



Urbis Academy Trust  
Esse Optimus Qui Possum

# Mayville Primary School

## Educational Visits Policy

### 2022

<b>Approved by:</b>	Ms S Parson	<b>Date:</b> March 2022
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<b>Last reviewed on:</b>	March 2022
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<b>Next review due by:</b>	March 2023
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## **1. CONTEXT**

1.1 We believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes the Mayville Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participant's not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

1.2 Our priority at is to ensure that all visits are safe, educational and enjoyable!

## **2. APPLICATION**

2.1 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.

2.2 In addition to this Educational Visits Policy we:

- Adopt the Local Authority's (LA) document: **Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE.**' (All staff have access to this via EVOLVE).
- Adopt National Guidance [www.oeapng.info](http://www.oeapng.info)
- Use EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

2.3 All staff are required to plan and execute visits in line with this school policy and national guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

### 3. ROLES AND RESPONSIBILITIES

3.1 **Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE at least **14 days** prior to the visit. No more than 2 classes should be off site on one day. They should obtain outline permission for a visit from the headteacher or the Educational Visits Coordinator (EVC) prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. All risk assessments must be seen by the EVC at least two weeks before the visit to check all risks are actioned.

3.2 The Educational Visits Coordinator (EVC) 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 and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

3.3 Every child in Mayville Primary School will go on at least one educational trip each term. All trips must have clearly defined educational aims, which are appropriate to the needs of the class generally and to individuals within the class specifically.

3.4 If the trip/outing is relevant to the curriculum, every child is entitled to attend. If the trip/outing is a reward, then every child in the class/group is entitled to receive the reward. To adopt any other approach is contrary to the equal opportunities policy and regarded as discriminatory.

3.5 Every child in year 6 will be given the opportunity to go on a residential trip.

3.6 A child should not be excluded from a trip because of poor behaviour unless s/he is excluded from school at the time of the trip/outing. If a teacher feels that a child cannot cope with a school trip/outing without extra support, then s/he may ask a parent or carer to accompany him/her. If a parent or carer is unavailable, then as a school we will do all that we can to support the child by trying to assign a suitable staff to accompany the child on the day.

3.7 A child should not be excluded from a trip or outing on the grounds of a failure to contribute financially, whether due to financial hardship or other reasons.

- 3.8 Children are allowed to withdraw from trips, which involves places of worship that their religion forbids them from entering. They are also allowed to withdraw from a trip/outing if a parent or carer gives grounds for their non-attendance in writing.

## **4. RISK ASSESSMENT**

- 4.1 All teachers in the year group must carry out the risk assessments together.
- 4.2 The visit leader is responsible for ensuring that a risk assessment is carried out and that a risk assessment is signed by the EVC and headteacher at least 14 days in advance of the visit. The risk assessment should also include all teaching staff attending the trip or undertaking the journey planned. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The visit leader will share information with all staff involved in the visit.
- 4.3 Risk assessments should be dynamic/on-going, carried out continuously throughout the visit. This refers to the on-going monitoring of all aspects of the visit/activity by the visit leadership team. The group and the level of risk must be monitored and assessed throughout and, if circumstances dictate, activities should be curtailed or amended (e.g. change to plan B). The following considerations ensure trips away from school are as safe as possible, and that communication with the school is clear should there be an emergency:
- Make sure there is a good adult: pupil ratio. There must be trained first aiders and a first aid kit must be carried. Medication for specific children must be taken with clear pupil information.
  - Have high vis vests for all adults and children.
  - Charge and take the school mobile phone.
  - Make sure you have both landline and mobile phone numbers for parents as much as possible. Have a clear telephone tree for use in an emergency.
  - In an emergency, a staff member may be easily distracted. Make sure the staff in school know what actions to take should there be an emergency. The information they need and actions they should take should be written down.
  - Have alternative transport routes planned. Have transport plans printed, or saved on a device that is accessible even if the Internet/phone signals go down.
  - Alternative transport suggestions are likely to mean delays, but would enable safe alternative travel.
  - A refuge place should be identified near the destination in case of a transport shut down or if mobile phone networks went down, staff would take the children there.

## 5. ORGANISATION

- 5.1 All parents sign a permission form for local educational visits when their child enters the school, therefore we do not need to ask permission to take the children out of school for local trips. However, teachers do need to inform parents each time the children are to be taken out of school for fieldwork purposes in order to let them know that their child is off the premises.
- 5.2 When visits involve the use of any kind of transport, a letter must be sent home informing parents of the **date, time, cost** and **meal** requirements. We require **every child** to return a signed permission slip before we allow children to go on this type of school trip. The headteacher may overrule this last requirement if a child does not return a permission slip, but parents must be informed as soon as possible that their child is going out of school on a formal outing/trip.
- 5.3 The class teacher is responsible for the health, safety and behaviour of the class/group. The children are representing the school, whenever they leave the premises and every effort must be made to ensure that the highest standards are maintained throughout any visit.
- 5.4 If pupils are left at school, their location should be made known to the office.
- 5.5 Other members of staff should not be approached to accompany a class on a trip until after permission has been gained from a member of SLT. This is due to day-to-day organisation of staff, including lunchtime.
- 5.6 There is no set government ratio for supervising children on educational trips, but for Mayville Primary we have organised the following supervision ratio for trips as follows:
- 1 adult per 2 children –Nursery
  - 4 children – Reception
  - 6 children – KS1
  - 10 children – KS2
- 5.7 Adults include parents as well as teachers and support staff. However, there must always be at least one teacher and another member of school staff accompanying on any trip unless otherwise authorised by a member of SLT.
- 5.8 It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays, the school must be informed to inform the headteacher, EVC and parents. After the visit, leaders must ensure they inform the EVC and headteacher of how the trip went and complete an evaluation sheet on Evolve.

## **6. ADDITIONAL SUPPORT:**

- 6.1 Parent helpers are welcome on educational visits and will attend a briefing with the teacher before the visit. Volunteers who are not DBS checked will not be alone with children and must be guided by school staff at all times. All parent volunteers are to be given an 'Educational Visits' information leaflet, which outlines the Code of Conduct to ensure that they understand their role and responsibilities during any visit.

## **7. MOBILE PHONES AND SOCIAL NETWORK**

- 7.1 Under no circumstances should any adult use their mobile phone to take photographs or make phone calls.
- 7.2 No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'.
- 7.3 **(Only the lead teacher and class teachers will have their phones switched on to communicate with the school or in case of any emergency).**
- 7.4 Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Headteacher.
- 7.5 If you need to make an emergency call, the lead teacher will support you in anyway possible.

## **8. FIRST AID**

- 8.1 First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.
- 8.2 Trips for the Early Years must have at least one qualified Paediatric First Aider.
- 8.3 For adventurous activities, there should be at least one trained first-aider in the group.

## **9. PARENTAL CONSENT**

- 9.1 Parents should be given information about the purpose and details of the visit at least two weeks in advance. Consent is not required for activities within the school learning area that are part of the normal curriculum during normal school time.

- 9.2 Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents via letters, meetings, etc., so that consent is given on a 'fully informed' basis.

## **10. INCLUSION**

- 10.1 Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.
- 10.2 At Mayville, we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

## **11. PREPARATION**

- 11.1 Teachers will need to complete the preparation checklist attached this includes:
- Gain permission from the headteacher for the trip to go ahead.
  - Check the school calendar to ensure no more than 2 classes are on a trip.
  - Send out letters to parents well ahead of the due date of the trip.
  - Keep a careful note returned permission slips.
  - Rearrange playground duty or any other responsibilities.
  - Make a class list showing the names of who is actually going on the trip including adults.
  - Take a medical kit including inhalers.
  - Arrange drinks for children who have school packed lunch.
  - Remind children of the purpose of the trip and the need for good behaviour.
  - Organise transport.
  - Teachers must have a plan B prepared just in case things do not go according to what was initially planned. This information must be on the original letter to parents.

- Arrange for additional adults.
- Brief parents/carers on the purpose of the trip and their role on the day.

## 12. FOOD

12.1 The school will provide a packed lunch for children in Reception and KS1. Children in KS2 should either order a packed lunch or bring their own. No nuts should be included in packed lunches. No fizzy drinks should be included.

12.2 **Food should not be shared with other children due to health and safety and allergies.**

## 13. ON THE VISIT

13.1 Please ensure the following:

- Give out 'Guidelines for Helpers on School Trips' to parents who will be accompanying the children on the day.
- All coaches must have seat belts and both adults and children must wear them during the course of the journey to and from school.
- One adult should lead and another should be at the rear of the party.
- Children should have a partner.
- Count the children regularly, especially when getting off or on transport.
- When crossing roads, one adult should stay on the road to supervise the children.
- Do not allow children to go out of sight.
- A register of pupils (class list) must be available both in school and on the visit.
- Children who use inhalers should take them with them.
- Children must wear school uniform on the day.

13.2 In the case of an emergency, teachers must contact the school immediately. If the emergency occurs outside of school hours, then the following emergency contact number can be used to contact: Ms Sharon Parson – 07521510031



## **14. PUBLIC TRANSPORT**

- Do not take the group on public transport if you feel that they are not ready to cope or you do not have enough adults to supervise.
- Expect the children to behave as good passengers.
- Check the journey first for any potential problems.
- Do not allow children to eat or drink.
- Stand on the right on escalators, with one child on each step.
- Keep next to the wall when on the platform.
- Take care when getting on or off trains.
- If children have to stand, ensure that they hold onto poles.

## **15. AFTER THE VISIT**

- The children must be supervised until they are collected.
- Report back to the EVC on how the visit went. Discuss any pitfalls etc.
- Please refer to The Waltham Forest document, 'Requirements for Educational Visits,' for further details.
- See also [www.walthamforestvisits.org](http://www.walthamforestvisits.org) for further information on educational visits requirements.

## MAYVILLE PRIMARY SCHOOL VISIT CHECKLIST

When?	What?	Who?
<b>1 month before trip</b>	Permission from the headteacher for the trip to go ahead.	
	Check the school calendar to ensure no other trips have been planned	
<b>2 Weeks</b>	All teachers to attend – pre visit to location of visit	
	Complete Risk Assessment using Evolve	
	Ensure any special arrangements needed for SEND are made and described using EVOLVE	
	Send out letters to parents well ahead of the due date of the trip	
	Book travel if needed	
	Collect and keep returned permission slips	
	Inform parents if they have been accepted to support	
	Inform office staff of numbers of packed lunches required	
<b>Day before trip</b>	Rearrange playground duty or any other responsibilities	
	Check that the medical kit, including inhalers, are ready	
	Prepare hi-vis jackets	
	Telephone parents to confirm attendance on trip	
	Create a grouping list for all adults/groups	
	Provide an outline of the day for staff including the key contact numbers	
	Check that the school phone is charged	
<b>On the day</b>	Brief parents/carers on the purpose of the trip and their role on the day	
	Check adults to child ratios	
	Take school mobile phone/medical kit	
	Check all children have lunches	
<b>After the trip</b>	Complete visit evaluation on EVOLVE	

## MAYVILLE PRIMARY SCHOOL

### GUIDELINES FOR HELPERS ON SCHOOL TRIPS

Thank you for agreeing to help out on this trip – your contribution is greatly appreciated as taking children out requires a lot of careful supervision. These guidelines are to ensure that you are clear about your role as a helper and can make the most of the day.

1. The class teacher will give you a group of children to be responsible for. Please ensure you keep a close eye on this group and make sure they do not wander away from you. Keep a constant check that they are all there.
2. Look out for any unforeseen dangers such as busy roads, vehicles etc. and warn the children of these in advance.
3. On most trips, children will have a specific task to complete, things to find out about, things to look at and sketch, or perhaps a worksheet to fill out. Your help in this would be welcome, but try to let each child do as much for him/herself as possible.
4. Be a careful timekeeper and make sure your group is at the agreed meeting points on time.
5. If you have difficulties in dealing with a specific child, please refer to the class teacher. **On no account** must any adult use any force as punishment. This includes rough handling or smacking. This is against the law and does not automatically promote good behaviour.
6. A reminder that you are responsible for the group for the **whole** journey which includes escorting the children back to the school at the end of the trip.
7. A reminder that it may not always be possible to have your own child in your group.
8. All adults should walk on the outside of the pavement.
9. Mobile devices should not be used to take photographs of any children apart from your own. These ideally should be turned off and used only in case of an emergency.

I hope you have a good day today. Thank you once again for giving up your time and helping us make these out-of-school activities possible for the children.

Ms. Sharon Parson  
**Headteacher**