

# St Patrick's Catholic Primary School

## Educational Visits Policy (draft)

February 2015

### **Purpose of this Policy**

At St. Patrick's we are committed to sending our classes on educational visits. During visits children gain first hand experience which reinforces classroom learning. Visits are planned to compliment our creative curriculum and to give children access to experiences that cannot be provided as effectively in school.

Classes from St. Patrick's visit: museums, art galleries, nature parks and concert halls as well as places of interest in the immediate locality. Visits can be used as starting points (inspirations) for a new aspect of study as well as for follow up work. The learning objectives of every visit should be clear. All visits need to be well planned in advance, so that children are motivated and gain educationally, as well as ensuring that all are safe whilst off school premises.

Taking children off the school site obviously brings additional risks, so it is vital that each visit is planned and prepared fully. The purpose of this policy is to set out clearly the procedures to be followed when organising a visit.

### **Roles**

There are different roles that staff must be aware of regarding educational visits. They are outlined as follows:

**Headteacher** - To ensure the proper management of all educational visits in accordance with the school policy and LA guidelines.

**Teacher** - To ensure the proper and safe organisation of all educational visits in accordance with the policy. To ensure all adults are briefed.

### **Types of Educational Visits**

There are two types of educational visits.

#### **Category A Activities:**

**These do not require parental permission, but we usually inform parents of the trip out of courtesy**

- Local surveys and fieldwork.
- Visits to local libraries, swimming pool, theatres, museums, Camden Learning Centre, art exhibitions which may or may not involve public transport.
- Sports or recreational events as participants or spectators.

#### **Category B Activities:**

**These do require parental permission**

- Journeys involving an overnight stay (Arethusa Venture Centre).
- Day visits abroad.
- Day visits involving activities or fieldwork in a coastal or mountainous environment or near a river, canal, lake or reservoir.
- Day visits to activity centres.
- Any activities including swimming with the exception of swimming lessons included in the curriculum.

### **Arranging the visit**

1. Before arranging the visit, teachers should check the school diary for a

convenient date for the trip to take place. The trip must be booked at least **three** working weeks before the expected trip takes place.

The class teacher will draft up a letter (on agreed template – see appendix ) and share it with a member of the Leadership team.

3. Once the letter has been approved the class teacher to send the letters home with the children.

4. The class teacher must give a copy of this letter to the office and write the trip in the diary stating the timings of the trip (leaving at..... arriving back at school by.....), how you are travelling (coach, tube etc) and whether packed lunches are required.

5. If you are intending to use free Transport for London tickets, these must be booked at least two weeks in advance. This is a London transport requirement.

6. Class teachers to complete out the Category A or Category B forms and risk assessments (see appendix) and give it to the Headteacher.

7. Class teacher to carry out a preliminary visit and risk assessment.

### **Preliminary visits and risk assessment**

In the majority of cases the teacher needs to make a preliminary visit. There are two reasons for this.

Firstly to determine the programme and activities for the day and to become familiar with the site with regard to toilets, places for lunch etc. Secondly the preliminary visit should be used to carry out a risk assessment. Some of the common risks are outlined here but each visit may possibly present its own risk. The common risks to consider are:

1. Is the adult to child ratio adequate? (see tables below). It is always better to err on the side of caution and if in doubt consult the Headteacher.
2. Are there any behaviour, medical or SEN issues regarding the children being taken on the trip? It may be necessary to inform the venue or take additional adults. If a child has a physical disability then access issues must be explored and you may need to contact parents separately.
3. Is the form of transport suitable? Coaches must always be fitted with seatbelts and care must be taken to ensure children have fitted them safely. Public transport can be used for older children and is free if booked through Transport for London two weeks in advance. Tube, Train and Bus companies can be phoned prior to the trip so they are aware you will be travelling with them. Whenever any form of transport is used it is essential that an adult boards before the children and is the last to alight.
4. Are there any dangers on the roads? If children are walking anywhere, routes need planning with care and roads crossed at the safest point, usually at a crossing. Pupils should walk two abreast with an adult at the front, the rear and if possible in the middle.
5. Is there a risk at the venue? There are many considerations such as how the

children will be supervised or is the venue open to the public. Children may be working with equipment that poses a threat and some venues such as a visit to a farm or a theme park will pose their own risks.

