

Redcliffe Gardens School

# Educational Visits Policy

Reviewed: SEG/AS February 2023  
Prep School Committee: February 2022  
Next review by: July 2024



**This policy applies to the whole school including the EYFS. It is available to parents and prospective parents on our website and a paper copy can be viewed in the School Office.**

## **1. Purpose**

- 1.1. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned in the organising and participating in of off-site visits.
- 1.2. The policy has been written with regard to the OEAP (Outdoor Education Advisers' Panel) National Guidance and DfE guidance *Health and Safety on Educational Visits* (November 2018).

## **2. Introduction**

- 2.1. The School aims to enhance the first hand experiences of all children by providing opportunities for day and residential visits. It is expected that every class will make one off-site half day / full day visit per term, in addition to regular weekly sport lessons to local parks and venues and inter-school sports matches.
- 2.2. A 'visit' is any journey or activity organised for the School's pupils which takes place off the premises. All school visits must:
  - 2.2.1. support the curriculum and the social, moral, physical or academic needs of the children;
  - 2.2.2. be well-planned, organised and worthwhile; and
  - 2.2.3. ensure as far as possible the safety and welfare of the children.
- 2.3. All staff are personally responsible for reading and following the requirements of this policy when leading or accompanying a school visit.

## **3. Routine/Non-routine visits**

- 3.1. The School recognises that all activities have some level of risk and every visit or departure from the school premises requires:
  - 3.1.1. approval from the Head;
  - 3.1.2. an appropriate risk assessment and/or agreed safety procedures;
  - 3.1.3. a system to deal with emergencies.
- 3.2. **Routine visits:** Some visits present no more risk beyond those of everyday life, e.g. crossing roads, swimming pool visits with qualified instructors, inter-school sports matches. Where these are covered by agreed safety procedures and/or generic risk assessments, a separate risk assessment is not required (see Appendix 2 for procedures governing off-site sports activities).
- 3.3. **Non-routine visits:** For those day and residential visits that are not already subject to agreed procedures, the visit leader must carry out their own risk assessment covering staffing needs, the activities, the nature of the pupil group and the environment/location.

#### **4. Staff responsibilities for visits:**

4.1. The **Visit Leader** (staff member in charge of the trip) is responsible for planning and leading the visit including:

- 4.1.1. Agreeing a suitable date and time with the Head and Office Manager;
- 4.1.2. Arranging transport bookings via the Office Manager;
- 4.1.3. Ensuring that they take on the visit all the required items set out in the checklist in Appendix 1;
- 4.1.4. Providing in advance a list of pupils on the visit, along with the signed Off-site Activities Risk Assessment form if applicable, for the School Office to create a visit pack; and
- 4.1.5. At the time of the visit, collecting the visit pack from the School Office, highlighting the pupil list to show those actually attending, and emailing a photo of the highlighted list to the Office Manager.

In addition, for non-routine visits the Visit Leader is responsible for:

- 4.1.6. Agreeing an outline plan for the visit with the Head at the earliest opportunity (inc. objectives, year groups involved, venue, activities etc);
- 4.1.7. Preparing a budget for approval by the Godolphin and Latymer Assistant Bursar (Finance) before any details of the visit are shared with parents or pupils;
- 4.1.8. Vetting any 3rd party visit provider and/or parent volunteers, with assistance from the Godolphin and Latymer Assistant Bursar (Compliance);
- 4.1.9. Carrying out a preliminary visit where possible and obtaining any relevant safety information provided by the venue or activity provider to inform their own risk assessment; and
- 4.1.10. Risk assessing the visit and completing the Off-site Activities Risk Assessment form;
- 4.1.11. Following budget approval, corresponding with parents regarding arrangements for the visit, and any associated cost;
- 4.1.12. Obtaining parental consent and updated medical information where required (mandatory for residential trips); and
- 4.1.13. Arranging a meeting with parents in advance of the trip (for residential visits only).

4.2. The **Office Manager** is responsible for:

- 4.2.1. Booking transport for visits on behalf of the Visit Leader (except those listed as the responsibility of the sports co-ordinator);
- 4.2.2. Ensuring the Off-site Activities Risk Assessment form has been completed for all non-routine visits and signed by the Head before the visit;

- 4.2.3. Filing Off-site Activities Risk Assessment forms and lists of pupils on the visit in the office; and
- 4.2.4. Preparing the visit pack for the Visit Leader (see Appendix 1).
- 4.3. The **Head** is the Educational Visits Coordinator and bears ultimate responsibility for any visit. They must ensure that:
  - 4.3.1. Visits are carefully planned and follow the guidelines of this policy;
  - 4.3.2. Visit leaders are competent for the particular visit they will lead and aware of their responsibilities; and
  - 4.3.3. Risk assessments have been carried out and signed by the Head for all visits.
- 4.4. **All staff** accompanying a visit must:
  - 4.4.1. Do their best to ensure the health and safety of everyone in the group and, in so far as they are responsible for pupils, act as any reasonably prudent parent would do in the same circumstances;
  - 4.4.2. Ensure that they read, understand and comply at all times with the terms of this policy and the Visit Emergency Procedures provided in the visit pack; and
  - 4.4.3. Know who the Visit Leader is for the visit and follow the instructions of the Group Leader at all times, regardless of their own seniority within the school.

