



# The Eliot Bank and Gordonbrock Schools Federation



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# Educational Visits Policy

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*This is an extract from the Health and Safety Supporting Statements and Policies February 2017 document  
– Section 3.11 Educational Visits*

At Eliot Bank and Gordonbrock Schools we value trips and see them as a way to enrich the curriculum. The aim is for all classes to take part in one local trip and one further afield every term. These trips are planned to enhance the curriculum and need to be booked well in advance, often in the previous academic year.

Eliot Bank Primary School complies with the London Borough of Lewisham's guidance in its Handbook ["There and Back Again" \(Appendix 1\)](#) and with the DfE's guidance about school visits contained within ['Health and Safety: advice on legal duties and powers' \(2014\)](#) ( Appendix 2) Copies of both of these documents are available in the Headteacher's office.

## **Roles and Responsibilities**

### **The Governing Body**

The Governors must ensure that the Eliot Bank and Gordonbrock Schools Federation meet the standards of the LA guidance document ["There and Back Again" \(Appendix 1\)"](#)

The role of the governing body is further detailed in the publication ['There and Back Again' \(Appendix 1\), page 9 – section 29 to 29.](#)

### **The Executive Headteacher / Head of School**

The Executive Headteacher / Head of School must ensure that all educational visits comply with the procedures set out in LA guidance document ["There and Back Again" \(Appendix 1\)"](#)

The role of the Executive Headteacher / Head of School is further detailed in the publication ['There and Back Again' \(Appendix 1\), page 10 – section 31.](#)

The Headteacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process.

### **The Educational Visits Coordinator (EVC)**

All schools must have a designated EVC. At Gordonbrock the EVC is The Head of School.

The EVC will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines. A member of the SLT has attended the LA EVC training course.

The role of the EVC is further detailed in the publication ['There and Back Again' \(Appendix 1\), page 11 – section 32.](#)

The EVC must be informed of all trips and provided with [Visit Proposal Form \(Appendix 4\)](#) and all related documentation in advance. The EVC is responsible for checking all paperwork and following up any gaps, changes or questions that need addressing before the trip takes place. This may include checking on provision for individual children with SEN.

After every trip the EVC must be informed of any issues regarding quality of the venue, transport, conduct of children and adults, potential or actual accidents or safeguarding issues. The EVC may decide not to use a venue again in future or that certain children or adults cannot attend school visits.

When planning a trip to a new venue this must be discussed with the EVC before any booking takes place.

The EVC may decide not to use a venue again in future or that certain children or adults cannot attend school visits.

### **The Party Leader (PL)**

The PL has overall responsibility for the supervision and conduct of the visit and should be approved by the Executive Head / Head of School.

The role of the PL is further detailed in the publication [‘There and Back Again’ \(Appendix 1\), page 11 – section 33.](#)

### **Children**

Whilst taking part in educational visits children have responsibilities which they will be made aware of by the PL prior to the trip to ensure their own health and safety and that of the group. Every visit will be used as an opportunity to teach children about issues related to safety. For example, road safety protocols will be discussed before any visit that involves walking in the street and washing hands will be emphasised before a visit to a farm.

All pupils have a right to take part in school visits. However, the school reserves the right to request that those pupils who are deemed a ‘risk’ (behavioural /serious concerns) should be accompanied by a suitable parent/carer or assigned an adult from school. The EVC needs to be informed of any child who is considered for exclusion from any trip before the appointed day. (Please note that Health and Safety legislation supersedes Equalities legislation.)

## **Risk Assessments and Pro Formas**

### **Pro Formas**

The Eliot Bank and Gordonbrock Schools Federation has a number of pro formas to be used when planning and going on an Educational Visit:

- Educational Visits Procedure Table & Checklist (Appendix [3a](#), [3b](#) & [3c](#))
- [Educational Visit Proposal Form \(Appendix 4\)](#)
- [Educational Visits – Pre-Vetting Form \(Appendix 7\)](#)
- [Educational Visits - EVC Approval and Checklist \(Appendix 8\)](#)
- [Educational Visits – Emergency Procedure \(Appendix 9\)](#)
- [Educational Visits - Parents Briefing \(Appendix 10\)](#)
- [Educational Visits – Contact Information Cards \(Appendix 11\)](#)

### **Risk Assessments**

Risk assessments covering a wide number of eventualities can be found on the staff server. These need to be checked and updated every time they are used. Any new situation/venue/route needs a new risk assessment. Please see [appendix 5 for an example of a risk assessment](#).

Third Party Providers provide many aspects of educational visits for schools. Examples include outdoor centers, transport providers and museums. It is the responsibility of the third party providers to assess the risk of their provision and it is the EVC's responsibility to ensure their risks are properly controlled. In line with the LA's guidelines the school will ask all third party providers to complete a [provider statement, see appendix 6](#) and supply copies of supporting documents (for example risk assessments)

Where an activity is led by an instructor not only does the school need to see the location's own risk assessments but also the qualifications of the individual instructors to prove that they are fully qualified to lead that specific activity.

## Educational Visits Procedure

A copy of the Eliot Bank and Gordonbrock Schools Federation full Visit Procedure can be found in [Appendix 3a](#). The main points are summarised below:

### Visit Proposal

- The trips are coordinated by the subject leader and will be booked by a class teacher. Every effort will be made to ensure visits do not clash with other school events (including other school trips). The class teacher will also put the trip in the diary.
- A group leader (PL) is identified – usually the most senior teacher in the year group.
- The PL will complete a [Visit Proposal Form \(appendix 4\)](#) and all supporting documents; [Risk Assessments \(see appendix 5\)](#), completed [provider statement and supporting documents \(risk assessments etc\), \(see appendix 6\)](#) and [Pre-Visit Vetting of location/organisation \(see appendix 7\)](#).
- PL should consult the Party Leader checklist (appendix 3b) to ensure all steps have been followed.
- The Visit Proposal Form will be handed to the EVC as soon as the trip is being considered, with up to date details/changes confirmed closer to the day.

### EVC Approval

- EVC will review [Visit Proposal Form \(Appendix 4\)](#) and accompanying documents; [Risk Assessments \(Appendix 5\)](#), [Provider Statement – including supporting documents \(Appendix 6\)](#) and [Pre-Visit Vetting Form \(Appendix 7\)](#).
- If the EVC has any concerns or queries they should contact;

For concerns regarding an Educational Visit	For Health & Safety Advice
Mike Penny, Educational Visits Advisor Wide Horizons Outdoor Education Trust 77 Bexley Road, Eltham, London, SE9 2PE Tel: 020 8294 8160 E: lewisham@widehorizons.org.uk	Charles Shava Schools Health & Safety Advisor 4 <sup>th</sup> Floor Laurence House Lewisham London SE6 4RU Tel: 020 8314 7233 / 07392 862 165 E: Charles.shava@lewisham.gov.uk

- EVC to consult EVC checklist (Appendix 3c) to ensure all steps have been followed.
- EVC to grant approval where appropriate with the exception of high risk trips (e.g. trekking sailing, kayaking, skiing) or overseas trips. Approval for these trips must be obtained from the LA.

### **In Advance of the Visit:**

- The school office will book transport.
- Permission for all trips and visits is given in the letter signed by all parents at the beginning of the year. Permission for individual trips does not need to be sought.
- Parents are informed of trips as far in advance as possible via class newsletters.
- A specific letter explaining the purpose of the trip, the outline of the day, any special clothing or equipment needed and asking for a contribution will be sent out at least three weeks before the trip takes place. This letter should include the phrase 'are there any other concerns you wish to make us aware of before the visit'.
- The school office will inform the kitchen about the number of school packed lunches required.
- Sufficient time must be left to cancel the trip if enough contributions are not collected.
- Where necessary class teachers will visit the venue to carry out a risk assessment at least two weeks in advance of the visit.

### **During The Week Before the Visit:**

- Review all related paperwork and risk assessments and amend if necessary paying particular attention to any ongoing risk assessments and / or changes in circumstances.

### **On The Day of the Visit:**

- The PL will complete [EVC Approval & Checklist \(appendix 8\)](#) and ask EVC to counter sign. A copy should be left with the office and the original should remain with the GL and be taken on the visit.
- Staff Briefing – PL to ensure that all staff involved in a visit are aware of their responsibilities, assigned roles and what action to take in the event of an **emergency**, see [appendix 9 Emergency Procedures](#).
- Brief parents – PL to hand out parent briefing letter (including emergency procedures) ([appendix 10](#)) and contact information cards ([appendix 11](#)). PL will talk these documents through to ensure all volunteers understand procedures and role / responsibilities.
- Brief Pupils - remind children of general expectations of behavior, ensure they are clear about what to expect from the day, how to stay safe and what to do if they encounter any problems.
- Take school mobile phones.
- Take all necessary first aid – generic and for specific needs of any children
- Ensure all children, staff and volunteer helpers are wearing a hi-visibility jacket.
- Inform venue of any late arrival
- Inform school when on last leg of journey home

