

This policy outlines the procedures in place and expectations for all visits which take place outside of the school grounds.

POLICY FOR EDUCATIONAL VISITS

March 2018

Aims

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Visit leaders must adhere to the following policy when organising visits. Failure to do so can lead to the cancellation of the visit.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Falconbrook School:

1. Adopts Wandsworth Local Authority's 'Outdoor Educational Visits Guidance'
2. Adopts National Guidance www.oeapng.info (as recommended by Wandsworth Local Authority)

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff, in particular, are directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit and Approval

There are three 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**

These follow the 'School Learning Area' Operating Procedure (Appendix 1)

2. **Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theatres, etc.**

These are submitted by the visit leader using the Falconbrook School Visit Request Form and approved by the Head teacher (Appendix 2). These follow the Standard Operating Procedure (Appendix 3) and a Specific Risk Assessment (Appendix 4). Notification of these trips are sent to Wandsworth Local Authority. To notify Wandsworth Local Authority a copy of the Specific Risk Assessment sent to Wandsworth LA at csschools@wandsworth.gov.uk by the Senior Admin Officer at least 2 weeks before the trip is due to take place.

3. **Visits that are overseas, residential, or involve an adventurous activity.**

These follow 2. above, but the Head teacher then submits the visit to Wandsworth (Lewis Brunton) for approval.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits, including a pre visit if the trip is to a venue the visit leader has not used before, and for ensuring the Falconbrook School Visit Timeline (Appendix 5) is adhered to. Visit leaders have responsibility for writing/ensuring that their visits comply with all relevant guidance and requirements including Falconbrook School's; 'School Learning Area' Operating Procedure, the Standard Operating Procedure and the Specific Risk Assessment and should seek advice from the EVC where necessary.

The Educational Visits Coordinator (EVC) is Sarah Pieniek-Jones, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters.

The Head teacher has responsibility for authorising all visits, for ensuring Wandsworth Local Authority are notified of category 2 trips and for submitting those that are overseas, residential or adventurous to the LA for approval.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and we support staff in developing their competence in the following ways:

- Staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an Emergency Plan in place to deal with a critical incident during a visit (see Appendix 6). All staff on visits are familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from Wandsworth local authority.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent at the start of each year for certain other activities which are offsite but are within the school day. For these visits parents are informed of the visit in advance via a letter.

Specific, (i.e. one-off), parental consent must be obtained for all other visits.

Charging

We strive to ensure that all visits are either free or receive funding. On occasions visits may be booked at a cost. Parents/carers may be asked for a contribution towards the cost of this visit. If sufficient contributions are not collected the visit may be cancelled. Money will be collected by the school office only.

Inclusion

Reasonable adjustments will be made to all visits to ensure all children are included. If sufficient changes are not available an alternative visit will be organised. Children who have displayed dangerous behaviours either in school or on previous visits will remain in school, all decisions made by the Head teacher will be in consultation with parents/carers.

'School Learning Area' Operating Procedure

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Do not require parental consent or for parents to be informed
- Do not normally need additional risk assessments / notes (other than the Standard Operating Procedure)
- Do not normally need a visit request form
- Can be authorised by the Head teacher verbally

Boundaries

The boundaries of the School Learning Area include, but are not limited to, the following frequently used venues:

- Latchmere Leisure Centre
- York Gardens Library
- York Gardens Community Centre
- Falcon Park
- Shillington Gardens

Appendix 2



Trip Request Form

Name:

Venue of trip:

Date of trip:

Timings:

Curriculum link:

Year Group/Class(es) attending:

Mode of transport:

Cost:

Minimum cancellation date:

Any other additional details:

Confirmation from Head Teacher:

Standard Operating Procedure

Trip Leader responsible for ensuring all control measures have been actioned/are in place.

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>
Trip or fall whilst walking	Children Adults	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including the procedures for walking on the road. - Children to walk in pairs - Staffing ratios will be appropriate and sufficient - Adult at front, back and throughout the line. - Ensure first aid box is taken - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Loss of a child	Children	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including what to do if they get separated from a group - Children to walk in pairs - Staffing ratios will be appropriate and sufficient - Trip leader will ensure that all supervising staff are competent and understand their roles - Adult at front, back and throughout the line. - Regular head count, particularly at arrival/departure points, and when separating and reforming groups - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact - <i>Plan in place if they get lost?</i>
Crossing roads	Children Adults	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including the procedures for crossing the road. - Adults briefed on roles when crossing the road - Staffing ratios will be appropriate and sufficient - Adults to stand on either side of road and stop traffic - Use pedestrian crossings where possible, if not possible only cross when safe to do so. - Crossing opportunities pre-planned - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Child(ren) become ill	Children	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles

		<ul style="list-style-type: none"> - Ensure first aid box is taken - Adequate number of staff to ensure that child(ren) can be accompanied back to school if they need to and remaining children are still adequately supervised - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Dangerous behaviour from child(ren)	Children Adults	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including a reminder of behaviour expectations on trips - Behaviour expectation reminded to all children throughout the trip - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Exposure to adverse weather conditions	Children Adults	<ul style="list-style-type: none"> - Check the weather forecast before trip - Children to be advised on what appropriate clothing to wear - Ensure undercover contingency plan is in place
Embarking/ disembarking from vehicle	Children Adults	<ul style="list-style-type: none"> - Safety brief for the children before leaving including a reminder of how to embark and disembark vehicles - Trip leader will ensure that all supervising staff are competent and understand their roles - Safe locations are pre-planned and chosen to get on/off transport - Ensure one staff member is the first on-board and last off board - One staff member is allocated to stand by and check doorway as pupils enter/leave
Injury whilst travelling on bus/train	Children Adults	<ul style="list-style-type: none"> - Safety brief for the children before leaving including a reminder of how to behave on public transport - Trip leader will ensure that all supervising staff are competent and understand their roles - Ensure all children are sitting correctly on the bus - If children need to stand ensure they hold onto the bars at all times - Adults are spaced adequately across the children

Appendix 4

Specific Risk Assessment

Establishment/Activity:

Date of Trip:

Trip leader:

Accompanying adults:

Hazard <i>List significant hazards which may result in serious harm or affect several people including medical needs.</i>	Who may be affected	Control Measures List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	Head Teacher Comments

Agreed by Head Teacher:

Appendix 5

Trips Procedures and Timetable

Trip:

Date of trip:

Visit Leader:

Please note – trips may be cancelled if any action is **not** undertaken within the stated timescale.

Trips with a cost

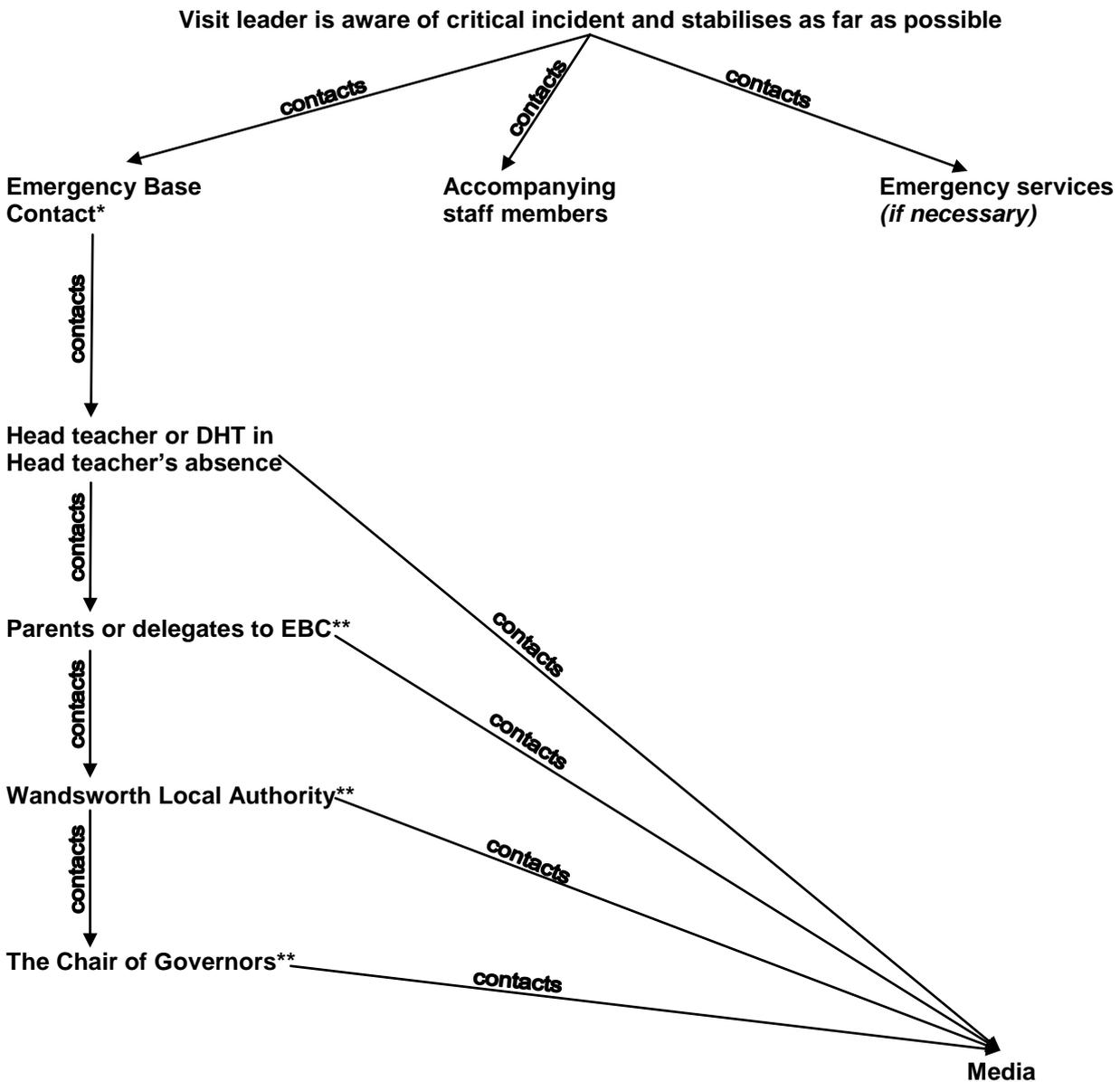
Timescale All timings are a minimum requirement	Action	Person responsible
6 weeks	Trip request form completed and given to the Head Teacher	Visit Leader
6 weeks	Trip is authorised and signed trip request form is given to the visit leader	Head Teacher
6 weeks	Trip is booked and details added to online calendar	Visit Leader
6 weeks	Authorised trip request form is given to Senior Admin Officer	Visit Leader
3 weeks	Packed lunches ordered	Senior Admin Officer
3 weeks	Travel booked	Senior Admin Officer
2 weeks before cancelation date	Letter sent to parents asking for voluntary contributions Senior Admin Officer to begin following up contributions with parents	Senior Admin Officer
2 days before cancelation date	Senior Admin Officer to inform Head Teacher of the amount of money collected	Senior Admin Officer
1 day before cancelation date	Head Teacher to inform Visit Leader if the trip is able to go ahead	Head Teacher
2 weeks	Pre visit undertaken and information obtained to inform specific risk assessment	Visit Leader
2 weeks	Specific Risk Assessment completed and given to Head Teacher	Visit Leader
2 weeks	Specific Risk Assessment given back to the Visit Leader	Head Teacher
2 weeks	Copy of the Specific Risk Assessment given to the Senior Admin Officer	Visit Leader
2 weeks	Copy of the Specific Risk Assessment sent to Wandsworth LA at cssschools@wandsworth.gov.uk EVC copied into email	Senior Admin Officer
1 day	Staff briefed on their role on the trip	Visit Leader
1 day	Children briefed on their role on the trip	Visit Leader

