



## **Educational Visits Policy**

### **Summer 2021**

#### **RATIONALE**

The Local Advisory Board (LAB) of Kensington Primary School believes that young people benefit enormously from taking part in educational visits with the school. In particular, they have the opportunity to undergo a wide range of experiences not available in the classroom and such visits help to develop a young person's skills and confidence, as well as enhancing their learning. In particular, they are given the opportunity to undergo experiences they may not otherwise have. Health and Safety measures should help young people to do this safely, not stop them. Visits help to develop young people's skills, confidence and independence as well as enhancing their learning. Longer visits, in particular, encourage greater independence.

Most visits organised by schools, settings and services take place without any incident or injuries occurring. Following a number of tragic incidents involving young people in the last few years, concern has grown among staff and parents/carers about the safety of young people when they are learning off site. Health and safety measures should help young people to do this safely, not stop them.

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures will reduce the number of accidents and lessen the seriousness of those that do happen.

Kensington Primary School follows the health and safety standard procedure document (SP54) for all educational visits. These take into account the advice and guidelines that are included within this document and other aspects of NPW and TTLT guidelines.

#### **TYPES OF VISITS**

The following are recognised types of educational visits that may be organised by schools, settings or services:

- Local visits in the "school extended area" that can be conducted in a morning or afternoon without transport.
- Half or whole day visit that may require the use of transport.
- Visits that require one or more night's residential accommodation.
- Day visits abroad.
- Visits abroad requiring one or more night's residential accommodation.
- Out of hours learning (extra-curricular) activity (e.g. a sports fixture at another school/ Provider)

- Adventurous activities that are more hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.)
- Reward visits not directly linked to the curriculum.

## **ROLES AND RESPONSIBILITY**

### **1. Role of the Local Advisory Board**

The governing body is responsible for ensuring that young people benefit fully from visits and those experiences are positive and they remain free from harm. They will normally do this by defining the category of visit that requires their approval and adopting a policy statement.

### **2. The role of the Headteacher**

The headteacher's responsibility is to establish detailed procedures consistent with NPW and TTLT guidance. These procedures will, amongst other things, cover the following:

- Approval of an educational visit
- Arranging and obtaining consent.
- Charging policy.
- The level of acceptable supervision and ratios.
- Insurance arrangements.
- Qualifications and experience of leader.
- Planning procedures.
- Conduct and safety.
- Information to parents/carers and young people.
- Medical consent.
- Emergency procedures including first aid arrangements and contingency arrangements ("plan Bs").
- Risk assessment.
- Arrangements for residential visits.
- Evaluation and monitoring.
- Arrangements for visits abroad.
- Arrangements for and approval of activities involving particular risk (e.g. outdoor and adventurous activities (OAA)).
- Arrangements for young people with disabilities and special educational needs (SEN).

The governing body requires the headteacher to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the governing body as appropriate.

### **3. The role of the Educational Visits Coordinator (EVC)**

The school's subject leader for Outdoor Learning is the designated Educational Visits Coordinator, under direction and guidance from the headteacher and Health and Safety Officer.

An EVC is a named individual who undertakes the following duties:

- ensuring educational visits meet the employer's and school's requirements.
- supporting the headteacher and governors with approval and other decisions.
- assessing competence of prospective leaders and staff.
- ensuring risk assessments meet requirements.
- organising training and induction.
- ensuring parents/carers are informed and give consent.
- organisation of emergency arrangements.
- keeping records of visits, accident or incident reports.
- reviewing systems, monitoring practice and evaluating.

## **RPA INSURANCE**

### **1. General**

The purpose of this note is to set out clearly for headteachers/senior managers and other relevant officers the position regarding the insurance in relation to activities within the school and during an educational visit, whilst young people are under care of our staff.

### **2. Public liability**

RPA arranges public liability insurance with an appropriate insurance provider and offers this to schools as part of their service. This means that the school is covered for any action(s) of negligence by its staff which result(s) in injury to a young person, or loss of, or damage to, their property. In such circumstances of negligence by the school, the parents/carers of young people may claim compensation for the injury that has been suffered.

This insurance covers all activities in, and off site whilst in the care of school staff.

TTLT schools are required to pay for public liability insurance through the RPA. This is usually arranged at Trust level for all schools within the Trust.

