



Barn Croft Primary School Safeguarding: Educational Visits Policy 2022-2023

This policy has been written in conjunction with 'The Governors Guide to the Law' and the London Borough of Waltham Forest (LBWF) guidelines to school visits and outdoor activities. This policy should be read in conjunction with the school's other safeguarding children policies.

Introduction

The Governing Body recognises the importance and value of educational visits and is keen to encourage their development. The safety of the staff and children involved in them is paramount. It is essential that all visits are planned and supervised with great care.

Through this policy we aim to provide the procedures and guidelines which will enable our visits to be implemented safely. It gives advice and information about responsibilities for staff, procedures in the event of an accident, insurance and financial arrangements.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

Planning & procedures

1. The Visit

To establish the appropriateness and safety of a visit the following questions should be considered by the organisers. All concerned should have a clear understanding of the objectives relating to the curriculum and to social and personal development. Appendix 1 outlines the specific procedures to be completed before the visit.

Activities must match the age, needs and experience of pupils and should address questions such as:

- What is the aim of the visit?
- Where does it fit into the pupils' current curricular needs?
- Is it in line with the school's curricular policy?
- Is the aim being achieved in the most efficient and effective manner?

2. Planning

Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk. No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

3. Risk Assessment

All proposed educational activities off school site must follow the completion of a formal risk assessment and signed off by the Headteacher and Educational Visits Co-ordinator. A risk assessment should be completed prior to the event and communicated to all involved.

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualification of the school supervisory staff.
- The group members' age, competence, fitness and temperament
- The ratio of experienced, qualified centre staff to students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

4. **Responsibilities**

The Governors have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits require the approval of the Governing Body.

The LA also has a duty of care for children on school visits. The school must seek approval from the "Evolve" on-line authorisation system for residential trips and or any planned adventurous activities. Evolve will check the accreditation of any third party provider and is a source for safety advice.

The Head Teacher has overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

Educational Visits Co-ordinator has the responsibility to:

- Ensure all visits comply with Health and safety guidelines
- Approve all visits
- Notify the Borough of Waltham Forest of any residential and adventurous visits and gain their approval
- Liaise with the visit coordinator
- Check DBS status for all parents/ escorts (who are going to be without a member of staff with children)
- Ensure that comprehensive risk assessments have been carried out prior to the visit

All Staff have the responsibility to co-operate with the Head Teacher and the Governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the Head Teacher.

All injuries or accidents should be reported to the Head Teacher and recorded in the school accident book. The L.A. should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

Parents must receive written details of routine visits and journeys. Their written consent is required for all activities that differ from the daily norm. This is now done electronically through ParentMail

Supervision of Pupils - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group.

Party leaders retain responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey.

First aid provision

Residential visits must include a minimum of one member of staff with a recognised First aid qualification. Wherever possible a qualified first aider should also support other 'non-residential' visits. Individual pupil's medication together with a complete first aid kit must be taken on all educational visits. A paediatric first aid trained adult must accompany any trips for children aged 5 and under. A First Aid travel kit must be taken on all trips – even local trips.

5. Staffing the Visit

For reasons of both child protection and health & safety it is important that wherever possible a minimum of two staff support each visit, one of whom should be a qualified member of school staff.

Suitably experienced party leaders should be found or the visit will not take place. This could be a teacher, an experienced teaching assistant, a member of the senior leadership team or the Learning Mentor.

Voluntary helpers must be carefully selected and must act towards the children as a careful parent would in similar circumstances. They must not be left alone with children – they must stay with the teacher or experienced party leader. The teacher or experienced party leader will retain primary responsibility for supervising the party at all times.

Minimum recommended staffing ratios are as follows:

- For day visits without a high risk, a ratio of 1 adult to 10 children is required.
- Activities with increased levels of risk will require lower ratios.
- For children under 8 years, a ratio of 1 adult to 6 children is recommended.

LEA guidance states:

- each visit should include a teacher – but this is at the discretion of individual governors
- no difference in number of children that qualified / unqualified staff should have assigned to them

At Barn Croft we carefully risk assess each trip and the children going on the trip to ensure that children with additional needs or challenging behaviour have enough adult support to keep them and the rest of the group safe. Sometimes this might mean asking the child's parent if they can accompany the class to support their child. (This does not mean, however, a child would not go on a trip if their parent cannot attend).

