



# **Woodford Green Primary School**

## *Educational Visits Policy*

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## **1. Rationale**

Woodford Green Primary School is a nurturing, caring, learning community, in which every individual has an equal opportunity to discover, explore, and learn in a safe, stimulating, supportive environment. We recognise the importance of providing pupils with opportunities to experience events, situations, activities and culture outside of the school environment as part of their “Work, Grow, Play, Succeed” education.

## **2. Aims**

To offer a range of visits that:

- Supports children’s learning.
- Extends their first-hand knowledge.
- Improves their subject specific skills
- Enriches their understanding of life.
- Provides experiences that would not necessarily be accessible at home.
- Ensures the safety of pupils at all times.
- Where possible are accessible by walking, public transport or by other means of sustainable transport.

## **3. Guidelines**

The Governing Body, head teacher, educational visits co-ordinator (EVC) and all other adults involved in visits will follow the LA’s Advice and Procedures for Educational Visits.

All visits will:

- Have clearly defined educational aims, which are appropriate to the group generally and to individuals within the group.
- Be planned well in advance of the proposed date and no less than 3 weeks beforehand for visits beyond the immediate local vicinity.
- Be approved by the head teacher, the EVC or the Governing Body and recorded on the school visits form obtainable from the office.
- Have a risk assessment completed no later than 1 week beforehand.
- Have appropriate supervision planned by the visit leader, and approved by the head teacher, EVC and the Governing Body.

## **4. Responsibilities**

All involved in a visit have a specific responsibility about which they must be clear before the visit takes place. This includes pupils, adult helpers, staff, EVC, head teacher, Governing Body and the LEA. (see DFES-H&S of pupils on educational visits: para 11-34, DFES-Standards for LEAs overseeing educational visits: para 5-11, [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits))

## 5. Risk assessment

This process is applicable to all educational visits. It is a careful examination of significant hazards and the procedures or control strategies needed to manage these.

There are 3 levels of risk assessment:

- **Generic** – guidance which remains constant, regardless of the nature of the visit. Guidelines are issued by the DFES, LEA, and school policies.
- **Specific** – This considers any significant hazards not already covered generically. These should be recorded on the risk assessment form before the visit.
- **Significant** implies hazards which could result in serious harm or affect several people. It is only necessary to record those that, in the professional judgment of the visit leader, are beyond the normal experience of the group and present a significant physical or emotional risk. (Eg. travelling on public transport)
- **On-going** – Risks should be monitored throughout the visit and where appropriate, activities modified or curtailed to suit changing circumstances. On-going risk assessments do not normally need to be recorded until the visit is reviewed. An activity should only take place if, in the professional judgment of the visit leader, the residual risk following the implementation of control strategies are considered to be “low”.
- Relevant aspects of the risk assessment should be shared with colleagues and helpers involved in the visit, pupils and parents.

## 6. Staffing, ratios and supervision

The school will ensure that there is an appropriate level of supervision at all times and that the level of supervision has been approved by the head teacher, EVC and Governing Body.

As a general guide in normal circumstances the ratios might be:

- **Nursery and Reception classes:** ratio of adults to children – 1:4
- **Year 1 – Year 3:** ratio of adults to children – 1:5
- **Year 4 – Year 6:** ratio of adults to children – 1:10 (1:6, if in Zones 1 or 2)
- For travel on public transport, see Appendix 2

The visit leader, EVC and head teacher will make professional judgements regarding the appropriate level and suitability of staffing for each individual visit.

Permission – all children need to have a signed permission slip handed in to the school. Without this, the pupil cannot attend the trip.

## **7. Emergency procedures**

Teachers in charge of pupils during a visit have a duty of care to make sure pupils are safe and healthy at all times. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

The group leader would normally take charge in an emergency and would need to ensure that clear emergency procedures are in place.

If an emergency should occur, the group leader will:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that everyone in the group is safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are kept together, adequately supervised and supported at all times.
- Notify the police if necessary.
- Inform the school contact – normally the head teacher. 02085041629
- Pass on all relevant details of the incident to the school. Include the nature of the incident, date, time and location, names of casualties, details of their injuries, names of others involved so that parents can be reassured, action taken so far, action to be taken and by whom.
- Write down accurately and as soon as possible all relevant facts and witness details. Preserve any vital evidence, where necessary.
- Keep a written account of all events, times and contacts made after the incident.
- Complete an accident report form as soon as possible.

### **The Press**

- No-one in the group should speak to the media.
- Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- Media enquiries must be referred back to the school.
- No-one in the group should discuss legal liability with other parties.
- Following the report of an incident, the school will follow the emergency procedures outlined in the DFES H&S of pupils on educational visits, para 240-250 and in line with LEA policy.