## 5. Ratios

- 5.1. Visits should be planned with sufficient numbers of staff and/or volunteers to allow for emergencies and the possibility that a member of staff may need to be detached from the main party. The level of supervision by members of staff must realistically reflect the nature and purpose of the visit, the age and maturity of the pupils, the experience of accompanying adults and any special needs.
- 5.2. There **must** always be a minimum of two adults (including the coach driver) with any group of pupils when off-site. As a general rule the form teacher and the appropriate classroom assistant will accompany a group of children on day trips, with parents acting as extra supervisory adults to maintain the minimum ratio.
- 5.3. Minimum ratio guidelines for staff to pupils:

	<b>Ratio 1:6</b>	<b>Ratio 1:10</b>
Regular off-site activities	Nursery - Reception	Y1 - Y6
Other day visits	Nursery - Y3	Y4 - Y6
Residential Visits	Y3	Y4 - Y6

- 5.4. If the visit leader is organising an off-site activity for which the stated ratios are not considered appropriate, for whatever reason, they **must** seek the approval of the Head well in advance of the proposed visit.

## **6. Other Accompanying Adults**

- 6.1. If other adults who are not members of school staff are to accompany the visit (e.g. staff of 3rd party providers or parent volunteers), this should be discussed with the Assistant Bursar (Redcliffe) at the earliest opportunity. A decision will be taken as to whether such adults may be included in the staff to pupil ratio for the visit and whether any vetting checks required.
- 6.2. All staff employed by the school have been subject to Barred List and enhanced DBS checks. Parent volunteers on day trips are unlikely to require formal vetting checks provided they are supervised by school staff. If a DBS check is required, however, it can take up to 3 months to obtain one and if there is insufficient time for the check to be carried out, then the adult will not be permitted to join the group.
- 6.3. All accompanying adults must be fully briefed with the details of the visit and their general and specific responsibilities.

## **7. 3rd Party Providers**

- 7.1. If using an outside organisation to provide an activity, the school must check they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards.
- 7.2. If the provider does not hold an LOtC Quality Badge, the Godolphin and Latymer Assistant Bursar (Compliance) should be consulted about further required checks. The provider may be asked to complete a Provider Statement as well as provide evidence of insurance, risk assessment, vetting checks and other certification as appropriate.

## **8. Consent**

- 8.1. Parents consent, via the school's Terms and Conditions and/or a separate consent form, to their children taking part in all educational visits. However, parents should be informed in advance of upcoming school visits and should notify the school in writing if they do not wish their child to participate.
- 8.2. The school may seek additional, informed consent for any visit which:
  - 8.2.1. has a charge over £50 (payment by a parent in this case may constitute consent);
  - 8.2.2. involves some element of high risk or adventure activity; and/or
  - 8.2.3. is residential or takes place substantially outside school hours.

## **9. Medical Needs**

- 9.1. For day visits, accompanying adults are briefed on any medical needs before the trip and, where applicable, individual Emergency Care Plans are included in the visit pack.
- 9.2. For residential visits parents are asked to update the school on medical matters prior to the visit and these forms are carried by the Visit Leader.

- 9.3. The School will make every effort to ensure that educational visits are accessible to all, irrespective of disability or special educational or medical needs. If there is any doubt over the inclusion of a pupil for any of these reasons, the School will consult with the parents and, where appropriate, the pupil. If, despite making reasonable adjustments, there remains an unacceptable risk to the health and safety of the pupil concerned, or anyone else on the visit, it may be necessary to exclude the pupil from the visit on those grounds.

## **10. First Aid**

- 10.1. For all educational visits at least one member of accompanying staff must have basic first aid training. For nursery and reception (EYFS) visits at least one member of accompanying staff must have a current paediatric first aid certificate.
- 10.2. At least one First Aid kit should be taken on the visit and any used items must be replaced on return.

## **11. Finances**

- 11.1. All school visits must self-fund and the budget must be agreed in advance with the Godolphin and Latymer Assistant Bursar (Finance), before the visit is confirmed or notified to parents.
- 11.2. Most visits will involve simple budgeting: for example, visits to local venues where parents are asked to pay for the exact cost of transport and admission. Residential visits may require more complex budgeting and should be discussed with the Godolphin and Latymer Assistant Bursar (Finance) at the earliest opportunity.

## **12. Insurance**

- 12.1. School visits are covered by the school's existing comprehensive insurance. The Godolphin and Latymer Assistant Bursar (Compliance) should be informed at the preliminary planning stages of any visit involving hazardous activities so that additional cover can be arranged if necessary. Where the visit is a 'package', which includes compulsory insurance cover, this should also be notified to the Assistant Bursar (Compliance).