6. Transport

Whenever an educational visit is due to take place that requires transport hired by the school, LBWF approved reputable companies should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained. However, it may be necessary from time to time for pupils only to use public transport, where buses are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill that pupils should be taught.

Parents will be made aware of the school policy which is available on the school website.

Signed by Chair of Governors:

Date: 7th December 2022

Review date: December 2023

Barn Croft Primary School Guidelines for Organising Educational Visits

What staff will need to do:

1. Decide on what visits will be undertaken when planning your next topic i.e. the half term before the trip is to take place. Many popular destinations in London become fully booked well in advance particularly the workshops at the museums.
2. Gather the necessary forms from server.
3. All school trips **MUST** be authorised by SLT before any booking is made to ensure that the date chosen does not clash with other arrangements already made.
4. After authorisation by the Head teacher, please complete the Notification of Trips Form and return this to the school office for checking.
5. If you are travelling by public transport (i.e. underground or bus) on the free School Travel scheme this must be booked at least **4 weeks in advance** to obtain the tickets in time for the trip.
6. The master for letters informing the parent/carers of the visit is in the folder on staff share. Please fill this in, save it in the trips folder and then **email a copy** to the office to send out on parentmail.
7. When costing your school trip and an entrance fee payable please confirm with the destination whether VAT is included in the entrance fee as this is reclaimable by the school and will reduce the cost of the school trip.
8. Use the trip checklist to ensure you have completed all actions and preparations in time.
9. Payments will be via parentmail – do not accept cash payments in class.
10. If parents/carers are having difficulty or unable to pay for the school trip they must make an appointment to see the Headteacher to discuss the matter.
11. Please ensure that you check the school diary before booking and once the trip is booked that you enter the details of the trip in the school diary in the office.
12. Complete the risk assessment **at least two weeks before** the trip is due to take place. If it is a new trip for you then it is expected that you will travel the route, look around the venue and make sure the risk assessment reflects this reconnoitre.
13. The risk assessment form must be completed by the teacher in charge of organising the visit and handed to the Headteacher for signature (at least two weeks before the trip) who will then give it to the office who will keep a copy on file.
14. Sometime before the day of the trip, ensure that you meet with any parent helpers to go through the Risk Assessment thoroughly. Then get them to sign it to say they have read and understood it.

PLEASE SEE CHECKLIST TO HELP YOU TO COMPLETE THESE FORMS

Barn Croft Primary School
Notification of Educational Visits

Section 1: The Visit			
Class		Teacher	
Date		Destination	
Topic/Unit of Work		Transport	
Purpose of Visit		Coach Company Used?	
Section 2: The Party			
Number of children with SEND		Number of staff members	
Boys / Girls		Number of other accompanying adults	
Total number of children		Total number of adults	
Names of accompanying adults			
Section 3: Contact Information			
Venue address			
Venue contact number			
Section 4: Headteacher Approval			
Signed by Teacher		Date	
Signed by Headteacher		Date	

Costing for Educational Visits

When booking a school visit which involves an entrance fee, please ascertain whether VAT is included / not included.

If the school trip involves paying an entrance fee with a school cheque, you must obtain a VAT receipt.

Entrance Fee		Transport Cost	
Total cost of visit		Cost per child	

SCHOOL TRIP CHECKLIST

Please complete this each time you organise a trip.

Things To Do	
Name of organiser	
Has all paperwork been completed and signed by Head Teacher?	Letter for children: Notification of trip and Costing forms: Risk Assessment:
Which class/children are going?	
How many children are going?	
Names of Parent Helpers and contact no's	
Leaving and returning times	Leave: Return:
Names of Staff members going?	
Have all duties been covered? (SEN, RWI, PLAYGROUND etc.)	Who will be covering: Playground duty? Spelling? RWI? SEND
Have packed lunches been ordered?	
Who will carry the First Aid Kit?	
Who will co-ordinate asthma pumps etc.?	
Emergency contact No	
School Mobile Number	07751268116

Signature of trip organiser

Signature of HT/DHT

TRIP LETTER MASTER



DATE

Dear Year X Parents/Carers,

Year X will be visiting PLACE Y this half-term as part of their unit Z
Permission and any payments must be made online using ParentMail.
Please find important information regarding the trip below.