## **8. Communicating with parents**

- Parents and carers should be made fully aware of the likely risks and their management, so that consent or refusal can be given on an informed basis with acknowledgement of risk.
- Therefore, information to parents should include full details of the activities to be undertaken, venues and details of supervision, with any other relevant information.
- Possible alternative activities should also be included with parents' information.
- A signed, dated permission slip must be handed in to school.

## **9. Residential Visits**

- All residential visits will be planned in line with LEA policy and the guidance from DFES H&S of pupils on educational visits, para 195-196.
- All visits will be approved by the LEA beforehand.

## **10. First Aid**

- The level of first aid provision should be based on the risk assessment.
- On all visits there must be a member of staff who has a good working knowledge of first aid. This member should not be responsible for a group.
- A first aid kit should always be carried, with any medication for pupil (including inhalers and epi-pens). If in groups, the group leaders should have responsibility for any medication of those in their group.

## **11. Documents to refer to:**

- DFES: Health and Safety of Pupils on Educational Visits
- DFES: Standards for LEAs overseeing Visits. Part 1
- DFES: A Handbook for Group Leaders. Part 3

## **12. Attachments:**

Appendix 1: Travel on public transport

Appendix 2: Safety Instructions for adult helpers

Appendix 3: Pupil feedback form Page 7 of 10

## 12.1. Appendix 1: Travel on public transport

### Safety – enough adults.

- The ratio of adults to children must be proportionately higher so as to assure the safety of the children.
- Children's special educational, emotional, behavioural and social needs should be taken into consideration in balance with our inclusive educational and equal opportunities policy, when organising the supervision. Some children may need 1:1 supervision or the support of their parent/carer. Such decisions will be made in consultation with the Headteacher.
- If the group are travelling with TfL, inform TfL of the journey at least 2 weeks prior to the trip. This will allow for the best route, timetabled visit and requested assistance on stations/tubelines.

### Risk Assessment

- All checks will be covered by a thorough risk assessment which will be passed by the Headteacher. These should take place at least 2 weeks prior to the visits.
- The Governors will be kept informed about all trips and the preceding risk assessments which have been completed.
- The teacher leading the trip will complete a reconnoitre if unfamiliar with the route and venue.

### Health and Safety for the Trip

- Detailed instructions for all supervising adults and for children will be prepared in consultation with the Headteacher / Educational trips Co-ordinator. A short meeting to clarify all the relevant points will be held with the adult/helper team.

These will include:

- Instructions to the adult team
- Contact procedures / meeting points.
- Clear emergency procedures.
- Medication needs or medication for pupils in allocated groups.

The teacher in charge will make sure that the children are very clear about safety procedures.

**All documentation needs to be in place at least two weeks before the visit.**

**The Headteacher must receive these documents at least one week before to evaluate and oversee everything is in place.**

## 12.2. Appendix 2: Instructions for Adult helpers

### School Trips: Instructions for Adult Helpers Year .....

- Do not leave your group of children unattended for any reason, including toilets. Male adults to attend the toilets with the boys and ladies with the girls.
- Maximum of number of children per adult is 4 on public transport, and 6 when travelling by hired coach.
- No smoking on any school trip.
- No use of mobile phone, unless an emergency or to contact another member of the group.

### When travelling by public transport:

- All adults must know the itinerary.
- Adults must always walk closest to the kerb.
- When travelling by train – never stand near the edge of the platform.
- Stand safely back when the train pulls into the station.
- It is not always possible to all get in the same carriage, so it is unrealistic to try. Adults must always stay with the children they are supervising.
- Children must always sit wherever possible. The adult in charge must stay next to them – standing if necessary.
- Children can double up on seats wherever possible.
- When leaving the train, wait at the back of the platform for the rest of the class to line up.
- Should any issues arise, please look to the class teacher or trip leader.

### When travelling by coach:

- Adults and children must pay attention to the safety talk and follow instructions and procedures given by the trip leader, before leaving the classroom.
- All adults work as a team to ensure the safety of the children, under the leadership of the trip leader.
- All children must stay seated on the coach with a safety belt proper fixed.
- Adults may sit with children or together, as long as there is a good spread of adults the length of the coach.
- Should any issues arise on the coach, please go and inform the group leader or a member of staff.

- When getting on and off the coach, an adult must precede the children in order to receive the group. Children must be told where to line up safely until all the group are off the coach.
- Adults must always stay with the children they are supervising.
- Children must remain with their allocated adult helpers at all times.
- We are proud of our school uniform and encourage children to maintain sensible behaviour on all school trips.