6. Where will lunch be eaten and where are the toilets? Lunch needs to be eaten in a safe place. Children should always ask an adult if they need to go to the toilet and report back on their return. Ideally, an adult should accompany them and wait outside the toilet door.
7. What steps should be taken to ensure children do not get lost? Frequent head counts should take place throughout the visit, particularly on arrivals, departures, on boarding and after leaving transport. Children should know what to do in the unlikely event of being separated from the party. They should be told of a meeting place in the case of older children or they should approach a police officer, member of staff at the place being visited or a transport worker in a uniform who can take the appropriate action.
8. Does the weather pose a risk? Depending on the time of year the weather could create different risks. If it is hot and the children are outside then they should be told to bring a hat. If it is cold then they should wear warm clothes. Icy or very wet conditions could be a risk especially if children are walking. For off site activities that happen on a regular basis throughout the year (such as swimming/ CLC visits) the person in charge of organising the visit should follow the procedures outlined once, at the beginning of the year. Any member of staff undertaking these activities should read the risk assessments at the beginning of the year.

### **Cost of the visit**

The visit must be wholly or part-funded by voluntary parental contributions but no one can be excluded for not contributing towards the trip. **The school will subsidise trips so that parents will be asked for no more than £5 for any Category A visit. Some trips, for example the annual trip for all children to the theatre are part funded by the Friends of St Patrick's, our parents association.** All money brought into school is paid directly to the school office, where it is fully recorded to meet auditing requirements. If teachers receive any money, it should be taken straight to the office by the teacher or support staff (in an envelope with the child's name on it) to be recorded.

### **Supervision Ratios**

The below tables show the minimum ratios of supervision for pupils on all trips **apart from those for which exceptional arrangements apply (see below)**. There may be occasions when, due to the nature of the visit, it would be sensible to have higher ratios. Generally the minimum number of staff should be 2. If in any doubt consult the Headteacher.

The ratio of adults to children required must be decided according to:

- The nature of the visit and any safety hazards involved.
- The age of the children.
- The proximity of the visit to school.
- The means of travel.
- The nature of the class and whether or not it includes children with special educational needs and/or disabilities

- The experience and training of the adults accompanying the trip.

**Nursery:** A minimum ratio of 1:5

Number of children	Minimum number of teachers	Minimum number of other adults	Minimum total number of accompanying adults
Up to 30	1	5	6

**Reception:** A minimum ratio of 1:6

Number of children	Minimum number of teachers	Minimum number of other adults	Minimum total number of accompanying adults
Up to 30	1	4	5

**Key Stage 1 and Year 3:** A minimum ratio of 1:6

Number of children	Minimum number of teachers	Minimum number of other adults	Minimum total number of accompanying adults
Up to 31	1	4	5

**Year 4, year 5 and Year 6:** A minimum ratio of 1:10

Number of children	Minimum number of teachers	Minimum number of other adults	Minimum total number of accompanying adults
Up to 30	1	2	3

**Exceptional Arrangements**

These apply to visits to our parish church Our Lady Help of Christians on Lady Margaret Road, local trips with very small groups of year 5 and 6 children, and visits to the swimming pool.

**Visits to the Parish Church**

When we go the church for whole school masses, senior staff and the learning mentor go in advance to the places where we will cross roads and stay there to help escort **all** the classes across the roads.

The total number of adults accompanying each class is one less than in the tables above. But the major risk is crossing the road and that is accounted for.

In addition, the Year 6 children accompany Nursery and the Year 5 children accompany Reception, which gives them an appropriate level of responsibility and increases the level of supervision for the youngest children.

**Local Trips with Very Small Groups of Year 5 and 6 Children**

Occasionally, a member of SLT is the only adult accompanying a very small group of Year 6 and/or Year 5 children on a local trip. In such cases the children (at least one of whom carries a mobile phone that has been checked prior to leaving to make sure it works) are told that they should return to or telephone the school in the event of anything happening to the adult .

Examples of such trips are the recent visit of the Headteacher to the church homeless project with a group of four Year 5 and 6 school councillors, and one

running club where one of the two staff accompanying four children was sick and the assistant head took the four children for a run on his own.

