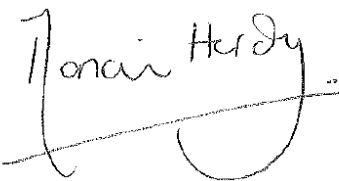


# Drayton Green Primary School



## Educational Visits Policy

Appendix One includes procedures be followed if a child goes missing on an outing

|   |   |
|---|---|
| Committee with oversight for this policy – Resources Committee (ReCo) |   |
| Policy to be signed off by the Chair of Governors                     |  |
| Policy last ratified and adopted by Full Governing Body               | September 2023  |
| Policy / Document due for review                                      | July 2024   |

### Rationale

School outings are an integral and valuable part of a child's education and provide the opportunity to develop personal and social skills. They have given many children the opportunity to visit places, or undertake activities, which otherwise they may never have the opportunity to experience. They are often one of the most fondly remembered experiences of school.

### Aims

The purpose of this policy and accompanying information is:

- To ensure that every trip made from Drayton Green Primary School combines the safest possible environment for children with the greatest possible educational benefit and social development opportunities.

- To provide a framework for trips of all kinds to be planned, costed and undertaken. To comply with local authority guidance and procedures.
- To set out the series of guidelines to be followed, when planning a trip.

## Objectives

- To develop children's knowledge, skills and understanding of the wider world.
- To support links between areas of the curriculum and put into practice skills learnt in the classroom.
- To develop children's confidence in unfamiliar situations.
- To develop children's ability to work with a group to follow instructions and to complete tasks collaboratively.
- To nurture self-reliance, autonomy, leadership and respect for the environment.

## Children's Experiences

As children move through the school, visits will be arranged to complement the breadth of the curriculum. Children will be encouraged to be increasingly self-reliant; for instance, children in Key Stage 1 and Key Stage 2 will look after their coat/clothing and their own labelled (disposable) sandwich bag, while children on the Year 6 residential trip will have sole responsibility for aspects such as personal hygiene, looking after personal possessions and tidying dormitories, etc.

## Management

Educational visits at Drayton Green are organised by term.

Free, local visits (e.g. to a park, place of worship) – also known as Category 1 visits – are additional to those above and require 3 weeks' notice to plan, assuming no transport is involved. See the table and information below for further details.

Class Teachers are responsible for identifying opportunities for educational visits. Once they have found suitable experiences, they should make a **provisional** booking with the provider and complete the relevant Educational Visit Plan for the term and pass this to the Educational Visits Co-ordinator (EVC) who will liaise with the Finance Officer regarding costings before the visit is confirmed. **There must be at least 4 weeks' notice for each visit.**

## NB

**All trips or journeys which involve an overnight stay must be agreed by the governors Resources Committee (ReCo) at least four weeks in advance. In exceptional circumstances the chair of ReCo can give verbal permission prior to a ReCo meeting.**

**Completed accounts should be presented to this committee with four weeks of the journey taking place.**

Once the DGPS Educational Visit Plan has been approved by the EVC, a copy will be returned to the Class Teacher who must then complete the relevant forms as listed below and hand them to the Educational Visits Co-ordinator (EVC) who will check Risk

Assessments and pass them to the Headteacher for final approval. Risk Assessments must be completed as close to the time of booking as possible, and **no later than 23 days before the scheduled visit**. Risk Assessments should also be saved on the shared drive: Current Year\Trips\Risk Assessments, with the year group and name of the venue.

TfL is the cheapest and preferred mode of transport; teachers must take into account the considerable cost if wishing to use private hire transport.

The Headteacher has overall responsibility for the suitability and safety of trips and The Governing Body has ultimate responsibility for the safety of pupils and staff.

### **Educational Visits Co-ordinator (EVC)**

Class teachers, must inform the EVC of their visit plans at an early stage. All information relating to planned trips must be shared with the EVC and saved on the shared drive: Current Year\Trips\Year Group.

### **Specific functions of the EVC**

- Liaise with the LEA (Health & Safety, Outdoor Education Advisor etc.) to ensure that educational visits meet the needs of the LEA code of practice on Educational Visits. Ensure that Teachers, having planned an Educational Visit, file all relevant information in the 'Recorded Visits Excursion File'.
- Ensure Teachers' complete School Visit forms, risk assessments etc.
- Confirm leading Teacher and record of contact details.
- Ensure that leaders and support staff are trained in First Aid and are aware of possible hazards.
- Ensure that the school office personnel maintain necessary disclosure checks for volunteers on the register.
- Ensure that group leaders have fully informed parents regarding details of the visit, and that parental consent has been obtained.
- Ensure emergency arrangements are in place.
- Maintain records of accidents and near miss accidents (using LBE procedure for the reporting of accidents).

### **Equal Opportunities**

All trips should be accessible to all the children in the class, enabling them to gain confidence, acquire skills and build positive experiences. Consideration must be given for SEN or Disability to ensure that additional supervision or support is provided.

### **Health and Safety**

The Health and Safety of all members of an educational must always have absolute priority. The LEA code of Practice on Educational Visits must be complied with in all instances. Teachers must be familiar with the LOCAL AUTHORITY guidance as listed below:

- Educational Visits Handbook
- Categories of Educational Visits

- Code of Practice and Guidance notes on health and safety of pupils on educational visits

## Compulsory forms

SV1 Part 1: Application form for the Headteacher's approval of an educational visit – to be completed for every visit

SV1 Part 2: Confirmation form from the Headteacher to give the Go- Ahead for the visit - to be completed for every visit

SV4: Risk Assessment Form – to be completed by class Teachers - to be completed for every visit

SV7: Parental Consent Form - to be completed for every visit

## Categories of School Visit and School Visit Forms (SV)

“Health and Safety” (HASPEV) sets out principals of good practice, however it relies heavily upon teachers’ professional judgement.

School visits fall into four categories:

**Category 1:** Local visits (e.g. to a shopping centre, football field, Bunny Park, exhibitions etc). Generally, a local visit means any visit that is half a day or less, the venue is close by and the Headteacher considers the activity to be low risk.

**Category 2:** Visits to an off-site swimming pool.

**Category 3:** Low risk day visits in the U.K. This may involve travel via Transport for London (bus or tube) or coach and occupy most or all of the day.

**Category 4:** Higher risk visits (as judged by the Headteacher) and/or Residential visits.

| Category | Notice Period | Forms to complete  |
|----------|---------------|--|
| 1        | 2 weeks       | SV1 part 1<br>SV1 part 2<br>SV4 – Risk assessment<br>SV6 – Code of Conduct, 1 per pupil per year<br>Parental Consent Letter – 1 per pupil per year<br>SV5 – Evaluation at end of visit   |
| 2        | N/A           | Parents opt-out rather than consent<br>SV10 – Swimming pool checklist – 1 per academic year<br>SV12 – Bus/Coach checklist – 1 per academic year  |
| 3        | 4 weeks       | DGPS Educational Visit Plan<br>SV1 part 1<br>SV1 part 2<br>SV4 – Risk assessment<br>SV6 – Code of Conduct, 1 per pupil per year<br>Parental Consent Letter – 1 for each visit in this category<br>SV12 – Bus/Coach checklist – if using private hire transport<br>SV5 – Evaluation at end of visit |
| 4        | 4 weeks       | DGPS Educational Visit Plan<br>SV1 part 1<br>SV1 part 2<br>SV4 – Risk assessment   |

|  |  |   |
|--|--|---|
|  |  | SV6 – Code of Conduct, 1 per pupil per visit in this category<br>SV7 – Parental consent – 1 for each visit in this category<br>SV12 – Bus/Coach checklist – if using private hire transport<br>SV5 – Evaluation at end of visit |
|--|--|---|

For Categories 1 & 2 where a visit is repeated through the year, only one set of forms is required, forms kept in Excursion File in the school office.

For Categories 3 & 4 forms must be sent to the LEA 20 days prior to visit.

## Supervision

Staffing levels stipulated are minimum levels

## Day Visits

**KS2** Children – one adult per 8 children, minimum 4 adults per class

**KS1** Children – one adult per 6 children, minimum 5 adults per class

**EYFS** Children – one adult per 3 children

## Residential Visits

One adult per 8 pupils with a minimum of 4 adults per class

Mixed parties should be accompanied by at least one male and one female staff member

## Supervision Levels and Staff/ Pupil Ratio

A number of variations have to be taken into account when considering supervision levels. Some of the variables to be considered when setting supervision ratios are:

- Sex, age and ability of the group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of accommodation
- Competence of staff, both general and on specific activities Requirements of the organisation and location to be visited
- Competence and behaviour of pupils
- First Aid cover

Identifying appropriate ratios is more than a simple numerical calculation. The risk assessment should identify the minimum skills and skill mix required for the safe delivery of each activity (including dealing with emergencies) and the staffing roles should be set accordingly. If an incident occurred, it is likely that as a minimum, a different competent person would be required for each of the following activities:

- Dealing with the incident and any casualties
- Going for help
- Leading the rest of the party to safety

## Volunteer helpers

Our school office will maintain a register of adults who are willing to volunteer their assistance on school trips. This should be used to sign up volunteers as far in advance as possible; Drayton Green Primary School values such parental support. Before registering a volunteer, the school office is responsible for carrying out appropriate checks to ensure safeguarding of pupils.

## Pre-Visit

- Visiting the venue prior to the trip is an essential requirement unless staff can demonstrate that they are familiar with the location and the itinerary.
- The school office will provide a letter for the trip. The letter to parents should include a statement relating to the voluntary nature of contributions.
- Parents are required to pay the correct monies to the school Finance Officer. Drayton Green Primary School will support costs for Pupil Premium children and consider others who may require some level of subsidy.
- The EVC will check that the proposed date does not clash with other school business, and then enter the date in the School Diary.
- Parents must be informed of educational visits no later than two weeks before the proposed date.
- Special medical requirements of the children should be known by all staff accompanying the children. Medical supplies must be gathered and checked on the morning of the visit.
- A short preliminary meeting should take place to inform volunteers of these arrangements and address any other concerns. This may happen be a quick briefing before school begins.
- The Risk Assessment must be reviewed and annotated within 24-48 hours of the trip to take into account changes in circumstances such as weather, transport, adult: child ratio, etc.

## Post-Visit

- Any accidents/near misses must be reported to the EVC immediately upon return if not already communicated
- Form SV5 – Evaluation must be completed and handed to the EVC within 2 school days

## Appendix 1

### ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

The supervisory arrangements for outings are set out in our 'Educational Visits Policy' which complies with all guidance set out by the LA. We review this policy annually in order to satisfy ourselves that it is robust and effective.

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Head / Designated Safeguarding Lead by mobilephone
- Ask the Head to ring the child's parents and explain what has happened, and what

- steps have been set in motion. Ask them to come to the venue/the school at once
- Contact the venue Manager and arrange a search
  - Contact the Police
  - The Designated Safeguarding Lead would inform the LADO
  - The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
  - Inform the Chair of Governors
  - Inform the Educational Visits coordinator
  - If the child is injured, a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events, giving an account of the incident
- The Head will initiate a full investigation which should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

Links with other policies

- First Aid Policy
- Child protection and safeguarding policy