure adults are positioned strategically (with identified groups) with regular head counts. When using public toilets, ensure a member of Ebbfleet Green's staff is always present.
11. In case of (medical) emergency, in the first instance, take all measures including dialling 999, if appropriate, before immediately contacting the school who will contact parents. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents. It may be necessary to pass on the member of staff's mobile number to enable the parent to contact directly. If so, this number should later be blocked.

EMERGENCY PROCEDURES

In the unlikely event that a child becomes separated from their group, they must follow the steps that have been explained to them prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child;
- If a child has been left on the tube/train, they are to get off at the next station and wait;
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them.

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

7. Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.

8. Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. The EVC will use the SAGE framework for assessing requirement for ratio and effective supervision:

- Staffing: who is needed/available?
- Activities: what do you want the group to do and what is possible?
- Group characteristics: prior experience, abilities, behaviour and maturity, gender, any specific or medical/dietary needs.
- Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base.

PUPIL RATIOS

Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and / or permission has been given by the Head of School.

- Reception 1 : 4
- KS1 1 : 6
- LKS2 1 : 8
- UKS2 1 : 10

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this child must have the same support that is ordinarily available to them during the school day.

9. Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment / clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all children participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

10. Payments

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via the school website.

In the case of trips within the local area, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips.

11. Behaviour

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our children to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of their education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

12. Safety

Ebbfleet Green takes the safety of its children on educational visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed

upon them. The school's Safeguarding Policy must be implemented at all times. The school will adhere to the following to ensure the safety of children on educational visits:

- Newly Qualified Teachers will be accompanied by an experienced member of the teaching staff on their first visit.
- Supervising adults will include a member of staff with knowledge of basic First Aid.
- For EYFS trips, at least one first aider will accompany children
- Supervising adults will know of any special medical details relevant to any pupil.
- First aid kits and any individual medicines, e.g., asthma pumps, will be taken on the trip.
- Children will be briefed about the importance of staying with their partner /group / adult.
- Any adult who has not been DBS checked will not be left alone with children during any activity.
- Adults will not travel alone with a child in their own vehicle
- Any adult helpers will be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities.
- When walking along a pavement, children will be in a line in pairs (or single file if necessary) with school staff members at the front and rear, and other adults alongside.
- Regular headcounts will be taken.

13. General expectations for visits

At Ebbfleet Green, we expect that for all visits:

1. Children should wear school uniform (or appropriate clothing if necessary) and this will be stipulated in the letter to parents / carers.
2. Children should be clearly reminded of expectations of behaviour and learning prior to departure. The 'Behaviour Traffic Light System' will still operate outside of the school building.
3. Each adult needs to be given a list of the children in their group for whom they are responsible. The teacher is responsible for all children.
4. Teachers must ensure that the register is marked on the morning of the visit and received by the school office as usual.
5. If appropriate, children can take spending money up to a designated maximum amount as specified on the letter. Children must be responsible for this money themselves.

6. Children usually require a packed lunch which should include a drink (no glass bottles or cans). This should be specified on the letter. No sweets should be taken or bought during the visit.
7. Accompanying adults must be expected to adhere to the guidelines given in advance of the visit.
8. If adults and their groups are to separate during the visit, they must be given a contact time and place and make contact regularly. (Mobile phones can be used for this if appropriate.)
9. Children should be counted before departure, when embarking on any transport on departure, at strategic points during the visit and when departing from the venue.

14. Educational visits file

Educational visit forms and risk assessments will be held in the educational visit file held in the office. Literature for any suitable venues should be held by subject co-ordinators.

The EVC is responsible for reviewing the risk assessments, monitoring visits to ensure appropriate links to the curriculum and regularly reviewing the policy.

15. Website

On educational visits, class teachers are expected to take photographs (consider which children do not have consent) to Tweet and put onto their Class Page on the Ebbsfleet Green Website as soon as possible after the visit. After the visit, class teachers are expected to produce a brief write-up of the day, detailing the events of the visit with photographs and quotes; email this to the Head of School who will include this in Ebbsfleet Green's Friday Flyer.

Appendix 1: Educational Visit Form

Educational Visit Form

Class:

Teacher:

Date of Visit:

Venue:

Learning intentions:

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How visit fits into the learning sequence:

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Activities during the visit:

--

Main activities prior to the visit:

--

Follow-up activities:

--

School Departure Time:

Venue Arrival Time:

Venue Departure Time:

School Arrival Time:

Location for Lunch:

Packed Lunch: Yes / No

Number of Children:

Number of Adults:

Names of Adults (including volunteers):

Venue Booked: Yes / No

Cost:

Transport Required:

Cost:

Total Cost of Trip: £.....

Pupil Cost: £..... (EVC)

Clothing: Uniform Yes / No

If no, suggested clothing:

Pocket Money: Yes / No

If yes, amount and purpose:

Other Information:

Risk Assessment Form Attached: Yes / No

Visit agreed by EVC	
Risk Assessment	
Total Cost of Visit	
Amount of money collected	
Reasons for discrepancies	

Please file completed signed form in the Educational Visits file which will be monitored by the Head of School and the Educational Visits Coordinator.

Appendix 2: Risk Assessment



RISK ASSESSMENT FOR: EBBSFLEET GREEN PRIMARY SCHOOL

School: Ebbfleet Green Primary School

Address: Ackers Drive, Weldon, Ebbfleet Valley, DA10 1AL

Date of Risk Assessment:

Educational Visit:

Date of Visit:

Person Responsible:

Date	Hazard List significant hazards here	Potential Risks Identify the risks involved	Controls List controls and actions needed	Review Date	Signed

Approved by EVC:

Executive Head Teacher: Joanne Wilkinson-Tabi
Head of School: Kelly Garrett

Ebbsfleet Green Primary School
Ackers Drive, Weldon, Ebbsfleet Valley, Kent DA10 1AL
Tel:
Email: info@ebbsfleetgreenprimary.org.uk

Date:

Dear Parents / Carers,

Name of Educational Visit:

Venue:

Date:

Time:

Transport:

Clothing:

Lunch: (Please note: no fizzy drinks, glass bottles or cans; no chocolate or sweets)

Cost:

Parent Volunteers Required:

Please complete and return the attached slip to give permission for your child to participate in this educational visit. Please note that if we do not receive at least 90% of contributions, this educational visit may not go ahead.

Yours sincerely,



@EbbsfleetGreen



@EbbsfleetGreenPrimary



EbbsfleetGreenPrimary



www.ebbsfleetgreenprimary.org.uk



Maritime
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Permission Slip

I give my permission for my child (**name**) to attend the trip
to(**name of place**) on(**date**).

Signed Parent / Carer Date: