



Educational Visits Policy

November 2018

Signed (Chair of the Local Governing Body):	
Date:	November 2018
Date of Review:	November 2019

The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.

Background

Every year many visits are made from schools within the Arbor Academy Trust for a wide variety of purposes. These visits range from a half-hour walk around the town to a four night residential trip. The range of activities is similarly wide. The purpose of this policy and accompanying information is to ensure that every trip made from the schools combines the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

A. Aims

- To provide a framework whereby trips of all kinds may be planned, costed and undertaken.
- To set out a series of steps to be followed when planning a trip.
- To ensure that all trips are of the maximum benefit to children's education in its widest sense.

B. Objectives

- To develop the child's knowledge, skills and understanding of the wider world outside school and home.
- To emphasise links between various areas of the curriculum, and to put into practice skills learnt in the classroom.
- To develop the child's confidence in encountering unfamiliar situations.
- To develop the child's ability to work with a group, to follow instructions and to complete tasks in co-operation with others.
- To ensure that children learn the importance of considering the feelings and needs of others.
- To nurture self-reliance, autonomy and leadership.

C. Children's Experiences

As each child moves through their school, visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programme of study, which lend themselves to such an approach. Within the constraints of the various codes of practice, children will be encouraged to be increasingly self-reliant; for instance, children in Key Stage 1 will look after their own sandwich box and coat, while children on the Year 6 residential trip will have sole responsibility for aspects such as personal hygiene and looking after personal possessions.

D. Management

Teaching Staff are responsible for preliminary planning of trips and any plans must be discussed with the Headteacher at an early stage. The trained Educational Visits Co-ordinator, has overall responsibility for the suitability and safety of trips, and the Local Governing Body has ultimate responsibility for the safety of pupils and staff.

E. Equal Opportunities

All trips will, wherever possible, be accessible to all children in the class, enabling them to gain confidence, acquire skills and build positive experiences.

F. Special Educational Needs

Educational visits should fulfil the needs of all children. SEN children may need additional supervision or support whilst on a visit and this will be provided if possible.

G. Disabilities

The Trust is committed to increasing the extent to which disabled pupils can participate in the school curriculum, including the extent to which disabled pupils can take advantage of education and associated services, particularly in respect to educational visits.

H. Implementation

Teachers must follow the Educational Visits Procedure, which accompanies this policy.

Trips Procedure

A. Planning

When planning a class visit it is important to check the school diary to see if the proposed date is free. Reasonable adjustments need to be made to ensure that the proposed trip is accessible to all children. **All proposed visits must be discussed with the Headteacher (or Deputy Headteacher/EVC if HT is absent) before a booking is made.** The teacher responsible for taking the children on the trip must then complete the risk assessment to be signed by the EVC. Then fill in a Day Visits Form and return it to a Headteacher to be signed at least 2 weeks before the trip.

B. Travel

Free travel to all educational venues within London is available and can be booked on the internet on <http://www.tfl.gov.uk/tickets/14311.aspx>

If you need a coach this must be booked at the time of booking the trip and must be included in the cost. Any trips for key stage 1 and foundation stage children needing transport must book a coach. The transport chosen needs to take account of any disabled children or adults in the group.

For all trips you must have planned a route A and B with all the details included on a Route Planner. This must include different modes of transport as well as different routes.

C. Staffing

The teacher organising the visit needs to check with support staff whether they are available for the date required and ensure that their absence from school does not affect any other class or duty. If on playground duties please ensure that a swap to cover is made. Parents can support on trips, those without a list 99 cannot be left on their own with children but can support a group with a staff member. A list of all the staff or parents attending along with their mobile phone numbers need to be given to the office staff and the EVC.

- Ratio pupil: teacher is 1:13.
- Ratio pupil: support staff/volunteer is
 - Foundation stage 1:4
 - KS1 1:6
 - KS2 1:8

Extra adults will be assigned to allow disabled children to attend, where reasonable. Children with high levels of need should be discussed with the SENCO or SLT to approve staffing.

D. Risk Assessment

To ensure accurate knowledge of the planned trip and its safety, the teacher in charge of the visit must undertake to visit the venue, making the same journey planned for the children, two weeks prior to the trip, to ensure no new safety hazards have appeared. Any concerns must then be discussed with the Headteacher or Deputy Headteacher and provision made. All teachers who are to lead the trip must carry out a separate risk assessment and make amendments to the Risk assessment as appropriate.

NQTs must shadow an experienced teacher for their first trip during the entire planning process. For the second trip NQTs should lead the whole process with support from their year group, who will countersign all documentation. This must be included in their NQT file.

E. Costing

When calculating the cost, all adults and children needs to be accounted for. All money is collected via Parentpay by the school office. If a parent is in financial difficulties, and this results in a child not being able to attend the planned visit, the Trust will do all it can to support the parent.

F. Letters to Parents

The teacher in charge must draft a letter to parents (e.g. on teachershare/trips) to give information about the trip and asking for permission. You may ask the parents for a voluntary contribution if necessary to go towards resources needed for this area of the curriculum. Either the Headteacher or Deputy Headteacher should check the letter. The letter needs to be on school headed paper. The letter must include a request for the most recent contact details from the parent/carer. This must be done at least two weeks before the trip. A copy of the letter needs to go to the office and **EVC**.

G. Packed Lunches

When planning a visit that requires packed lunches a Request for Packed Lunches must be made and handed to the office two weeks prior to the visit. The number should correlate with the free school meal entitlement of the students going.

H. Day BEFORE the Trip

The teacher in charge of the trip will need to take:

- Check any medicine and the expiry dates e.g. Asthma pumps for children;
- a First Aid belt from the First Aid room;
- Check all permission slips are collected.

I. Day of the trip:

The teacher in charge of the trip will need to take:

- the packed lunches;
- a school mobile telephone;
- an itinerary of the day for all adults involved;
- a list of groups and mobile numbers of group adults (where possible);
- high visibility jackets and arm bands for each of the children with the school name printed on.

J. Give a copy of the photos of each group to the office

Please make sure you regularly count the children, throughout the trip and journey, checking these tally with the register number.

You must telephone the school when you arrive and when you leave to give an expected time of arrival.

K. Before you leave EVC needs to have

- A completed risk assessment
- Route Planner including route A and B
- A list of staff with phone numbers and groups of children.
- Day visits form
- A copy of the letter to parents.

Medical needs

Children with specific medical needs must be accompanied by a named care giver or parent. If a member of staff is injured, the school must be contacted to agree a course of action. If a child is injured, first aid must be administered and if necessary emergency services should be contacted. The school must be informed of all injuries as soon as possible.

L. Transport

When on a coach, children must be seated with a fastened seat belt at all times. Children are not to sit on the front seats near the driver. Adults must sit directly next to any fire exits. Adults must be evenly spaced throughout the coach to ensure the safety of all children. The lead adult must check if the driver is familiar with the route prior to departing. If there is any doubt about the safety of the children the lead adult must contact SLT before departure.

When on public transport the lead teacher must decide on the safety of boarding a bus/ train. Children must sit where possible or hold onto the hand rails. Adults must be evenly spaced throughout the transport and on trains the whole group should be on one carriage.