### **3. School journey insurance**

The RPA also has comprehensive insurance that will include cancellation and medical repatriation and will compensate for injuries or other loss which may generally occur in the course of an educational visit in the UK or abroad where there is no negligence by the school's staff. If parents/carers wish to have additional insurance cover, they must make their own arrangements.

### **4. Information for parents/carers**

Parents/carers should be advised of the general position on insurance by the inclusion in the school prospectus and/or handbook of the details given in Appendix 1.1. This information must also be printed on the reverse of any parent/carer consent form.

### **For Further Advice**

## **5. Vehicle insurance**

Headteachers must ensure that appropriate insurance is in place when transport such as minibuses, private vehicles, is either hired or driven by teachers or other adults. See Section 3, Paragraph 3 Minibuses.

## **CONSENT**

### **1. General**

Written consent from the parent/carer is not required for young people to take part in off-site activities organised by a school as most of these activities take place during school hours and are an integral part of the school's curriculum. Specific consent forms are required for activities that take place outside of school hours and/or are for extra-curricular activity. A "blanket consent" form is also provided as detailed below. It is recommended that pupils are not withdrawn from visits unless for the following reasons:

- The visit is an extra-curricular activity.
- The visit is to worship at a place of worship (visits to places of worship where the intent is not to worship are part of the curriculum).
- The child's attendance would increase the risks to health and safety to an unacceptable level.

If parents/carers withhold consent, the young person must not be taken on the visit; instead, the curricular aims of the visit should be delivered to the child in another way. If parents/carers give conditional consent the headteacher will need to consider whether the young person is taken on the visit or not.

### **2. Consent forms**

The school has prepared a "blanket consent" form which parents will be asked to sign when a child enrolls at the school. This will cover a child's participation in visits which take place during normal school hours and are an integral part of the curriculum. A consent form does not need to be signed by the parent for each individual visit; however, parents/carers must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form. If an educational visit occurs outside of school hours, then specific consent must be obtained from parents.

### **3. Medical consent**

This should form part of the consent form. Parents/carers should be asked to agree to their child receiving emergency treatment, as considered necessary by the medical authorities.

Doctors can be expected to carry out necessary medical treatment in an emergency, without parent/carer consent but it is possible that a surgeon in another country might be reluctant to operate on a young person unless assured that the group leader had parent/carer authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent/carer, in the relevant foreign language if required.

#### 4. The Consent Form

There will be some circumstances where the school would wish to seek parent/carer consent for a non-standard visit, in which case a consent form must be completed for each young person in the group. Besides conveying consent, it could also form the basis for obtaining details required. If a tour operator is used, it may be sensible to ask them what information is required and include this in the consent form. General issues to consider include:

- the parent/carer's home and daytime phone numbers and addresses.
- an alternative contact, with their phone number and address.
- any allergies/phobias the young person may have.
- any medication the young person is taking (if so what the dosage is and who is to administer it).
- whether the young person administers their own medication.
- any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the young person.
- the name, address and phone number of the young person's GP.
- any special/medical dietary requirements.
- whether the young person suffers from travel sickness.
- information on any toileting difficulties.
- whether the young person has any night time tendencies such as sleepwalking (for residential visits).
- the young person's ability to swim in the pool or sea and their level of water safety awareness (stating a minimum standard if required).
- any other information which the parent/carer thinks should be known.
- the young person's awareness of common dangers.

#### PROCEDURE FOR A SUCCESSFUL EDUCATIONAL VISIT

The following guidelines procedure supports the planning and implementation of educational visits organised at Kensington Primary School. **However, no amount of planning can guarantee that a visit will be completely incident free**, but following these planning procedures will reduce the number of accidents and lessen the seriousness of those that do happen. It is vital to allow sufficient time for planning and preparation. There is no minimum notice required for educational visits, however, it is recommended to give the EVC the following notice periods: 1 week for local visits not requiring transport; 4 weeks for visits requiring invoices and/or transport; 6 weeks for residential visits. This procedure is laid out in flowchart form in Appendix 1.

1. An Educational Visit Booking Form (Appendix 2) must be filled out for each visit, including the numbers of adults accompanying the visit. The EV booking form must be e-mailed to the school's EVC, the SENDCO, the visit leader's AHT, and the Attendance Officer. If an invoice is required to be paid, the form must also be sent to the school's Business Manager for financial approval. If the visit costs £500 or over, then the head teacher must sign the booking form to approve the visit.

2. If approved, the EVC will add the visit to the school calendar.
3. Once the Business Manager has approved the invoice, the visit may be booked with the venue.
4. A pre-visit should be conducted by the visit leader for any visits outside the extended school area. The visit leader should identify any hazards, the best route to the venue, locations of toilets and eating areas, and plan the learning to take place on the visit.
5. A risk assessment form is to be filled out on Evolve for all educational visits. This will consist of the following:
  - The Standard Safety Procedures (Appendix 3): these are safety guidelines that apply to all visits.
  - Individual Risk Assessments (available from SENDCO). These set down the safety measures for individual pupils in the group.
  - Event Specific Notes: these are risk assessments specific to the activity to take place.

For local area visits not requiring transport and that are in the “extended school area” (Appendix 4), staff need only complete the “Local Area Visit” (LAV) form on Evolve, following the standard safety procedures and individual risk assessments, and adding event specific notes to the LAV form. [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk) is a website that lists places that have received accreditation regarding learning outside the classroom.

6. When completing risk assessments, consider the acronym “STAGED”: can these Staff, taking this Transport, conduct this Activity with this Group in this Environment at this Distance from school, while reducing the risks to the minimum acceptable level?
7. Travel tickets [www.tfl.gov.uk/schoolparty](http://www.tfl.gov.uk/schoolparty) are required to be booked two weeks prior to the visit.
8. Parents must be informed of visits by letter or over Studybugs. If the school is outside of normal school hours, or is for extra-curricular activity, then consent will need to be obtained.
9. Free School Pack Lunches will be provided for parents who request this. Give 3 days notice to the office using the form in Appendix 5.
10. Give briefings on the risk assessment to staff/additional adults, accompanying parents and pupils.
11. A School Incident Form must be completed if a medical incident (involving the Emergency Services or hospital) occurs on a visit. The form should be sent with a copy of the Risk Assessment and a record of the event. Paper copies of an SIF are kept in the school office.
12. After the visit, the EVC will measure impact of some visits by filling out the EV Evaluation Form (Appendix 6)

### **Residential Visits/Visits Abroad**

As above but additional hazards to consider and include on the Risk Assessment form are;

1. Transport (alternative routes if public transport not available).
2. Accommodation (fire, balconies, security).
3. Consider hazards at each location to be visited (city centre, lake, beach, country/coastal walk, farm).
4. For visits abroad consider the hazards specific to the country (contact Foreign Office).
5. Activities undertaken (rock climbing, swimming).
6. Hazards during ‘informal activities’ (evening, recreational activities).
7. Changeable factors (weather).
8. Appropriate Passport/Visas.

- 9. EHIC/GHIC cards to cover medical treatment in EU/global countries.
- 10. Parent Consent Forms.
- 11. A trained First Aider **MUST** accompany the visit.

**MONITORING**

As a school we will internally monitor all visits through;

- 1. The Educational Visits Co-ordinator (EVC) will check all risk assessments on Evolve **thoroughly.**  
**Note:** to encourage staff to arrange educational visits, and to make the process as easy as possible for staff, the headteacher will not approve visits on Evolve; when the EVC has approved a visit on Evolve, the visit may proceed.
- 2. To ensure quality control of risk assessments approved by the EVC, the head teacher or AHT for Health curriculum will check 1 risk assessment form submitted on Evolve per term.
- 3. To support staff, the EVC will regularly take part in visits and activities.
- 4. To measure the impact of educational visits, the EVC will complete an EV Evaluation Form with the visit leader. The EVC will maintain and monitor the Educational Visits file.
- 5. The EVC/SLT will ensure that suitable training is available for all teaching staff yearly where applicable.
- 6. EVC/SLT will provide further training for group leaders where applicable.
- 7. The EVC/SLT and Subject Leaders will monitor all school planning to ensure visits are included for a range of subjects.
- 8. Ensuring that emergencies and managing critical incidents on Educational Visits are included in the school Health and Safety Policy.
- 9. EVC/SLT to ensure suitable adults as Group Leader, Parent Helpers and for First-Aid support.
- 10. EVC to ensure that the school follows the NPW Guidelines and the schools incident management procedures when responding to an incident during an off-site visit.

**REVIEW OF POLICY**

This policy will be reviewed every three years, or earlier if changes are needed.

This information was ratified by the Local Advisory Board of Kensington Primary School on

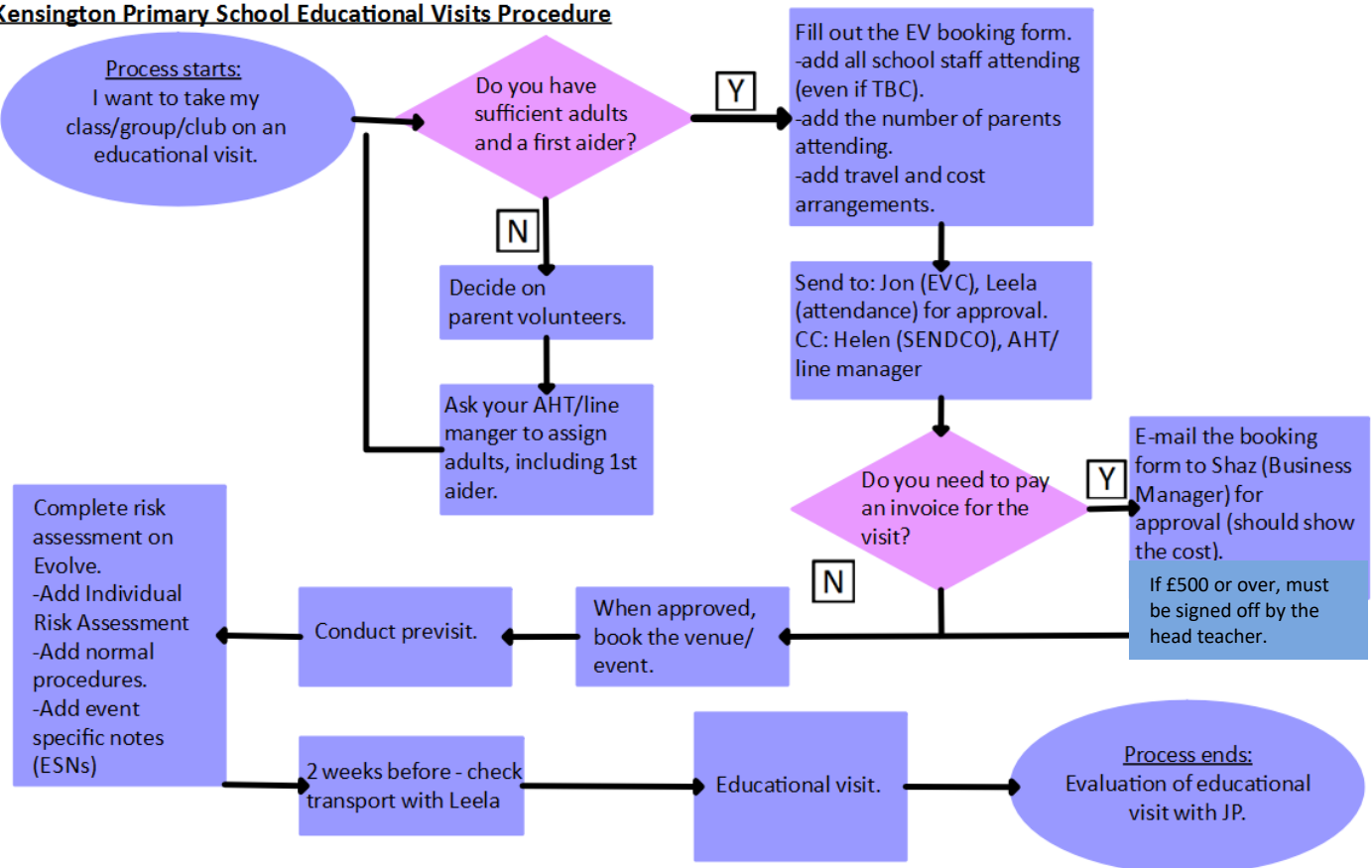
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Our school information will be reviewed in October 2024.....

Signed .....

## APPENDIX 1: EV procedure flowchart

### Kensington Primary School Educational Visits Procedure





## Appendix 2: EV Booking Form



**Kensington Primary School**  
**Kensington Avenue, London E12 6NN**  
**020 8470 2339**

### EDUCATIONAL VISIT BOOKING FORM

Visit Leader:  
Mobile number of visit leader

Classes/children going on visit

Staff (all staff and parent volunteers that will attend the visit, even if "TBC"):

First Aid Staff:

Place to be visited:  
Educational purpose of visit:

Date of visit:  
Time leaving school:                      Time arriving back at school:

Mode of Transport:

**Uniform or not uniform:**  
**Book free travel (Y/N):**  
**Book Packed lunch (Y/N):**  
**Date letter to go out:**  
**Pupil contribution to cost:**

**Send this form to:** EVC and Attendance Officer; CC the SENDCO and your AHT line manager; CC the Business Manager (only if an invoice needs to be paid for the visit). Do not book the visit with the venue until this form has been approved.

**Headteacher's Approval (for visits £500 or over)**  
**Approved?**    Yes/No  
**Signature:** \_\_\_\_\_

**DO NOT BOOK THE VISIT WITH THE VENUE UNTIL THIS FORM HAS BEEN APPROVED.**

## Appendix 3: Standard Safety Procedures for EVs

### Kensington Primary School

#### Standard Safety Procedures for Educational Visits

The following procedures are intended as a guide for safe practice on educational visits. If you are adding this to your risk assessment on Evolve, please read through the procedures and follow them on your visit. If you change any of the measures in this document, please say so on Evolve.

#### **1. Staff:Pupil Ratio (not counting staff for 1:1 support)**

These staff:pupil ratios are set down as a guide. They may be increased or decreased based on your STAGED risk assessment: competence of staff (S); transport (T); activity (A); group (G); the environment to be visited (E); the distance from school (D). Any group, of whatever size

	<b>Local visit</b>	<b>Non-local visit</b>
Nursery	1:2 or 1:4 depending on children.	
Reception	1:4 or 1:5 depending on children.	
KS1	1:10	1:6
Year 3	1:10	1:8
Year 4-6	1:15	1:10

#### **2. Roads and streets (hazard: moving vehicles).**

- Pedestrian crossings will be used wherever possible, except for quiet residential streets.
- When crossing, one accompanying adult will stand in each direction of traffic.
- When walking down the pavement, pupils will walk in pairs with one adult at the front of the line and one at the end.

#### **3. Buses (hazards: moving vehicles; child left behind; falling over).**

- Pupils will sit on the top deck, filling up from the back where possible. More than one class can embark if safe to do so.
- Pupils will sit, or must hold onto a pole if standing.
- When embarking, one adult will get on before the pupils and one will remain on the kerb until all pupils are on (vice versa for disembarking).

#### **4. Trains, DLR, London Underground (hazards: moving vehicles; child left behind; falling over)**

- Pupils will sit, or hold onto a pole if standing.
- One class group must be on the same carriage unless unsafe to do so (if applicable - e.g. not necessary on trains with no partition between carriages).
- When embarking, one adult will get on before the pupils and one will remain on the platform until all pupils are on (vice versa for disembarking).

#### **5. General Travel (hazards: child left behind; aggression from members of the public; terrorism incident; changes to route).**

- If a child is left behind on the platform/bus stop, they must stay where they are and seek assistance from TfL staff. A member of school staff must return to retrieve them.
- If a child is left behind on a train/bus, they must get off at the next stop and seek assistance from TfL staff. A member of school staff must go to the next stop to retrieve them.
- If a group with an adult is left behind on a platform/bus stop, they must rendezvous with the main group at the next stop.

- If a group with an adult is left behind on a train/bus, they must get off at the next stop and return to the main group.

### **Appendix 3: Standard Safety Procedures for EVs**

- On public transport, staff must be visible to the public.
- Terrorism incident: staff must follow the instructions of TfL rail/travel staff and emergency services. Return to school when safe to do so (visit must be cancelled).
- Destination station closed – try and find another route, if not then return straight to school. Inform the home contact specified on Evolve of any change to the route.
- Parents must collect pupils from school at home time – they cannot collect them along the way.
- If late on the way home – call school and ask the office to inform parents. Do not rush.

#### **6. Plashet Park/Wanstead Flats (hazards: dogs; broken glass; needles).**

- Dogs – brief pupils beforehand not to run if they are nervous around a dog. Stand still and face away from the dog.
- Check activity areas and toilets in parks for needles and broken glass before use.
- Clear boundaries to be set if pupils are allowed to wander – e.g. do not cross roads.

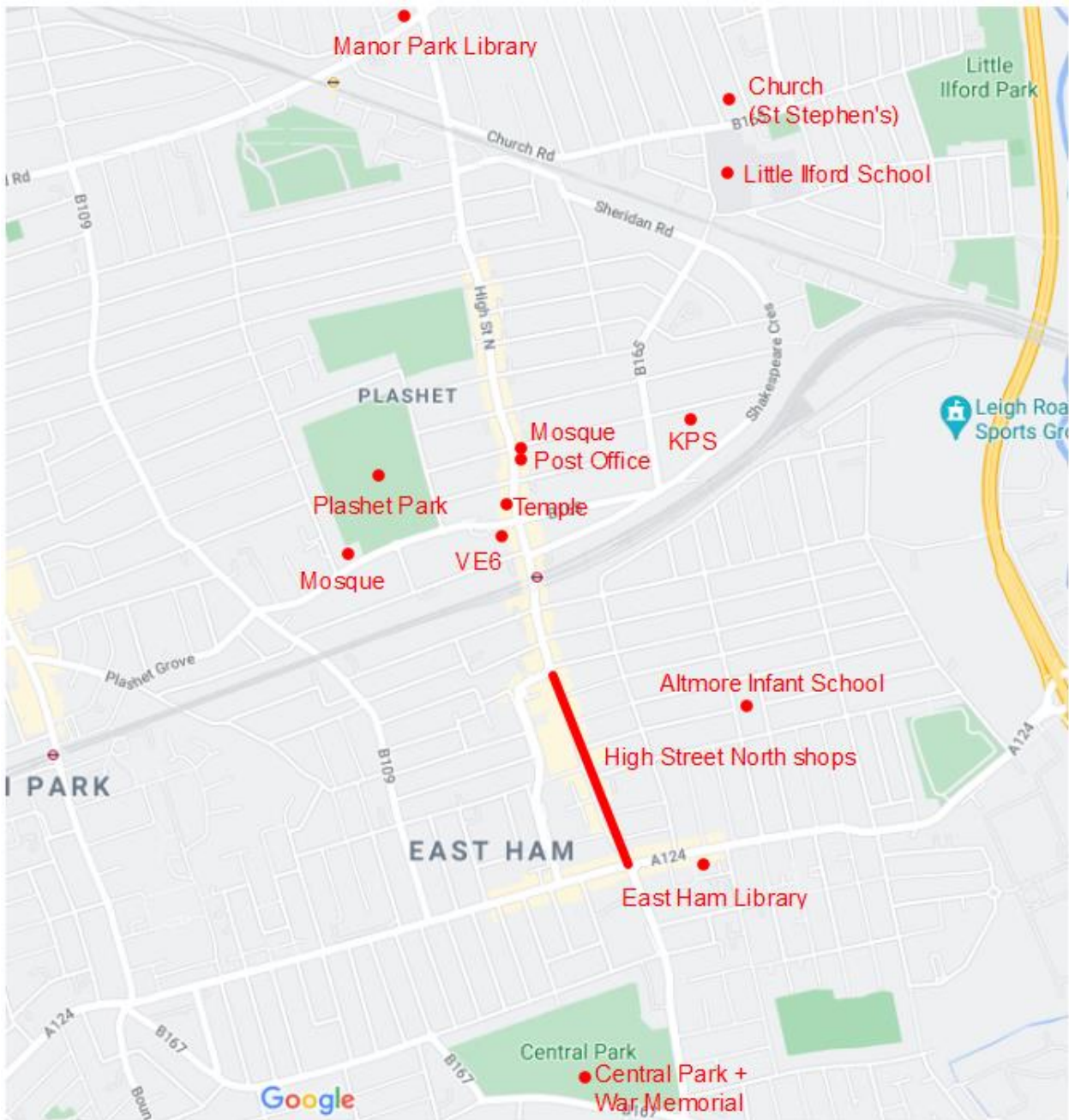
#### **7. Playgrounds (hazards: unserviceable playground equipment; children falling off equipment; crowded playground (e.g. other school groups); broken glass; needles)**

- A member of staff must check the playground for hazards (broken glass/needles) before the pupils enter.
- Accompanying adults must be in the playground to supervise.
- Children must not be out of sight of accompanying adults.
- If other school groups enter, consider leaving the playground to prevent overcrowding.