Date	
Time	
Venue	
Activities	
Travel	
Cost	
Lunch	A packed lunch, including a drink (no fizzy drinks or glass bottles please!) A rucksack or backpack for each child would be handy for them to carry their packed lunch.
Uniform	Normal school uniform and a waterproof jacket.
Parent Helpers	3 parent helpers required. Let the office know if you are available
Additional information	

If you have any questions or need any further information, please don't hesitate to have a chat before or after school.

Class Teacher

**Year Group - Enter Location - Enter date
Address of Location**

Risk Assessment – Off-site day Visits			
Hazard	People Harmed	Risk Control	Further Action
Transport- write here a detailed account of the route & which buses and/or trains will be used	Child	Ensure all children remain in their supervised groups and with a partner at all times. Children to find a seat and remain seated at all times. If children can't find a seat, then to hold onto a holding rail. Ensure that a adult counts children on and off the bus/train.	Staff vigilance
Road Safety – write here the names of any roads to be crossed and if there are traffic light crossings or not.	Child	Ensure children walk sensibly, with their partner and close to the fence line. Adults to walk between the children and the roadside at all times. When crossing roads adult to stand in middle of road to stop traffic until all children have crossed over to the other side.	Staff vigilance
Venue – write here where the toilets are in which floor	Child	All children to stay with allocated adult. Show children where toilets are and if chn need to go then they need to ask an adult who will escort them to the bathrooms in groups. Children to listen carefully to the welcome speech where all safety procedures will be given. If applicable	Staff vigilance – are there any children who MUST be accompanied to toilets eg SEND/behaviour
Child gets lost	Child	All children to be instructed to stay in designated area. Children to stay with class at all times. Explain to chn where they are to go if they get lost – there must be a rendezvous point	Staff vigilance throughout the day Adults to be providing a "visible" presence at all times.
Child becomes ill or is injured Name(s) of children with pre-existing medical conditions inc. asthma:	Child	Children informed what to do in the case of emergency. In the case of mild illness, child/children to be taken with group leader (adult) to a quiet area. The remaining children are placed into other groups. First aid kit kept with the designated member of staff – Name of Staff Member Member of staff identified to accompany the injured young person to hospital if necessary. Pre-existing medical conditions and required medication known and details circulated amongst supervising staff	The member of staff supplied with the means of returning home once parents arrive, if the child/children are hospitalised for any length of time Supervision reorganised to take into account the member of staff now off-site.
Member of staff becomes ill or is injured	Staff	Contact made with school so that next of kin can be informed as soon as possible. Supervision reorganised to take into account the member of staff now missing or group return home early if	

**Year Group - Enter Location - Enter date
Address of Location**

		supervision levels fall below the required standard for safety to be maintained.	
Child/children becomes a victim or perpetrator of crime	Child	Children to stay with class throughout the day and to remain with their partners at all times Member of staff identified to accompany the young person to the police station if necessary and remain until parents / guardians arrive or the young person is released. Supervision reorganised to take into account the member of staff now missing or group return home early if supervision levels fall below the required standard for safety to be maintained.	Staff to be providing a "visible" presence at all times. The named emergency member of staff supplied with the means of returning home once parents arrive or the youngster is
Child Protection	Child	Supervision of children at public toilets if used during the visit. All adults to ensure that members of the public do not take photographs of the children in your care.	

Have you been to this venue before? YES/NO Did you complete the risk assessment having visited the venue? YES/NO

This Risk assessment seen and agreed by:

Name	Signature	Date
Tracey Griffiths (HT)		
Emma-Jane Kelly (DHT)		
Teacher:		
Teaching Assistant:		
Parent/Helper:		
Parent/Helper:		

Year Group - Enter Location - Enter date
Address of Location

List of groups of children with the named adult leader and telephone number for each group:
