



Educational Visits Policy

Policy agreed by:	Headteacher
Date of policy:	May 2023
Review frequency:	3 years
Date of next review:	May 2026

Red Gates School

Educational Visits policy

Statement of Intent

Red Gates School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting, supporting them to work towards generalising skills gained in the classroom.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Red Gates School, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

Further information can also be found at <http://oeapng.info>

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Equal Opportunities Policy
- DBS Policy

Definitions

Educational Visit: An educational visit is an occasion on which children take part in off-site educational, sporting, cultural and religious activities, which have been authorised by the Head Teacher or Educational Visits Co-ordinator to take place in school hours during school time.

In loco parentis: In loco parentis means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

Aims and purposes of an Educational Visit

Red Gates School has a strong commitment to the added value of learning beyond the school premises.

Each year the school arranges a number of educational activities and visits that take place off the school site, which support the aims of the school. These include:

- Interschool team sports e.g. Selsdon Education Partnership Events
- Regular nearby visits (libraries, parks, shops, cafes)
- Day visits for a particular year groups (theatre, museums, art galleries etc.)

A majority of the school visits must be related to the curriculum. Preparatory and follow up work will be linked to the visit. Actual travelling time should be used to maximise opportunities to learn about safety and the environment. Some of our trips are considered to be non-educational. These would normally occur at the end of the Autumn or Summer term e.g. trips to the cinema, to see Father Christmas etc. However, on these trips, adults are encouraged to teach their children how to communicate, share and behave in a non-school setting.

Approval

Weekly visits of a routine nature are time tabled and therefore automatically authorised. Prior to other educational visits taking place a risk assessment must be carried out and discussed with the Head or Deputy. Non-routine visits must be written in the school diary by the class teacher, which is kept at the front desk. Visits that are planned in advance will be documented in teachers' planning.

The Head teacher is ultimately responsible for the safety of pupils on and off site and may exclude a child from going off site if either a child or member of staff or both are considered to be at risk and therefore the activity is unsafe. This situation will be discussed with parents and reviewed.

The Head Teacher or Deputy Head must authorise all educational visits.

Consent

Written parental consent should be held in school before any child may participate in educational visits.

Standard Procedure

When planning visits, staff should follow the visits checklist (Appendix A). New teacher induction covers planning, preparing for and leading visits.

The risk assessment must be completed prior to departure and will include date, destination, names of pupils and staff going on visit, names of other pupils from other classes joining the group and the class any child remaining in school will be joining. All staff members attending the trip must read and sign to say that they understand the risk assessment before it is passed to a member of LMT to sign. For educational

visits that take place offsite at least 2 members of staff will be present. It will also identify which of the school mobile phones is being taken. The risk assessment will be given to the Deputy Head and another copy handed into the office prior to leaving. ~~Risk assessments must be signed prior to the visit by a member of LMT.~~

The class or group teacher or TA4 is responsible for;

- Gaining permission from the Head Teacher or Deputy Head re- visit and writing in school diary.
- Informing the cook at least a week in advance of an educational visit which requires packed lunches or lunch needs cancelling.
- Informing Deputy Head and Admin staff when a class is going to be out over lunch time (this has implications for lunch time support assistants) and also if lunch money is required
- Taking a school mobile phone and ensuring staff do not use personal phones
- Taking disabled badge for parking the minibus (if needed)
- Ensuring that any houdini harnesses/lap belts that pupils require are in place on the minibus. These need written permission from parents. This permission will be renewed annually.

Individual staff are responsible for taking their ID cards.

No medication can be given on a visit, unless administered by a parent or a member of LMT if they are attending the trip so the school nurse must always be informed at least a week before, should an educational visit affect the timing of a pupil's medication. The exception to this is the administration of emergency medication, such as an epipen, inhaler or Buccolam which can be used when the member of staff is specifically trained and permission has been given by parents to use that intervention with a child.

Staff who are specifically trained for named children can give gastro feeds during an educational visit if this is agreed with the school nurse in advance of the visit and permission has been given by parents.

The class teacher or TA4 is also responsible for ensuring child details/medical information sheets are taken on all visits of whatever duration.

In the event of an emergency the teacher or TA4 will reorganise the group as required and make contact with a member of LMT at school for further instruction. If an ambulance is called a member of staff will travel to hospital with the pupil. If the group are unable to travel back safely with reduced adults they must wait for someone from school to assist.

Charges

The provisions of the 1988 Act maintains the right to free school education, forbidding charges for any activities which take place during school time. However teachers will send letters to parents inviting them to contribute voluntarily to support the educational visit.

If a visit is dependent upon voluntary contributions in order for it to go ahead, this must be explained to parents and it must also be clear that if the visit goes ahead, no

child will be left out if a parent has not contributed to the cost. However it may be cancelled should there not be sufficient voluntary contributions.

Supervision

When planning a visit, safety is paramount.

A teacher or TA4 must be in charge of the visit and make clear the delegation of responsibilities to other staff. The teacher must ensure and feel confident that there are sufficient numbers of staff supervising the children and should allocate each child to an adult prior to departure. This should be identified on the risk assessment.

Should / walking reins be used, the class teacher or TA4 must ensure that this is with written parental consent (this permission should be renewed yearly). Correct use of walking reins needs to be written on all risk assessments where they are used.

First Aid

Staff should have a working knowledge of first aid, should it be necessary to use the materials in the first aid kit. The kit must be returned to the first aid kit storage area after use. If anything from the kit has been used then it needs to be handed to one of the First Aid Subject Link TAs to replenish ready for the next class/group to use.

All health and safety guidelines must be followed. Any incident requiring first aid must be reported to a member of LMT and parents. The incident must be recorded on Behaviour Watch on return to school.

Mini-bus Drivers

Adults must be over 21 years of age, held a full driving license for 2 years and must have passed Croydon's mini-bus test and health check to be eligible to drive the school mini-bus. Staff will need to have eye sight checked periodically as recommended by the LA (at 40,45, and every 2 years after 50) and they are responsible for ensuring this takes place.

Drivers of the minibus will have their licence checked annually.

A second adult, qualified to drive the mini-bus, should be present for any planned journey where a member of staff is driving in excess of 1.5 hours continuously. This second driver can then be called upon to take over should this become necessary.

Reviewed May 2023

Head teacher

Chair of Governors