#### **8. First Aid and Medical Emergencies**

- For children under 5 a trained First Aider MUST accompany the group. For children between 5-8 years old, OFSTED recommend that a trained First Aider should accompany the group. For all other ages, the EVC will advise whether a first aider is needed, based on STAGED.
- If accompanying, a first aider must have a first aid kit.
- Pupils must go on a visit with any emergency medication (e.g. inhalers) and adults must know where it is.
- Minor injury/illness: first aid to be administered. The visit may continue if safe to do so. Inform the home contact specified on Evolve.
- Major injury/illness: call emergency services if required. One member of staff must accompany the child to hospital. The visit may resume if safe to do so. If an accompanying adult is injured/falls ill, the group must return to school. Inform the home contact specified on Evolve.
- All children with epilepsy should be accompanied with an Epilepsy trained First Aider or a First Aider.
- All children suffering from Diabetes should be accompanied by a member of staff competent in administering
- **COVID:** Staff and pupils MUST follow the school's Covid risk assessment on educational visits. A copy can be found in the Educational Visits section of Google drive

Appendix 4: Kensington Extended School Area.



Appendix 5: School Lunch Order Form



**KENSINGTON PRIMARY SCHOOL**  
Kensington Avenue, Manor Park  
London E12 6NN  
020 8470 2339 020 8470 3414

**Order Date:** \_\_\_\_\_

<b>Date of Visit (When packed lunches are needed)</b>	<b>Class</b>	<b>No of Packed Lunches</b>	<b>Other information</b>

**EVC Packed Lunch Order Form**

**Packed Lunch Forms must be handed to Mrs. Kuldip Hunjan 5 days before requirement / visit date.**

**Appendix 6: Educational Visit Evaluation Form**

**Evaluation of an educational visit or off-site activity**

The EVC will complete this form with the visit leader in order to measure the impact of selected educational visits.

- Involved an external organisation.
- Was notable in terms of positive outcomes.
- Gave rise to significant concerns.

Please complete a copy of this form and return it to the EVC.

Title of visit							
Group leader							
Group members	Young people: Age: Staff:						
Date(s) of visit							
Venue							
External organisation (if appropriate)							
Objective of visit							
Intended learning outcome 1							
Extent to which met: (please indicate using the diagram opposite)	<table style="display: inline-table; border: none;"> <tr> <td style="padding: 0 10px;">not</td> <td style="padding: 0 10px;">partly</td> <td style="padding: 0 10px;">fully</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> </tr> </table>	not	partly	fully			
not	partly	fully					
Intended learning outcome 2 (if applicable)							
Extent to which met: (please indicate using the diagram opposite)	<table style="display: inline-table; border: none;"> <tr> <td style="padding: 0 10px;">not</td> <td style="padding: 0 10px;">partly</td> <td style="padding: 0 10px;">fully</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> </tr> </table>	not	partly	fully			
not	partly	fully					
Intended learning outcome 3 (if applicable)							
Extent to which met: (please indicate using the diagram opposite)	<table style="display: inline-table; border: none;"> <tr> <td style="padding: 0 10px;">not</td> <td style="padding: 0 10px;">partly</td> <td style="padding: 0 10px;">fully</td> </tr> <tr> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> <td style="border: 1px solid black; width: 50px; height: 15px;"></td> </tr> </table>	not	partly	fully			
not	partly	fully					
How might the learning be better achieved in the future?							

**Feedback on features of the visit**

Please give a rating using the following criteria for as many of the features below as were part of the visit.

For features rated as **3** or **4**, a suggested development or improvement comment is **essential**.

**1** = outstanding      **2** = good      **3** = satisfactory      **4** = inadequate

<b>Description</b>	<b>Rating</b> <b>1 2 3 4</b>	<b>Comments</b>
Pre-visit (if completed)		
Travel arrangements		
Content of education programme		
Staffing and supervision		
Equipment or resources		
Environment (and impact on learning)		
Accommodation (if appropriate)		
Refreshments (if supplied)		
Organisation of break or 'down time'		
Communication during the visit (This could be between adult leaders, with external provider or school as appropriate)		
Other features		

<b>Pupils' viewpoints / issues</b>
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