Free Trips

Timescale before trips <small>All timings are a minimum requirement</small>	Action	Person responsible
6 weeks	Trip request form completed and given to the Head Teacher	Visit Leader
6 weeks	Trip is authorised and signed trip request form is given to the visit leader	Head Teacher
6 weeks	Trip is booked and details added to online calendar	Visit Leader
6 weeks	Authorised trip request form is given to Senior Admin Officer	Visit Leader
3 weeks	Packed lunches ordered	Senior Admin Officer
3 weeks	Travel booked	Senior Admin Officer
2 weeks	Letter sent to parents	Senior Admin Officer
2 weeks	Pre visit undertaken and information obtained to inform specific risk assessment	Visit Leader
2 weeks	Specific Risk Assessment completed and given to Head Teacher	Visit Leader
2 weeks	Specific Risk Assessment given back to the Visit Leader	Head Teacher
2 weeks	Copy of the Specific Risk Assessment given to the Senior Admin Officer	Visit Leader
2 weeks	Copy of the Specific Risk Assessment sent to Wandsworth LA at csschools@wandsworth.gov.uk EVC copied into email	Senior Admin Officer
1 day	Staff briefed on their role on the trip	Visit Leader
1 day	Children briefed on their role on the trip	Visit Leader

Emergency Plan

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. If this occurs the visit leader will carry out the following procedures.



**Between 7.30am and 5.00pm the Emergency Base Contact is the school office. For trips beyond these hours the Emergency Base Contact is the Head teacher or Deputy Head teacher if the Head teacher is on the trip.*

***Contact only if the Head teacher has decided this is the level of response needed for the critical incident.*



Head Teacher: Mrs S Smith
Falconbrook Primary School
Wye Street, Battersea, SW11 2LX
admin@falconbrook.wandsworth.sch.uk
Tel: 0207 228 7706 Fax: 0207 228 0803



DATE

NAME OF TRIP

Dear parent/carer,

As part of our **curriculum area** learning. **Year/Class** will be going to **Name and venue of trip**.

Date of Trip:

Departure Time:

Return Time:

Teacher in Charge:

Voluntary Contribution:

(No child will be excluded from attending the trip for lack of financial contributions, however, if insufficient contributions are received, the trip may be cancelled)

Final day for permission slip and contribution to be returned:

(Any received after this date will not be accepted)

Clothing: All children need to wear their school uniform, to ensure that they are easily recognised. Please ensure they bring a hat and have had sun cream applied if it is sunny.

Lunch: All children need to bring a healthy packed lunch - please remember: no fizzy drinks, glass bottles, or sweets. Children who receive a school meal will be provided with a school packed lunch.

Behaviour Expectations: We expect all children to have a safe and enjoyable time; therefore, when out of school on educational visits, children are expected to maintain the same high standard of behaviour required in school. Any instances of poor behaviour will not be tolerated and may have implications for future trips.

Please complete the reply slip as soon as possible and hand it in to the school office.

Yours sincerely,

Teacher's name

Educational visit to:

Date:

Name of Child:..... **Class:**.....

I give consent for my child to take part in this visit.

I enclose the contribution of

Signed (Parent/Carer)..... Print Name.....



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DATE

NAME OF TRIP

Dear parent/carer,

As part of our **curriculum area** learning. **Year/Class** will be going to **Name and venue of trip**.

Date of Trip:

The trip is within the school day.

Teacher in Charge:

Voluntary Contribution:

(No child will be excluded from attending the trip for lack of financial contributions, however, if insufficient contributions are received, the trip may be cancelled)

Final day for contribution to be returned:

(Any received after this date may not be accepted)

Clothing: All children need to wear their school uniform, to ensure that they are easily recognised. Please ensure they bring a hat and have had sun cream applied if it is sunny.

Lunch: All children need to bring a healthy packed lunch - please remember: no fizzy drinks, glass bottles, or sweets. Children who receive a school meal will be provided with a school packed lunch.

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Please complete the reply slip as soon as possible and hand it in to the school office.

Yours sincerely,

Teacher's name

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Date:

Name of Child:..... **Class:**.....

