

# The Belham Primary School



## Educational Visits Policy

September 2021

<b>The Belham Primary School Educational Visits Policy</b>			
<b>Review Frequency</b>	Two years	<b>Review Date</b>	September 2023
<b>Governing Committee Responsible</b>	Education Committee		
<b>Governor Approval (Date)</b>		<b>Website</b>	Yes
<b>Staff Responsible</b>	Tom Turnham (EVC)	<b>Date Produced</b>	September 2021

## **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](http://www.oeapng.info) )
- 2) Uses SchoolsBuddy, the web- based notification 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 SchoolsBuddy nor do they require a trip form 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.**

*For these, trips a trip form is completed and submitted to a member of SLT or the EVC for checking. A risk assessment is also completed which must be signed by the head of school. Both of these forms are then given to the office. Trip leaders must check National Guidance when preparing their risk assessment. Details of these trips will be communicated to parents via SchoolsBuddy and at the start of the term in the topic letters.*

**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 a trip form. 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 to a trip form and risk assessment at least 21 days prior to the visit. They should obtain outline permission for a visit from the Headteacher or a member of SLT 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 the e-diary. 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. The EVC ensures that staff have access to the trip form and risk assessment proforma and liaises with the office staff to ensure that forms for trips have been received.

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

**The Headteacher** 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 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 alone 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 Headteacher).
- No photos should be posted on social media unless authorised by the trip leader after consulting with the consent record (help on ScholarPack) 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 held by the office).

### **10. Parental Consent**

Parents should be given information about the purpose and details of the trip at least two weeks in advance, this will be done via 'The Belham Buzz' and by SchoolsBuddy for trips outside of The School Learning Area. For activities within London, consent will be taken on starting the school via the home school contract.

Specific parental consent must be obtained for visits further than two hours' drive away 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.

## **11. 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.

## **12. Farms/Animal Visits/Swimming**

Refer to the National Guidance when planning trips by water, animals or to farms.

## **13. 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.

## **14. Transport**

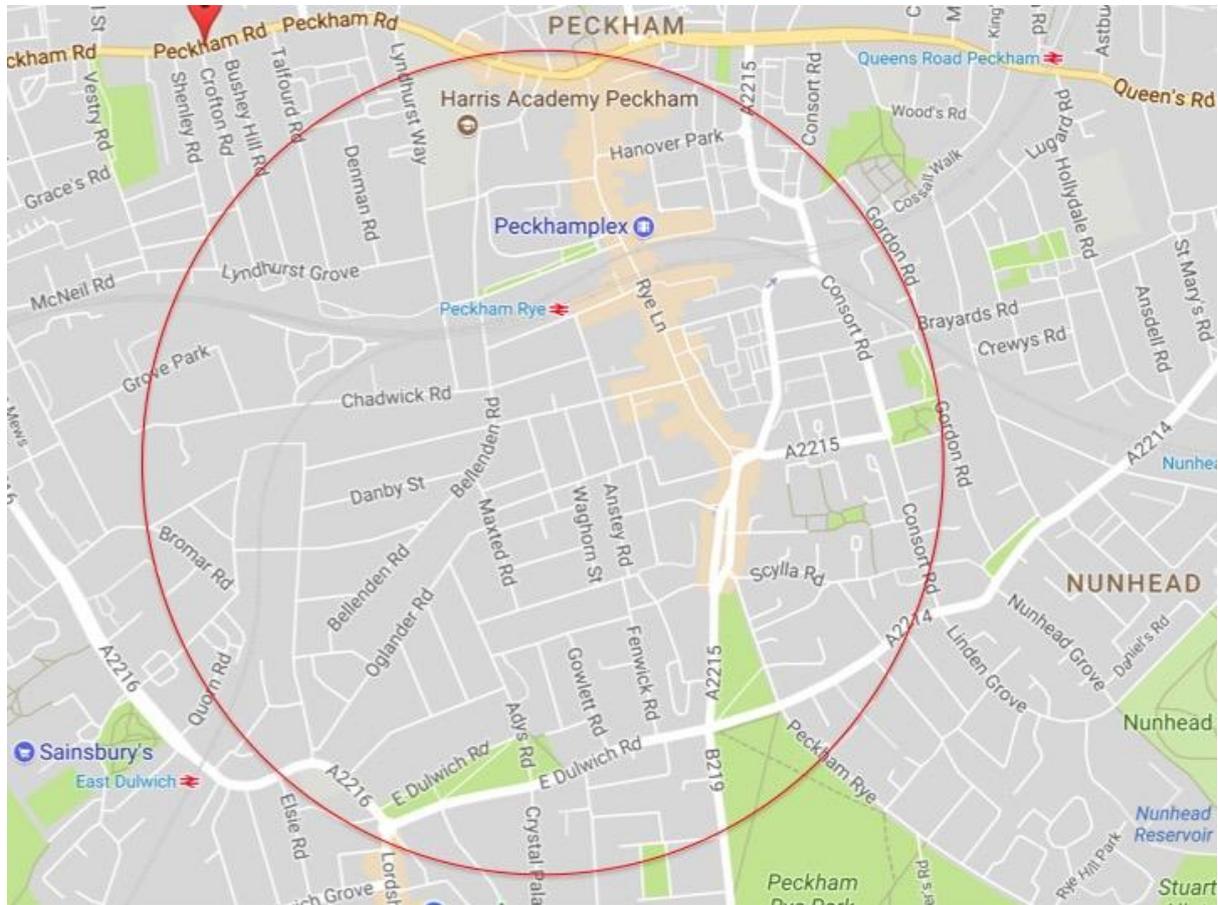
When traveling on public transport the leader of the trip should make themselves known to the station staff, where possible, to gain further assistance. Once the children have boarded, priority should be given to the children to sit down.

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) e.g. 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	07949 159 527
Other/EVC – SLT school phone contacts	NA	07954134527 07954134529
LB Southwark Emergency Call Centre (for <b>initial</b> 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: Emergency Contact Card

### 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.**

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**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 <b>initial</b> contact during an emergency only)	0207 525 5000	

If the visit will be outside normal establishment hours:

Head of Establishment – Liz Cohen	NA	07949 159 527
Other/EVC – SLT school phone contacts	NA	07954134527 07954134529