



# Educational Visits

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## POLICY

**School Name**

St. Andrew's Southgate

**Updated**

October 2024

**Review Date**

October 2025



Do justice,  
love kindness  
and walk humbly  
with your God Micah 6.8

## **Context**

At St Andrew's Southgate Primary School (CE), 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 St Andrew's Southgate 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.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants' 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.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at St Andrew's Southgate is to ensure that all visits are safe, educational and enjoyable!

## **Application**

Any visit that leaves the school grounds is covered by this policy, whether during school time, or outside the normal school day.

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

## **Types of Visits & Approval**

There are three 'types' of visit:

- Local visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day e.g. visits to local Churches or parks;
- Other non-residential visits within the UK e.g. visits to museums, farms, theatres, etc; and
- Visits that are residential, overseas and/or involve an adventurous activity.

All visits have to be agreed by the Head teacher or Deputy Head teachers, be risk assessed and submitted to Head teacher or Deputy Heads for checking and approval.

## **Roles and responsibilities**

**Visit leaders (class teachers)** are responsible for the planning of their visits. They should obtain outline permission for a visit from the Headteacher 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 Head teacher or Senior Leadership Team where necessary.

The Visit leader is also responsible for completing a checklist which ensures that certain procedures have been followed and finalised.

The visit leader is responsible for ensuring a risk assessment is carried out and that the risk assessment has been sent to the Deputy Head teachers no later than 1 week prior to the visit so that it can be uploaded to evolve. Risk assessments for residentials must be completed 3 weeks prior to the visit and submitted via evolve. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed as well as a list of individual children's needs. The visit leader will share information with all staff involved in the visit prior to the trip. A copy must be provided to the office in order for all volunteers to read and sign before the trip.

The visit leader is responsible for ensuring the school mobile phone, first aid kit and pupil medication are taken on the visit.

It is the visit 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 in order to inform the Headteacher and parents.

After the visit, leaders must ensure they inform the Head teacher or Deputy Head teacher of how the trip went.

**The Head teacher or Deputy Heads** have the responsibility for authorising all visits/activities that take place within the school day. The **Head Teacher** has responsibility for authorising the risk assessments via evolve.

**The Governing body** will approve the Educational Visits policy and will ensure it is reviewed annually. They will also approve residential visits.

## **Emergency procedures**

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Local Authority.

## **Food**

Parents will be asked to provide a packed lunch for their child if it is an all day trip. No nuts and fizzy drinks should be included in packed lunches.

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

## **Supervision**

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children should be used:

Reception	1:6 (5 adults for 30 children)
Key Stage One	1:8 (4 adults for 30 children)
Key Stage Two	1:10 (3 adults for 30 children)
Children who need support	1:1 (i.e. children with Special Educational Needs)

The Head teacher or Deputy Headteachers, in consultation with the class teacher, will decide on the number of adults required for each educational visit based on the age of the children and nature of the trip.

## **Parent volunteers**

The class teacher will inform the parents if additional adults are required for the class on the trip. Parent helpers will attend a briefing with the teacher before the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times. All parent volunteers will be given a Parent Helper/Volunteer Agreement Form which outlines their roles and responsibilities as well as expectations of behavior during any visit (Appendix A). The parent volunteer will sign this before the visit to show they have read and understood the contents.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

## **Mobile phones and social network**

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls (unless in an emergency) while on the visit.
- No photos should be posted on social media such as 'Facebook', 'Twitter' or instant messaging services such as 'WhatsApp'.
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Head teacher.

## **First Aid**

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.

All trips must have at least one qualified First Aider in the group

## **Parental Consent**

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 our local area and that are part of the curriculum during school time.

Parental consent must be obtained for visits which require travelling to the venue. The trip visit 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.

## **Inclusion**

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.

At St Andrew's Southgate Primary School 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.

## ***Charging for visits***

Parents will also be asked for a **voluntary** contribution to help with the cost of trips that are related to a specific curriculum area. If not enough contributions are collected to cover costs, the school reserve the right to cancel the trip.

## ***Residential Trips- Essential***

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. For trips where the activities are not directly linked to the National Curriculum a charge will be levied for the activities.

If a parent does not pay for the board and lodging or activities then their child will not be able to attend that trip.

## **Transport**

### ***Travelling on public transport***

When travelling via public transport the leader must contact a member of staff at the station to inform them that they are on a school trip and ask to escort them to the correct platform and to inform them of their destination. Leaders must ensure all children and staff are on the public transport and board once it is safe.

Once the children have boarded the transport they must be seated wherever possible, all staff and volunteers to give priority to the children.

If at any point whilst using the transport that a group of children are left behind with an adult- the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school immediately or whenever possible.

Free Transport For London tickets must be booked 21 days in advance.

### ***Use of staff cars to transport pupils***

Staff at St Andrew's Southgate Primary School do not use private cars to transport pupils.

### **Insurance**

The school will hold insurance for trips. For adventurous trips or trips abroad or residential, the school will ensure that sufficient insurance is in place.

### **Safe Haven Schools**

Prior to visits, the school must be aware of the nearest safe-haven school to the location of the visit.

**St Andrew's Southgate Primary School (CE)**  
**PARENT HELPER/VOLUNTEER**  
**Agreement Form**



School visit to	
Date of visit	
Class	
Teacher in charge	

Please read the following notes very carefully. By signing the form you are confirming that you have read the notes and agree to comply with any stipulations concerning your conduct.

1. I agree to act as an adult voluntary escort for the purposes of this visit. I have been acquainted with the arrangements for the visit and with the nature of my duties.
2. I understand that use of a mobile telephone is only permitted in **emergency situations**. I also acknowledge that I may **NOT use any device to record or take pictures of any children; to do so will represent an unequivocal breach of this agreement.**
3. If I have any concerns regarding any matters of **child welfare or child protection**, these must be communicated at the earliest possible opportunity to the teacher in charge, the Head Teacher or Child Protection Officer.
4. I understand that the teacher in charge will be responsible for the conduct of the visit and that I am willing to undertake any reasonable duties as a voluntary escort that the teacher may ask me to perform.
5. I accept that the teaching staff are responsible to the Governing Body for the safety of the children and I agree that, for that purpose, I will be under the supervision of the teaching staff and will obey any instructions, including any instructions in respect of a child of whom I am a parent.
6. I also accept that the Governing Body will be under no liability for any injury, illness or loss which I may sustain as a result of this visit or in the performance of my duties as an adult voluntary escort.
7. I acknowledge that any information of a sensitive or personal nature of which I become aware as a result of my participation in the trip will remain confidential.
8. I will conduct myself respectfully at all times.

Name: .....

Signed: .....

Date: .....

