

St Thomas Becket Catholic Primary School

Policy for Educational Visits

Date	Review Date	Drawn up by	Committee Approving
Autumn 21	Autumn 23	Noel Campbell	Resources

Rationale

From St Thomas Becket Mission statement:

We aim to create a community which is underpinned by the Gospel values of Christ; where all children have the opportunity to develop spiritually, creatively, physically, socially and academically.

We aim to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc.

Coach Hire

Because of increasing costs of coach hire, classes should participate in no more than 2 visits per year which involve parents paying for the cost of coaches. These should be spread across the year.

Nature and Aims of Educational Visits

Educational Visits: by this we mean any event organised and accompanied by staff, that involves children travelling outside the school site as part of the school curriculum that is offered.

The value of class visits in extending and enriching classroom learning and experience has long been recognised and planned educational visits form an essential part of the learning programme.

At St Thomas Becket we aim to:

- Ensure that the children experience a variety of educational trips during their time at St Thomas Becket and extend their activities and learning experience.
- Provide links between the 'real' world and the classroom and make learning more effective by putting it in context.
- Provide firsthand experience where this cannot be done in the classroom.
- Fulfil National Curriculum requirements for field studies in Science, Geography, History and P.E.
- Encourage pupils to give the same high standards of behaviour, responsibility and work in out-of-school learning as they do in school.
- Help the children gain and benefit from an increasing measure of independence from home by developing a programme of visits throughout the school.

Skills

Educational visits give many and varied opportunities for pupils to learn, practise and develop skills in practical ways, for example:

- Literacy - listening to guides, asking questions, taking notes, reading information, writing letters.
- Numeracy - following/preparing a timetable, deciding how to spend their money.
- Science - 'hands on' experience/investigations, studying plant and animal life. .
- Design Technology - looking at designs and making models.
- History and Geography - studying the local area, home region and other environments including the seaside (Rippledawn).
- Art - studying original works.
- Music and Drama and Dance - practising for a concert, attending live music making, seeing professional actors, dancers and musicians.
- P.E. - taking part in tournaments, events, participating in Outdoor Adventurous Activities.
- R.E. - visits to church, learning about other religions.
- Gifted and talented - sporting tournaments, borough quizzes .

Organisation

Most class trips will take place within the school day and are planned well in advance. Children are organised into groups (taking into account adult: pupil ratios), which are best suited to the type of work to be carried out and the nature of the visit.

Costs are kept to a minimum and cover the price of entry and travel.

The school does not wish to exclude anyone from educational visits on financial grounds and no children are excluded from trips on the basis of financial hardship.

Letters are sent home to inform parents about trips involving their child's class however, The Department for Education (DfE) does not require schools to seek consent for the majority of off-site visits, as most take place during school hours and are a normal part of a child's education at school. Parents should be informed of their child's whereabouts but consent only needs to be given for activities which pose a greater risk or occur outside school hours.

At St Thomas Becket, parental permission for trips is covered when parents sign and return the general **CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES (Appendix 1)**.

NB: The school reserves the right to cancel school trips where insufficient voluntary contributions are forthcoming from parents.

Roles and Responsibilities

If visits are to take place safely and efficiently all those involved need to take account of their responsibilities.

Teachers should:

- Ensure they bring a class list with them.
- Obtain the head teacher's agreement before any off-site visit takes place by completing a notification of off-site visit form (**Appendix 2**)
- Have a clear objective for the visit
- Undertake and complete the planning and preparation of the visit
- Complete risk assessments
- Provide parents with details of time, date, location and purpose of trip.
- Ensure that adequate first-aid provision is available. A qualified 1st aider should accompany all school trips.
- Have details of the school contact and carry a list of parental contacts if the trip is taking place outside of school hours.
- Ensure that pupils are well prepared for the activities they will do
- Ensure that the ratio of adults to pupils is appropriate for the needs of the group. Ask for adult helpers well in advance.
 - Inform kitchen two weeks in advance of children who will not need a school dinner unless parents of children entitled to free meals request sandwiches.

(Teachers should complete the **Visit Outline Plan Checklist** to ensure they have considered all areas in planning a trip- (**Appendix 3**)

Staffing and Ratios

Accompanied visits must always be in the charge of a qualified teacher

The group leader must take responsibility for the whole group and appoint a deputy.

Teachers must ensure that as a minimum there are never less than two responsible adults with any group, one of whom must be a qualified teacher.

Parents and other responsible adults may be used to supplement staffing ratios. They should be carefully selected and ideally, known to the school.

Volunteers must be CRB checked under the following circumstances:

- if they work regularly as a volunteer
- if they assist on a residential visit
- if they supervise on a one-to one basis with a young person

It is desirable that an adult of each gender accompanies mixed groups, although this may not be possible in some situations

Factors to consider when determining ratios.

- Sex, age and ability of group.
- Pupils with special educational needs and medical needs.
- Nature of activities.
- Experience of adults in off-site activities.
- Duration and nature of journey.
- Type of accommodation.
- Competence of staff on specific activities.
- Requirements of organisation to be visited.
- Competence and behaviour of young people.

Adult/Child Ratios

KS2 - Years 3-6 - minimum ratio of 1:10/15

A higher ratio when the visit involves:

Public transport - 1:12

Children under 8 years - 1:6

Children in foundation stage - 1:4

Children with special educational needs - 1:6

Residential visits - 1:12

Visits abroad - 1:10

Special risk activities - variable

Group Supervisors

- Ensure that group supervisors are fully aware of what the visit entails e.g. the purpose, the timetable for the day, their role and responsibilities etc...
- Ensure that the group supervisors are aware of any special educational/medical needs that the pupils may have and know how to deal with them.
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Adult volunteers should:

- Be clear of their role and responsibilities throughout the visit
- All volunteers should receive a copy of the school's *School Trip Parent Helper Procedures (Appendix 4)* before the trip begins.

Head teacher

No visits should take place without the knowledge of the head teacher.

The Head teacher should:

- Ensure that visits have been approved
- Report to governing body on residential visits that are being planned
- Ensure adequate child protection procedures are in place
- Ensure risk assessments have been completed including for individual pupils whose attendance could prove a risk to.

NB: The school reserves the right to exclude children from trips where, following a risk assessment, we judge there to be a high level of risk to a child, children or staff member.

- Allow sufficient time for induction and staff training
- Ensure that the school has an emergency plan in place
- Ensure accident/injury are reported as required
- Help to ensure that serious incidents, accidents and near accidents are investigated.
- Ensure that all necessary actions have been completed before the visit takes place
- Ensure appropriate insurances are taken out for all class trips (both medical and travel insurances are compulsory for longer residential trips)

Safety Considerations

The safety of the children is given the highest priority and is a prime consideration in all preparation.

- First Aid equipment accompanies the children on every visit. Teachers will ensure that children's personal medication (e.g. inhalers, epipen), normally kept in school, is identified and brought along by a member of staff and returned to the 1st aid room after the trip.
- Staff are required to familiarise themselves with the **school's emergency plan (Appendix 5)** in case of a health and safety situation occurring during an educational visit.
- Staff should make themselves aware of the evacuation route of the place they are visiting, acquired either from a pre-visit or if this is not possible on arrival.
- Group leaders to communicate this knowledge and highlight where the fire escapes are to the other adults in the group, in the event that groups are separated and there is a fire/emergency evacuation.

Residential activities

Children in Year 6 and Year 4 have the opportunity to take part in a residential visit. These activities are in term time and linked to the National Curriculum. We undertake these visits only with the agreement of the Governing Body and the LA. We use recognised Children's Centres which only employ qualified instructors for all specialist activities that we undertake.

The school reserves the right not to take a pupil away on a residential visit if we feel that his/her behaviour could compromise the safety and welfare of themselves or other pupils or staff. This would only happen in extreme cases and governors would be informed.

Appendix 1

St Thomas Becket Catholic Primary School

CONSENT FORM FOR SCHOOL TRIPS

Please sign and date the form below if you are happy for your child

- a) To take part in school trips that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
- All visits which take place during the school day.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school - for example, year-group visits to local amenities - as such activities are part of the school's curriculum and usually take place during the normal school day.

If you wish to withdraw your consent at any time please inform the school.

Name of Child:

Signed (parent).....

Date.....

Appendix 2

Notification of Off-site trip

Give this to head teacher a minimum of one month before the visit.
Please attached the notification letter that will be sent out to parents with costs specified.

1. Class:	
2. Educational Purpose of visit:	
3. Places to be visited:	
4. Date of departure:	Time:
5. Date of return:	Time:
6. Means of transport:	
7. Children / Class (Please include names of children except if whole class is participating in trip)	
8. Staff: Group Leader: Other teaching staff: Non-teaching staff/Volunteers (if known): Do the staff ratios reflect the ability of pupils and activities undertaken?	

- Parental consent has been obtained for this visit.
- Relevant risk assessments have been completed for this visit.

Signed

Date

Group Leader (Teacher)

Signed

Date

Headteacher

Appendix 3

Visit Outline Plan Checklist

This checklist is to help the Group Leader to ensure:

- the health, safety and welfare of young people and staff.
- the maximum educational benefit to children and young people.
- effective management, planning, organisation and leadership.

Group Leader

Is there a clearly identified group leader, sufficiently experienced and competent to assess the risks and manage the proposed visit activity?

If required is there a named deputy leader?

Has the group leader got copies of all relevant information, medical needs, documents and forms?

Is the group leader aware of the school journey policy?

Risk Assessment

Has the party leader carried out a risk assessment for the visit

Location

Is the proposed location of the visit suitable for the activity to be undertaken

Approval

Have the Head teacher been given all relevant information and their approval obtained?

Staff

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so? Have checks been made regarding instructors competencies and qualifications.

Have members of staff or adult volunteers been vetted, regarding child protection, where necessary?

Does staffing include male and female supervision, where necessary?

Staff/Pupil Ratio

Will the group have an acceptable staff/pupil ratio necessary for the activities proposed?

Preliminary Visit

Has the party leader made a preliminary visit to the site or centre to be visited, to check arrangements?

If this is not possible, the group leader must gather as much information as possible in the area to be visited from reliable sources.

Parental Information

Have parents been informed of the visit

The Programme

Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?

Organisation

Are sufficient staff aware of dietary and medical needs of young people and staff?

Have suitable and sufficient first aid arrangements been made?

If relevant have kitchen staff been informed of the visit?

Has the trip been entered into the school calendar?

Briefing for Staff

Will the party leader brief adults and voluntary helpers?

The briefing may need to include:

- anticipation of hazards and the nature of the programme.
- defining roles and responsibilities of staff.
- careful supervision, to cover the whole time away.
- standards of behaviour expected from young people.
- regular checking of participants.
- how much help to give to young people in their tasks.
- a list of names of all in the group.
- communication arrangements.

- emergency procedures including the evacuation routes of the place they are visiting.

Emergency Contact

Have named points of contact been identified at school in the event of an emergency, who have a contact list of the group members, including staff and a programme of the group's activities?

Are sufficient people aware of procedure and relevant phone numbers in the event of an emergency?

School Trip Parent/ Carer Helper Procedures

We value the help and support that parents give for school trips. These trips could not be run if we didn't have this volunteer help.

To ensure the safety of the children during the trip please can you read the following procedures.

