

The Belham

Primary School



Educational Visits Policy

September 2017

The Belham Primary School Educational Visits Policy			
Review Frequency	Two years	Review Date	Sep 2019
Governing Committee Responsible	Education Committee		
Governor Approval (Date)		Website	Yes
Staff Responsible	Tom Turnham (EVC)	Date Produced	September 2017

1. Context

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 Belham Primary School (TBPS) a supportive and effective learning environment. The benefits to pupils of taking part in visits and leaning 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 practising strategic awareness.
- Improved achievement and attainment across a range of 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 social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts.
- 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.

Our priorities at TBPS is to ensure that all visits are safe, educational and enjoyable!

2. Application

Any visit that leaves the school grounds in covered by this policy, whether as part of the curriculum, during school time or outside the normal school day.

In addition to this Educational Visits Policy TBPS :

- 1) Adopts National Guidance (www.oeapng.info)
- 2) Uses Evolve, the web- based planning, notification, approval, monitoring and communication system.

- 3) Attends EVC training sessions run by the local authority

All staff are required to plan and execute visits in line with this school policy and national guidelines.

3. Types of Visit & Approval

There are three types of visit:

A. Visits within the 'School Learning Environment' that are part of the normal curriculum and take place during the normal school day. as defined in Appendix A

These follow the 'School learning Area' operating procedure and do not need to be logged on Evolve unless they involve water or an adventurous activity.*

B. Other non-residential visits within London that do not involve adventurous activity*, e.g. visits to museums, farms, theatres etc.

These are entered on Evolve by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head of School for approval. Trip leaders must check National Guidance when preparing their risk assessment. For these trips parents will be sent an email outlining the details of the trip.

C. Visits that are overseas, outside of London, residential or involve an adventurous activity.

These follow point B above, but for overseas and residential visits approval from the governing body will need to be sought. If a trip is overseas trip leaders must check the Foreign & Commonwealth Office Website for country specific guidance.

*as defined by National Guidance

On any trip the below precautions will be taken and need **not** be included in risk assessments:

-Before any trip children will complete a risk assessment, which will include reference to the requirements of their conduct in order to stay safe.

-Adults will place themselves at the start, end and middle of the lines.

-Children will walk (or wait) in pairs at the farthest edge of roads, railways or other dangers.

-When crossing roads, adults will stand in the road facing in the direction of traffic to ensure it is safe before children begin to cross.

-Care will be taken on uneven ground or around trip hazards.

-Children will be made aware of the areas they are allowed in and the level of supervision needed in each area.

-If a child needs to go to the toilet they will be escorted by a member of school staff.

4. School Learning Area

The map in Appendix A defines the School Learning Area. When operating within this area, trip leaders are not required to gain approval or enter details onto Evolve. However, they must:

- Inform the office of their plan and ensure it is added to the e-diary
- Inform the office of how they can be communicated with (radio, mobile phone)

- Ensure all children are wearing High-visibility jackets
- Take a first aid kit and the green medicine bags
- Take their Class trip folder
- Complete an on-going risk assessment whilst on the trip.

5. Roles & Responsibilities

Trip Leaders are responsible for the planning of their visits, and for entering these on EVOLVE at least 21 days prior to the visit. They should obtain outline permission for a visit from the Head of School prior to planning, and before making any commitments. Trip leaders have the responsibility for ensuring that their visits comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Trip Leader is responsible for ensuring that information is shared between the accompanying staff and is all held on EVOLVE. They are responsible for ensuring that each class has their trip folder, which will include the Emergency Card (see appendix D), first aid kit and that they have a line of communication with the office (a school or pre-agreed mobile phone).

It is the Trip Leaders role to inform the school when they have arrived at a location and if there are any problems or delays.

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice, on visit related matters and will check final plans on EVOLVE before submitting them to the Head of School. The EVC ensures that staff have accounts on EVOLVE and ensures that generic school documents are uploaded.

The Office Educational Visits Admin Officer will ensure that transport is booked for trips approved on Evolve and that arrangements have been communicated with relevant staff e.g. the catering company. They will also ensure that trips recorded on EVOLVE are added to the school e-diary. They will also ensure that the required insurance is in place.

The Head of School has responsibility for authorising all visits, and for submitting those that are overseas or residential to the school's governing body for approval.

The Governors will approve the Educational Visits Policy and will ensure it is reviewed bi-annually. They will also approve overseas or residential visits.

6. Emergency Procedures

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

The school has an emergency plan in place to deal with a critical incident during a trip (Emergency card (see appendix D) & National Guidance document see appendix C). The card is located in the main office and in each of the class trip form packs. All staff are familiar with it and it is reviewed at least bi-annually and following any major staff changes.