## **Swimming**

The swimming pool, is a five minute walk away along quiet back streets. The walk to the pool involves crossing two quiet side roads.

Two classes, Years 3 and 5 go swimming each year. They are accompanied by three adults. The party is led by an HLTA or by the Learning Mentor. The safety of the children inside the swimming pool is the direct responsibility of the swimming pool staff, the instructors and lifeguards.

If any incident occurs at the pool, a member of SLT can attend at 5 minutes notice.

## **Specific Guidance for Leaders of Swimming Trips**

### **Before leaving school:**

- Talk to children before you leave the classroom about the expectations for swimming (walking quietly out of the school, walking calmly in pairs, listening carefully to instructions, getting changed quickly and quietly, listening to the swimming instructor by looking at him/her and not talking when s/he is giving instructions). Target for the year is to become good swimmers.
- Be clear about rewards you will be using for good behaviour before you leave.
- Make sure all staff and any parents are well-briefed before you leave so they are clear about their role.
- Check you have any medication individual children need.
- Take your mobile phone in case of emergencies.
- Check if anyone needs to go to the toilet before leaving.
- Count the children before you leave school and check you know how many boys and girls.

### **Going to the pool**

- Leader to do a head count before you leave school.
- Leader to do a head count before you leave the pool.
- Ensure you have done the risk assessment at the beginning of the year and regularly update when needed.
- Ensure you have the first aid bag with all of your children's medical supplies e.g. asthma pumps
- Organise staff and parents to walk with you.
- Follow the procedure outlined for walking with a class.

## **Children with SEND**

Children with Special Educational Needs and/or Disabilities should be included in all the opportunities open to others in their class, including visits. Care needs to be given to arrangements so that children are always safe and can have access to appropriate activities.

In exceptional circumstances, alternative arrangements may need to be made. For example; children whose behaviour is unpredictable, and those who find it difficult to respond to adult intervention, may need an alternative visit, with a smaller group and more intensive adult support, if their safety and enjoyment with the whole class cannot be reasonably guaranteed. This can be discussed with the SENDCo.

Children with Special Educational Needs requiring a high level of support should be accompanied by their own support staff, or their parent.

The safety of children with Special Educational Needs and/or Disabilities must be considered in relation to:

- Particular hazards that could be a danger to them as individuals.
- The amount of adult support they are likely to require in unfamiliar surroundings, (both in terms of their safety and their learning opportunities).
- Their level of development, the predictability of their behaviour in less confined places, and how they are likely to respond to adult intervention.

### **Children's behaviour**

Teachers need to be able to rely on children to behave safely whilst out of school.

Children on a class outing are also "ambassadors" for our school.

Missing a school trip must not be used as a means of "punishment". However it may be appropriate for the school to consider not allowing a child to attend a trip if their recent poor behaviour may compromise their safety, or the safety of the other children. If it is likely that a child could miss a school outing for these reasons, the child and parents will usually be informed in advance of the possibility.

### **Medical Precautions**

Teachers are in charge of collecting any medication children use in school such as inhalers from the school office. This medication and a basic medical kit (also kept in the school office) should be collected from the office on the morning of the trip. A designated member of staff should be put in charge of the kit. All staff should be informed about children who are on or liable to need medication. This is particularly important in the case of children who suffer from asthma, epilepsy, diabetes or children who have a serious allergy and may need to carry an EpiPen.

### **Reporting Of Accidents**

If an accident happens at a non LA site or premises which has an established accident reporting system (e.g. swimming pool) this system has to be followed and the responsible person on the site has to notify the LA. The teacher must ensure this is done. A copy of the accident report form should be given to the Headteacher on return to school. In all cases, the accident should be reported to the LA on return to school.

### **Emergencies**

Teachers must always take a mobile phone and a first aid kit on school outings. In addition all adults accompanying children should be made aware, by the teacher, of any particular medical needs of individual children. If an accident or serious incident occurs, first aid should be given (preferably by a school qualified First Aider), the

teacher should remain in charge of the class. An additional adult should be asked to look after an injured child, accompanying them to hospital if necessary. The school must be contacted by telephone. If a child needs to return to school / home for any reason (serious illness, or accident), then an adult (not the class teacher) should accompany them. Taxis can be used for this purpose.