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Signed (Parent/Carer)..... Print Name.....



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Date of Trip:

The trip is within the school day.

Teacher in Charge:

Clothing: All children need to wear their school uniform, to ensure that they are easily recognised. Please ensure they bring a hat and have had sun cream applied if it is sunny.

Lunch: All children need to bring a healthy packed lunch - please remember: no fizzy drinks, glass bottles, or sweets. Children who receive a school meal will be provided with a school packed lunch.

Behaviour Expectations: We expect all children to have a safe and enjoyable time; therefore, when out of school on educational visits, children are expected to maintain the same high standard of behaviour required in school. Any instances of poor behaviour will not be tolerated and may have implications for future trips.

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Yours sincerely,

Teacher's name



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DATE

NAME OF TRIP

Dear parent/carer,

As part of our **curriculum area** learning. **Year/Class** will be going to **Name and venue of trip**.

Date of Trip:

The trip is within the school day.

Teacher in Charge:

Clothing: All children need to wear their school uniform, to ensure that they are easily recognised. Please ensure they bring a hat and have had sun cream applied if it is sunny.

Lunch: Children will eat their lunch at school as normal.

Behaviour Expectations: We expect all children to have a safe and enjoyable time; therefore, when out of school on educational visits, children are expected to maintain the same high standard of behaviour required in school. Any instances of poor behaviour will not be tolerated and may have implications for future trips.

Please complete the reply slip as soon as possible and hand it in to the school office.

Yours sincerely,

Teacher's name

Appendix 11

**Application for approval
(for all educational visits, residential visits, sporting and hazardous pursuits)**

From			
Establishment			
Address (For Correspondance)			
Post code			
Tel no		eMail	

Date of outward journey		Date of return journey	
Mode of travel			
Destination or places to be visited (postal address)			
Country(ies)			
Type of accommodation		Has it been used by you before	Yes / No

Purpose of journey / visit and specific educational objectives			
Details of the programme of activities Please give full details of your plans for each day or attach a copy (including itineraries, routes and special safety measures / equipment, campsite grid references...)			
Previous experience of this venture			
Have you pre-visited the site(s)?	Yes / No	Has a written risk assessment been completed?	Yes / No

Emergency contact person(s) telephone number(s) at home (out of office hours) – (only one required if just one overnight involved.)	
Contact Person 1	
Contact Person 2	
Emergency contact number at destination	

Name of tour operator or company used	
Tel no	
Type of financial bonding (e.g. ABTA, ATOL, IPT)	
Travel arrangements (e.g. coach),	

name and Tel no of company			
Name of driver if self-drive transport is to be used		Is the instructing or leading to be undertaken by centre or company staff	Yes / No
Name of Insurance Company providing cover			

Group members (excluding staff)						
Males		Age range		Including		Over 18 years
Females		Age range		Including		Over 18 years
Names of group members with specific disabilities						
Have any special arrangements been made?						
Proposed hazardous pursuits (if any)						

Name(s) of your professionally qualified staff, e.g. teacher, youth worker			
Name (group leader first)	M / F	Any activity qualification held relevant to the venture, e.g. Open Country	Date obtained / updated
<i>Please indicate if any staff will not be present throughout the venture</i>			

Number of support adults (volunteers or other responsible adults)			
Male		Female	
Adult / pupil ratio		Teacher / pupil ratio	

Names of First Aiders	
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Recommendations for approval

This approval confirms that we consider the event to have 'significant educational value' and that the arrangements are in accordance with the appropriate Council regulations. We confirm that the party leader and other appropriate staff have read the relevant sections of Outdoor Education Regulations and Guidance and the safety regulations for the appropriate activities as defined in Safety in Hazardous Pursuits: Regulations and Guidance.

School			
Trip to		Date of trip	

1. Head of establishment

Signature		Date	
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2. Governing body representative

Signature		Date	
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Please scan the completed and signed form and email to: csschools@wandsworth.gov.uk

Note: Please ensure that you have the two approval signatures required in 1 and 2 above.

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