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's 24 Hour contact line.

7. Supervision

The teacher who leads the visit must ensure that the group has a sufficient ratio of adult supervisors to pupils. The following ratio of adults should be used.

Reception: 7 adults for 30 children (4 adults if within The School Learning Area)

For Key stage one and two the school will follow National Guidance depending on the risks associated with the activities: with a minimum of 3 adults for 30 children.

Children who need support will have a ratio of 1 adult to 1 child (i.e. with special educational need)

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

Additional Support

Parent helpers are welcome on educational visits and will attend a briefing with the trip leader before the visit. Helpers who are not DBS checked will not be along with children and will be guided by school staff at all times. All volunteers are to be given a 'safeguarding' information leaflet to ensure that they are clear on what their roles and responsibilities are during any visit (see Appendix B).

8. Mobile Phones and Social Media

- Under no circumstances should any adult use their personal mobile phone to take photographs or make calls (unless prior authorisation has been obtained from the Head of School).
- No photos should be posted on social media unless authorised by the trip leader after consulting with the consent record (help on Scholar Pack) and using a school device.
- Any information about a child should only be passed on to parents via a member of school staff.
- If staff need to make a personal call during a visit they must seek authorisation from the trip leader.

9. First Aid

First aid provision should be considered when assessing the risk of the visit. For most trips, a member of staff with good working knowledge of first aid will be sufficient (and such nothing needs be recorded). Trips for the early years should have at least one qualified Paediatric First Aider (qualification details will be help on EVOLVE).

10. Parental Consent

Parents should be given information about the purpose and details of the at least two weeks in advance, this will be done via 'The Belham Buzz' and by email for trips outside of The School Learning Are. For activities within London consent will be taken on an annual basis- electronically via Evolve. Parents who do not provide this consent at the start of the year will be met with and consent obtained on a case by case basis: this will be the responsibility of the class teacher with support from the EVC.

Specific parental consent must be obtained for visits outside of London or that are residential. Sufficient information must be made available to parents- via letters, meetings etc. so that consent is given on a 'fully informed' basis.

Inclusion

Under the Equalities Act 2010, it is unlawful to discriminate against 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 TBPS every efforts will be made to support pupils whilst maintain the safety of everyone on the visit. Special attention will be given to appropriate support ratios and additional safety measure may need to be addressed at the planning stage. We will work with families ahead of trips to find ways so that all children can attend educational visits.

If a child is exhibiting unsafe behaviour and/or putting the group at risk the lead trip advisor will call and discuss the behaviour with a member of the SLT, with a view to -

- having the parent come and collect the child;
- having a member of SLT/school staff come and collect the child;
- having the parent or member of school staff accompany the child for the remainder of the school trip.

11. Farms/Animal Visits/Swimming

Refer to EVOLVE National Library and National Guidance when planning trips by water, animals or to farms.

12. Charging/Funding Visits

Parents will be asked for a termly voluntary contribution, which will go towards the payment of trips and visitors. For voluntary residential trips a charge will be levied, which will be published in advance. For these trips the school will set up payment plans.