### **Parents' help**

Parents' help on outings is welcomed. Class teachers will ask for volunteers on each occasion and keep a list of parents willing to help. Parents may not be asked on every occasion, as this will depend on the circumstances of each visit. If parents are disappointed not to accompany a particular visit, the teacher will try to include them on another occasion. All parents will be briefed in advance. They will be asked to work with children in the same way as all other adults employed at school and need to adhere to safety standards. **If it is their first time helping, they will be asked to read the Volunteers Policy and sign the Off Site Visits Volunteer Agreement.**

If parents are unable to go on a visit as planned, the teacher needs to know as soon as possible. (Even in an emergency, it is better to know before school than at 9:00am so that alternative arrangements can be made). Parents should be asked to accompany the class direct from school and not to meet the children at the venue. At the venue, parents who do not have Criminal Records Bureau (CRB) clearance must not be left in sole charge of the children, nor for example accompany children to the toilets. This parent and group of children must always be in sight of the class teacher. Only adults with CRB clearance are able to accompany groups around venues independently. A nice touch after a trip is for the class to send parent helpers a thank you note.

Agreed by Governing body:

To be reviewed:

**Appendix 1-category A notification form**

**Appendix 2-category B notification form**

**Appendix 3-Educational visits checklist**

## St. Patrick's Extended School Off-Site Activities Risk Assessment (category A)

**Before booking your trip, please make sure that:**

- **You have checked the school diary and that the proposed date does not conflict with other significant dates.**
- **You give at least two weeks' notification to parents/carers in the form of a letter.**

1. Name and position of person in charge:

Mobile telephone number of this person:

Is this person a qualified teacher? yes/no

If the person is not a qualified teacher have parents been informed of this & returned individual consent forms? yes/no

If this person is not a qualified teacher, are they currently insured for personal & public liability? yes/no

Do we have a copy of the evidence for this ? yes/no

2. Location, name and address and telephone number of proposed activity:

3. How many children are taking part?

4. Age range of the children  
( Yr- 1 adult for every 5 children Y1 to Y3- 1 adult for every 6 children Y4 to Y6 -1 adult for every 10 children)

5. Date of visit :  
Time of leaving:  
Time of returning:

6. Purpose and objectives of visit

7. Means of travel :  
(If traveling by tube, it is recommended that you inform London Transport staff beforehand so that that they have notice to be able to escort you and your class to and from the platform/train)

8. Has a risk assessment of all arrangements including travel arrangements been carried out? yes/no

9. Names of accompanying adults :

A

B

C

D

E

**Plases answer YES or NO to the following questions and add relevant information where necessary.**

10) Do the ratio of adults to pupils conform to this policy? (see over)

11) Have you provided a class list?  
(please attach).

12a) Has a preliminary visit been made?

12b) If no, what alternative action has been taken?

13) Have the hazards/risks in the location been assessed?  
(attach details as appropriate).

14) Are there First Aid arrangements in place at all times?  
(E.g. qualified First Aider)

15) Have SEN/Inclusion issues been considered?  
(Attach details as appropriate. If you have a child with physical disabilities, please complete form overleaf)

16) Have you put the date of your visit in the diary and told the office  
(re school meal cancellations, peripatetic teachers etc?)

17) Has the Headteacher read the letter and authorised the visit?  
(please attach letter).

18) Do you have a contingency plan if your visit is unable to go ahead?

Please give brief details.

**Please complete a detailed risk assessment and give it to a member of SLT to read and sign**

# St. Patrick's Extended School Off-Site Activities Risk Assessment (category B)

School/Youth Service \_\_\_\_\_ Travel Company \_\_\_\_\_

Activity(s) being undertaken

\_\_\_\_\_ (attach programme as necessary)

Date(s) of journey: From \_\_\_\_\_ To \_\_\_\_\_

Activity Centre name & address \_\_\_\_\_

\_\_\_\_\_ Phone No.: \_\_\_\_\_

Accommodation name & address \_\_\_\_\_ Phone No.: \_\_\_\_\_

## STAFFING

(indicate with \* those who've previously been on a Category 'B' educational visit)