- Inform school if you expect to be late

## School Journey

It is the responsibility of the EVC and the PL to ensure that the venue for overnight trips is a safe environment and that security is at its maximum

## School Journey Procedures

When school journey the PL should follow the procedures set out in the Educational Visits Procedure (Appendix [3a](#), [3b](#) & [3c](#)) paying particular attention to the following;

### Visit Proposal

- The [Visit Proposal Form \(Appendix 4\)](#) should clearly identify the range of activities that are to be undertaken during the journey.
- Risk assessments will be carried out by the school and this will include reading the centre's own risk assessments for the individual activities to be undertaken by the children and for their fire evacuation and other general risk assessments. This information will be obtained by requesting a completed [Provider Statement \(Appendix 6\)](#) from the school journey provider. *As stated above - where an activity is led by an instructor not only does the school need to see the location's own risk assessments but also the qualifications of the individual instructors to prove that they are fully qualified to lead that specific activity.* The route to be taken on journeys need to be thoroughly planned considering safety and the number of children travelling first. The route must be discussed with the EVC.
- It is important that adequate stops are made for bathroom breaks.
- Adult to child ratios will be decided on a trip by trip basis, bearing in mind the destination/means of transport/needs of the cohort and any other factors.

### EVC Approval

- EVC will review [Visit Proposal Form \(Appendix 4\)](#) and accompanying documents; [Risk Assessments \(Appendix 5\)](#), [Provider Statement – including supporting documents \(Appendix 6\)](#) and [Pre-Visit Vetting Form \(Appendix 7\)](#).
- The LA must be informed of all residential trips therefore the EVC should complete the Checklist for Headteachers and Managers and email this to [Charles.shava@lewisham.gov.uk](mailto:Charles.shava@lewisham.gov.uk).

### In Advance Of The Trip

- Parents are informed of the school journey as far in advance as possible via letter which will include the cost of the school journey (including a schedule of payments).

- Parents are also invited to the school for a meeting to provide a brief overview of the school journey week, the activities involved and the things child will need to take with them on the journey.
- Parents will be asked to complete a medical consent form for their child, an example of a Medical Consent Form can be found in the [publication 'There and Back Again' \(Appendix 1\), page 38](#).

### **During The Journey**

- Establish a daily management process; review the programme to date, finalise the days activities both in response to the review and in the light of the days weather and produce a detailed days planner.
- The PL is responsible for co-ordinating the counting of children at regular intervals e.g. at stopping points, on and off transport, in and out of buildings etc..,
- Pupils need to be clearly identifiable by school uniform for most types of visits. High visibility vests will also be worn by children and adults.

### **Routine off-site visits eg to Sports Ground**

- Visits to Sports Ground must always be booked and a risk assessment carried out before taking pupils to the grounds.
- It is essential that the school's mobile phone or a similar method of contacting the school be used.
- A register of pupils should be taken and children counted there and back.
- If children are to be released to parents/carers eg after sports day, all teachers need to be aware of the protocols for this
- Adults need to be vigilant for strangers on the grounds and report these to a senior staff member immediately.

### **Accidents**

If an accident/injury occurs follow GB Emergency Procedure and report fully on return to school.



## **Appendices**

Appendix 1	<a href="#"><u>"There and Back Again" The Outdoor Education Handbook 2017</u></a>
Appendix 2	<a href="#"><u>'Health and Safety: advice on legal duties and powers' (2014)</u></a>
Appendix 3a	<a href="#"><u>Educational Visits Procedure Table</u></a>
Appendix 3b	<a href="#"><u>Party Leader Checklist</u></a>
Appendix 3c	<a href="#"><u>EVC Checklist</u></a>
Appendix 4	<a href="#"><u>Educational Visit Proposal Form</u></a>
Appendix 5	<a href="#"><u>Template Risk Assessment</u></a>
Appendix 6	<a href="#"><u>Provider Statement</u></a>
Appendix 7	<a href="#"><u>Pre-Visit Vetting Form</u></a>
Appendix 8	<a href="#"><u>EVC Approval and Checklist</u></a>
Appendix 9	<a href="#"><u>Emergency Procedure</u></a>
Appendix 10	<a href="#"><u>Parents Briefing</u></a>
Appendix 11	<a href="#"><u>Contact Information Cards</u></a>