13. Transport

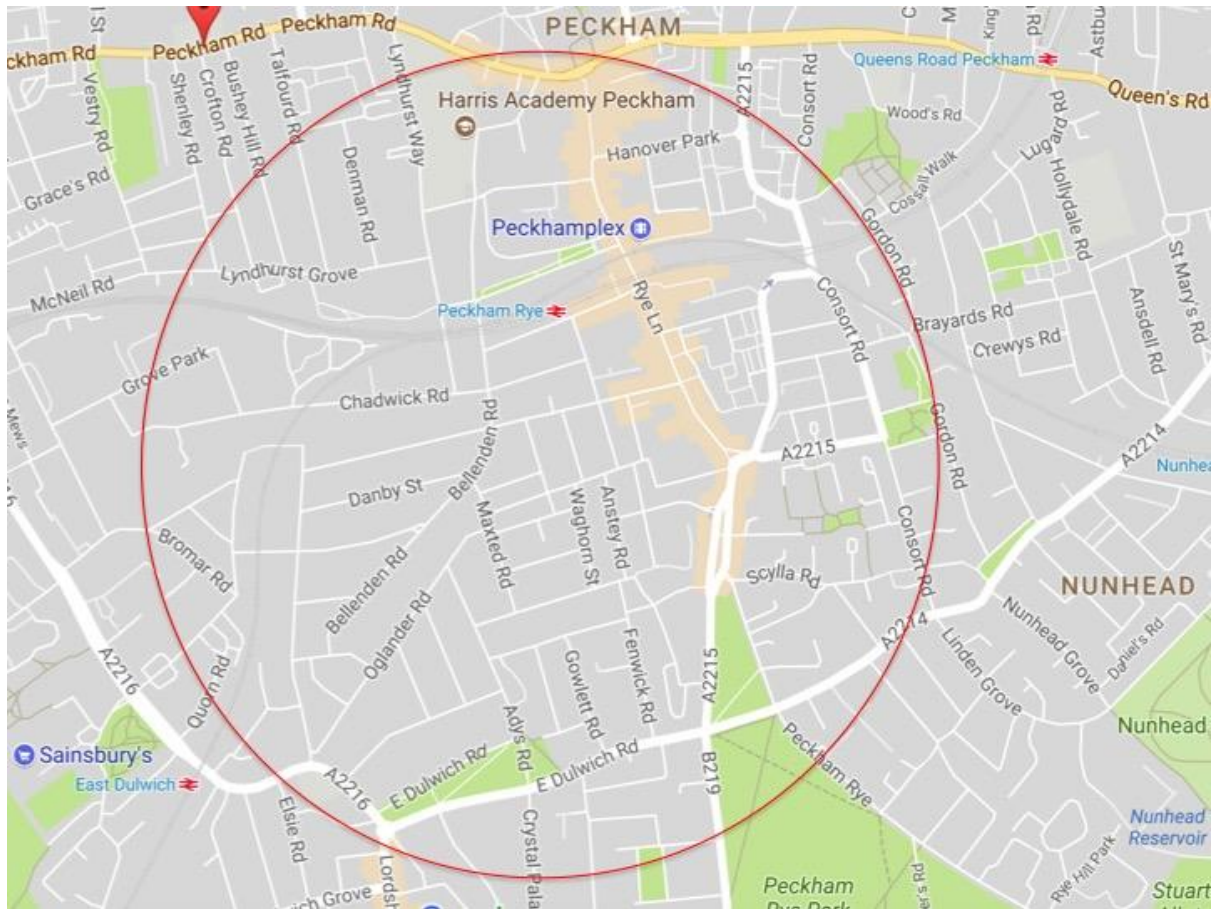
When traveling on public transport the leader of the trip should make themselves known to the station staff, where possible, to gain further assistance. Once the children have boarded, priority should be given to the children to sit down.

If at any point a group of children are left behind with an adult—the rest of the group should wait at the next stop and the school should be informed immediately or whenever possible.

Use of staff cars to transport pupils is NOT authorised by TBPS.

Appendix A- The School Learning Area

This area includes visits to places such as: Peckham Library, Peckham Rye, The Bussey Building, Peckham High Street and Warwick Gardens etc.



Appendix B- Parent Volunteer Safeguarding Leaflet

Thank you for accompanying the class on a school trip

How you can best support

At The Belham we organize regular trips to enrich and deepen pupil learning. This is only made possible through the generosity of our parent volunteers.

In our prior experience we have found that the volunteers who are most successful are those who follow the general guidelines below:

- Your role as an accompanying adult is to keep all the children in your group safe
- Please remain with, and be responsible for your group at all times (unless the class teacher directs otherwise)
- You are responsible for your group of children so please ensure you know who they are and have them in sight at all times
- Please treat all children you are responsible for equally (including your own child) eg please do not provide additional snacks or drinks for your child
- Please stay in sight of the trip leader or deputy trip leader (unless directed otherwise)
- If you are finding a child's behaviour challenging in your group please inform the class teacher immediately
- Please maintain confidentiality and allow the class teacher to communicate with parents as necessary about the school trip and their child

- Only school adults are permitted to supervise children **in** the toilets
- **Do not use mobile phones for any purpose** (except in an emergency), including taking photographs. This is to safeguard all our children and so that your attention is focused on the children
- Make sure you have the list of phone numbers to hand at all times, should you need them in an emergency
- In an emergency the trip leader or deputy leader will follow the school's procedure as regards notifying others. You must not contact other parents or use social media
- In the event that we are unable to stay as a class group take the children to a place of safety and when safe to do so the priority is to contact the trip leader or the school via the numbers on the emergency list

Name	Home	Mobile
Establishment- The Belham Primary School	020 8353 4290	NA

Head of Establishment – Liz Cohen	NA	07875467949
Other/EVC – SLT school phone contacts	NA	07954134527 07954134529
Establishment 'Home' Contact – Sonia Case	NA	07599225439
LB Southwark Emergency Call Centre (for initial contact during an emergency only)	0207 525 5000	

The teacher will give you information about the visit including timings and activities. Before leaving please ensure you are clear about the plans for the day. You will be informed of any child under your care who has a medical or additional need of which you should be aware (please remember you will be given this information on a need to know, confidential basis).