Group Leader: \_\_\_\_\_ Position held: \_\_\_\_\_

Accompanying staff - name and position held:

(Please use separate sheet if more)

i) \_\_\_\_\_ M / F

ii) \_\_\_\_\_ M / F

iii) \_\_\_\_\_ M / F

iv) \_\_\_\_\_ M / F

Other accompanying adults - name and designation (e.g. parent)

(Note: A police check must have been made on all accompanying adults)

Please circle

i) \_\_\_\_\_ M / F

ii) \_\_\_\_\_ M / F

iii) \_\_\_\_\_ M / F

iv) \_\_\_\_\_ M / F

Does this meet the staffing ratio as laid down in the Off-site Activities Guidance? Y / N

Are there male and female supervising adults, if it is a mixed group? Y / N

Has an emergency contact been established for during school hours? Y / N

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

Has an emergency contact been established for out of school hours (24-hours)?

Name: \_\_\_\_\_ Tel no: \_\_\_\_\_

**GROUP DETAILS**

Number of Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Total: \_\_\_\_\_

Age range: \_\_\_\_\_

Disabilities or Medical

Conditions \_\_\_\_\_

(Please use separate sheet if necessary)

**LOCATION INFORMATION**

Has the Centre been used before? Y / N

Has a preliminary visit been made? Y / N

If No, what preparatory information has been sought? Y / N

\_\_\_\_\_  
Has the Centre's registration for adventurous activities been checked? Y / N/NA

Have the qualifications of instructors been checked? Y / N/NA

Have the Centre's Risk Assessments been checked? Y / N/NA

Have assessments been carried out for hazardous locations? Y / N/NA

Have assessments been carried out for hazardous activities? Y / N/NA

Are safety procedures in place? (fire, equipment checks, protective clothing, lifeguard etc.) Y / N

Are there medical and/or first aid facilities? Y / N

Is at least one accompanying adult first aid trained? Y / N

**TRAVEL, INSURANCE**

What means of transport is being used?  
\_\_\_\_\_

Has a risk assessment been carried out for travelling? Y / N

Has appropriate insurance been taken out? Y / N

If Yes, state date of insurance certificate  
expiry \_\_\_\_\_

(attach copy of certificate if available at time of completing this form)

I confirm the information I have provided above is accurate and up-to-date.

.....(Group Leader) Date: .....

I approve the above arrangements which have been authorised by the Governing Body / Head of Service.

.....(Head/ EVC / Principal Youth Officer)

Date: .....

The arrangements appear to be satisfactory

..... (H & S Adviser) Date: .....

**Please attach risk assessments and, if you need, any additional information.**

Please contact the Health and Safety Adviser (Tel. 020 7974 4560) for advice or help.

## Educational Visits Checklist

Have you booked the visit, informed the Headteacher and entered it into the school diary (with departure, arrival back at school times, lunches and travel provisions)?	
Does the Admin staff know she has to cancel school dinners and order packed lunches at least one week before?	
Does the Admin staff know she has to book a coach?	
Have you booked the method of transport or applied for free tickets from Transport for London?	
Have you completed the Category A or B Notification form and handed it to the Headteacher?	
Have you carried out a preliminary visit? Are you sure where lunch will be eaten, where toilets are and any special arrangements for wet weather ?	
Have you completed a risk assessment form and handed it to the Headteacher?	
Have considerations been made to any medical, behavioural or SEND issues?	
Have you organised adults to come with you?	
Have you fully worked out the cost of the trip?	
Have you sent a letter out to inform parents and carers?	
Are accompanying adults aware of their roles responsibilities?	
Have any volunteers read and signed the Off Site Visits Volunteer Agreement ?	
Have you and your TA rearranged any duties you have that day e.g. assembly/playground/clubs supervision?	
Have you picked up your medical kit and ensured children have necessary medication with them? Have you briefed all adults about medical issues?	
Have you organised resources? (clipboards, pens, pencils, paper, sharpeners) ?	
Does the school have a phone number so as to get in touch with you?	
Have you got the school number in case of emergencies?	
Have you sent all money and parent signed slips to the office to be recorded?	
Have you got your class camera and extra batteries?	