## **13. Travel**

- 13.1. The method of transport must be specified in the letter to parents informing them about the visit.
- 13.2. ***Walking***

Children and supervising adults should wear fluorescent vests; other arrangements may be in place on residential trips. Children form a crocodile in pairs, holding hands, one adult leading, one at the end, other adults stationed along the line between the children and the road. Children only allowed to talk to their partners. When crossing roads the leading adult will find a suitable, safe crossing and if possible light-controlled. Children stop at kerb in stationery line. One adult faces the traffic coming from each direction (i.e. 2 adults in the road if possible). Once traffic has stopped, leading adult leads children across the road.

- 13.3. ***Coach***

On Departure: Adult leads children out of school in crocodile (in pairs). One adult stands by coach door. Leading adult leads on to the coach and seats children. When all children are on board and counted by a member of staff, adult at door boards coach. Both staff check seat belts and direct children to sit still. One member of staff at front of coach directs driver to move off. Supervising adults should be seated at intervals in the coach. A member of staff should always sit near to the emergency exit to help with pupil evacuation in an emergency. The seat next to the emergency exit should not be occupied by a pupil.

On arrival at destination: Children are instructed to stay seated and belted until directed by staff to move. Member of staff from back of coach disembarks first and stands by coach door. Member of staff at the front leads children off the coach. Member of staff at door counts children joins onto the line at the end.

#### **13.4. London Underground**

Staff must buy tickets in advance and inform LUT authorities of the plan to travel and the destination. Transport for London offers free travel to school groups between 9:50am and 4:30pm and this can be booked through the School Office at least 3 weeks in advance.

On the platform children stand in crocodile, well back from the edge. On arrival of tube first member of staff stands against the door and ushers children on followed by end member of staff. All children group together on train. On reaching destination one member of staff stands against door while the other leads children out and holds them in a line on the platform until the last member of staff is off the train.

Children should be warned to stay with their partners and informed of destination.

#### **14. Residential Visits**

- 14.1. Pupils from Y3-Y6 may participate in annual residential visits of increasing length. Form teachers generally act as the Visit Leader.
- 14.2. Parents will always be asked for specific consent to residential trips and to provide updated medical information for their child. They will also be invited into school for staff to disseminate more detailed information and distributed medical forms and equipment lists.
- 14.3. Although the member of staff in charge can be contacted by mobile phone, it is made clear to parents that this is for emergency contact only and any routine enquiries should be via the school office. The staff member in charge will call in to school initially on arrival at the venue and then at least every morning of the residential visit so that the school can keep parents updated.

#### **15. Emergency procedures**

- 15.1. Contingency plans should be made for the care and/or return of a pupil (or accompanying adult) in the event of illness or accident or for disciplinary reasons. In the event of illness, accident or a disciplinary problem, parents must be informed as quickly as possible by the Visit Leader or a member of the Senior Leadership Team as appropriate.
- 15.2. If a visit involves an accident or hospitalisation this should be reported to the Head and the Godolphin and Latymer Bursar as soon as possible.
- 15.3. Visit Leaders must ensure that they, and each adult accompanying the visit, carries or has access to a copy of the School's Visit Emergency Procedures (included in the School's

Emergency Procedures document). All accompanying adults should familiarise themselves with these before the visit.

**16. After the Visit**

- 16.1. Any paperwork containing medical or other sensitive information must be shredded after the visit.
- 16.2. Feedback from visits will be given by Visit Leaders at the staff meeting following the visit



## Appendix 1 – Checklist of items to be taken on visits

	<b>ALL VISITS</b>	
1.	Visit Pack (per vehicle if more than one) containing: <ul style="list-style-type: none"> <li>- List of children and supervising adults</li> <li>- Emergency Care Plan (if held for a participant)</li> <li>- Risk Assessment – specific or generic</li> <li>- Visit Emergency Procedures (inc named SLT contact)</li> </ul>	
2.	First Aid Kit and Pupil Medical Notes	
3.	Mobile phone (contact number must be included on risk assessment).	
4.	School iPad/camera for photos	
	<b>RESIDENTIAL VISITS</b>	
5.	List of children with dietary information and emergency contact phone numbers	
6.	Medical forms	
7.	Any medication listed on medical forms (with instructions)	
8.	Register of medicines administered	
9.	Accident record forms	

## **Appendix 2 – Off-site Sports Activities: Procedures**

### **1. Games and Gym Lessons**

1.1 The Sports Co-ordinator is responsible for:

- Transport arrangements (pre-booked coaches).
- Carrying out risk assessments for travel, the venue and specific activities.
- Ensuring that the aforementioned are updated annually or seasonally as activities change and copies are inserted into the appropriate folders in the office.
- Ensuring that there is sufficient adult supervision for the activity.
- Ensuring that any non-Redcliffe sports staff have current DBS checks, copies of which should be given to the School Office and also to the Godolphin and Latymer Personnel Manager.
- Planning all lessons and teaching the latter with the help of assistants.
- Submitting a fixture list at the beginning of term staff meeting
- Arranging fixtures
- Collecting equipment and returning it to the appropriate storage area.

1.2 The Teacher or Teaching Assistant accompanying the class should take a folder from the School Office containing:

- Risk assessment for travel
- Risk assessment for each activity / venue
- List of children
- Critical incident numbers

1.3 In addition:

- Large first aid kit to be kept at the venue whilst lessons are being taught.
- Mobile phone/4G iPad.