Appendix C

Threat from Terrorism

On the 23rd May 2017 the threat level for international terrorism in the UK was increased to CRITICAL. This means an attack is expected imminently. Below is some practical advice for Schools conducting off site visits.

The general advice is to continue as planned, but:

- be especially vigilant (staff should be this anyway);
- keep an eye on the news for any changes;
- avoid any areas which the Police state to avoid;
- ensure that you have a 'Plan B' in place for the day, if necessary;
- continue to undertake due diligence and dynamic risk assessment.

Below is the National Guidance document on 'Visits and threats from terrorism' – taken from www.oepng.info; the National Police Chiefs Council 'Run, Hide, Tell' Advice

Terrorism: Practical advice for school trips

- Consider increasing supervision ratios from normal arrangements. If for example small groups of older students are allowed to spend short periods of time indirectly supervised by staff, consider removing this additional freedom
- Stay alert to local and national news before and during
- Carefully consider the relative benefits of visits to religious or political venues and events that could be considered higher risk
- Assess the needs of SEN students and their ability to react and respond to dynamic situations
- Remind students to remain vigilant and alert, reporting anything suspicious to leaders
- Brief participants what to do if separated from each other in the event of a security incident. This should include designating specific physical meeting points and contact telephone numbers for staff. Remember that mobile phones may not work in the immediate hours after an incident so it is additionally important to designate a meeting location.
- Consider providing all participants with a printed emergency contact card with the school's landline telephone number on it and provide space for them to write down their own home landline number.
- Each Leader should carry an attendee list with all participant details, including medical conditions and next of kin noted
- Carry water (not just fizzy drinks) and snacks on visits in case of travel disruption and long delays, especially in warmer months or climates

- Carry additional personal medication in case of long delays
- Be additionally vigilant in crowded places such as shopping centers and travel hubs

At the moment, the issue of terrorist attacks is regularly in the news. But it's been on our agenda for much longer.

The police and security service have been working constantly to foil terrorist attacks for years, not months.

But we are not complacent about keeping you safe.

Due to events in the UK and abroad, people are understandably concerned about a rearms or weapons attack. These attacks are very rare but in the event of such an attack, it helps to be prepared.

Remember, attacks of this nature are still very rare in the UK.

So Stay Safe, and just remember the words:

RUN. HIDE. TELL.

To watch the Stay Safe Im, visit

www.npcc.police.uk/staysafe

[Frequently Asked Questions – Visits and the threat from terrorism](#)

What should we do about visits given the current threat of terrorist attacks?

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. To provide some perspective, the UK government identifies five levels of threat - from 'low' to 'critical'. Since 2006, when the levels were first published, it has never been below 'substantial' – the middle level.

When planning any off-site visit consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack.

It is sensible to:

- Be aware of the latest news relating to your destination
- In the UK, know the current threat level (available at: www.mi5.gov.uk/home/the-threats/terrorism/threat-levels.html).
- When travelling abroad check the FCO website www.fco.gov.uk in the early stages of visit planning, at regular intervals and immediately prior to leaving.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans. When visiting a major city, venue or event, where the risk of

attack may be greater, consider within your planning:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
- How to minimise waiting time at busy transport venues.
- How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
- The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?
- How the leadership team might manage an enforced group split. 6k November 2015
During the visit:
- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- When staying at any place for more than 30 minutes identify emergency meeting points in case the group is forced to move and becomes split.
- Avoid congregating too long around entrances to major public sites.
- At ports and airports don't linger unnecessarily on the public side of security screening.
- Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers (see point 2 in 'recognizing the terrorist threat': <http://tinyurl.com/pp4fxmu>) Another useful source of information is the website of the National Counter- Terrorism Security Office:
<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office> If this link doesn't work, try <http://tinyurl.com/o5qjkvs>.

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

London Borough of Southwark Emergency Contact: 0207 525 5000

Ask for the Emergency Response Team

Be prepared to give:

- Your name and Establishment/Group
- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made.
You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Establishment- The Belham Primary School	020 8353 4290	NA
LB Southwark Emergency Call Centre (for initial contact during an emergency only)	0207 525 5000	

If the visit will be outside normal establishment hours:

Head of Establishment – Liz Cohen	NA	07875467949
Other/EVC – SLT school phone contacts	NA	07954134527 07954134529
Establishment ‘Home’ Contact – Sonia Case	NA	07599225439