1. Once you have confirmed that you can help on the trip please inform the teacher immediately if you are no longer able to help. There are ratios for adults to children that have to be adhered to and in the event of you cancelling then a replacement parent helper will be needed or the trip will have to be cancelled.
2. All parent helpers must be given by the teacher before the group sets off: a list of the children in their group and any maps as needed, any details regarding times, workshops, toilets etc, details of any equipment or clothing needed specifically for this trip and lunch arrangement details.
3. Parents are not allowed to have their own child in their group (SEN children can be 1:1 with their parent in special circumstances).
4. Parents are responsible for supervising the children in their group but they must always be within the same vicinity as a member of staff whilst they are supervising children
5. Parents are asked to bring their mobiles for trip emergency use only. Parents are asked not to use their mobiles for social / work calls for the duration of the trip. The parent needs to be always focussed on their responsibility for the children in their group.
6. **It is important that whatever happens on a school trip should remain confidential. Even positive comments can be misinterpreted. Please do not discuss children to others.**
7. Children must be in a group to enter toilet areas. If the adult needs to use the facility, the children must be handed to another adult on the School trip prior to using them.
9. Photos taken during the trip must only be taken on the school cameras. Parents are not permitted to take photos on their own devices.
10. Parents are asked to support children to follow school expectations for behaviour. In the event of any concerns about a child's behaviour in their group, the parent must refer to the members of staff.

Thank you for volunteering to help at school trips - we value your support.

Appendix 5

St Thomas Becket Catholic Primary School EMERGENCY PROCEDURES FOR EDUCATIONAL VISITS

Guidance notes

The attached procedure must be followed if there is a serious incident or accident on a school trip, at home or abroad.

The main aim is to ensure that there is a swift and appropriate response in the unfortunate event of a serious incident.

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Should the school be notified of an incident, the head teacher / deputy head teacher will decide whether their presence is required at the location.

Group Leader should ensure staff have access to:

- 1st aid kit
- Mobile phone
- School Office number
- Contact details of parents if trip falls outside of school opening hours

If an accident/incident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

SCHOOL TRIP EMERGENCY PROCEDURES

Who will take charge in an emergency?

- The Group Leader with the school party would usually take charge in an emergency.
- The Group Leader will liaise with the school to communicate the nature of the emergency.

NB All staff have a responsibility to ensure the safety of all children in their care at all times, regardless of who is in charge of the group.

The Group Leader. What to do in an Emergency.

If an emergency occurs on a school visit the following points need to be considered:

- Establish the nature and extent of the emergency as quickly as possible
- Summon the emergency services if required
- Establish the names of any casualties and get immediate medical attention if necessary

- Ensure that all the group are safe, looked after and as far as possible in a place of safety
- Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures
- Ensure that a teacher accompanies any casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Notify the British Embassy/Consulate if an emergency happens abroad
- Inform the school. Contact numbers must be available also for out of hours contact.
- Details of the incident need to be passed on to school should include; nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- Ascertain telephone numbers for future calls.
- Write down accurately and as soon as possible all relevant facts and witness details. Keep a written account of all events, times and contacts after the incident
- No-one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to the school office for head teacher's attention.
- No-one in the group should discuss legal liability with other parties

Emergency procedures for school contact

Prior to the visit, the name and school/mobile telephone numbers for **school contact** should be identified.

If an emergency occurs the main considerations include:

- Ensuring the Group Leader is in control of the emergency and establishing what, if any, assistance is required from the school.
- It is a priority that the Head / Deputy speak personally to the parents of any student who has suffered injury or mishap.
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. Parents should be kept as informed as possible at all stages of an emergency.
- The Head/deputy head will contact the Chair of Governors.
- A full record of the incident must be kept.
- If a serious incident occurs, the school should liaise with the designated media contact at the LA (see table of contact numbers) as soon as possible.

After a serious incident occurs

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected.

In some cases reactions do not come to light immediately. Schools in this situation have found it helpful to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

IMPORTANT CONTACTS

CONTACT NAME	PHONE
St Thomas Becket School	020 8654 3006
Head teacher	07785707623
Deputy Head	07756145308
Croydon Council Emergency Control (24 hours)	020 8688 1700
Education Commission	01689 829331