



Approved by Governors: MARCH 2018

Reviewed annually as part of the annual safeguarding review.

BROWICK ROAD PRIMARY AND NURSERY SCHOOL
POLICY STATEMENT FOR EDUCATIONAL VISITS

AIMS

To achieve success together through an educational visit, we aim to ensure that it should contribute to a child's knowledge of one or more aspects of the curriculum and bring to this a wider, enriching perspective both educationally and socially.

OBJECTIVES

An educational visit should:

- be planned, with safety and clarity of purpose being equally important
- ensure that the activity is appropriate to the child's experience and maturity
- ensure equality of access where all children are included, making adjustments to the planning of the visit as necessary.
- ensure a suitable environment is selected that fulfils safety and educational criteria
- is in line with the school's aims and ethos
- ensure a valid contribution is made to the curriculum
- facilitate continuity and progression
- be planned in such a way that those responsible have full understanding of their responsibilities for the visit.

ROLES & RESPONSIBILITIES

All parties involved in a visit must be clear about their responsibilities. This clarification should:

- help to ensure that no vital issues are overlooked
- clarify organisational responsibility
- encourage awareness of the vital issues of safety and well-being
- ensure appropriate support for leaders.

The **governing body** ensures all educational visits are in line with LA procedures. There is a specific nominated governor for Educational Visits. This is a staff governor to enable consultation to take place at short notice. The full governing body annually approves a programme of Level 1 visits to venues the school uses regularly. Visits are reported to the curriculum committee.

The **Head** has overall authority for any decisions concerning educational visits subject to initial governing policy and visits are reported back to the governing body in the Head's report.

The **Educational Visits Coordinator** (EVC) supports the planning process for educational visits. The EVC accesses appropriate training to keep up to date with latest guidance for safe visits.

The **visit leader** has overall responsibility for the supervision and conduct of the group.

Accompanying Adults

It is essential that all accompanying adults are made aware of and agree to the expectations of them, understand their relationship to the group members and of the part they are to play during the visit.

All accompanying adults must be CRB checked.

In particular they must recognise the limits and levels of their responsibilities. Adults must understand that the principle of 'in loco parentis' will apply to all who are in a supervisory capacity though it is likely courts would expect a greater level of care from teachers than from voluntary helpers.

Accompanying adults **must not take photos** on a school trip without the express permission of a teacher.

A teacher, members of staff or other adult assuming direct responsibility for a number of children during the visit must recognise his/her responsibility for:

- maintaining order and discipline
- safeguarding the health, well-being and safety of those children
- informing the Visit Leader of any incidents or concerns affecting pupils in his/her care.

COMMUNICATION AND LIAISON WITHIN THE SCHOOL

It is expected that the following trips will take place in school:

- at least one trip into Wymondham during the school year
- one trip further afield during the school year
- a field trip in the summer term

Residential trips do not take place.

While this is the expected pattern there may be times when fewer or more trips are arranged.

At the start of each term a staff meeting is held to arrange dates for the term. At this meeting the possible trips should be discussed and dates agreed so that they do not clash with other events.

The visit leader should then begin the planning process. No confirmation of dates should go ahead without consulting the Headteacher.

A record of all visits is kept on the Evolve website and the EVC keeps a record of all trip evaluations.

PLANNING

Planning must be thorough to fulfill the aims and objectives of a visit.

1. As far as is possible, venues holding the "Learning Outside the Classroom" (LOTC) badge should be used.
2. The proposed visit date and coaches should be booked well in advance. Booking at least a term in advance usually ensures venue and coaches will be available. The secretary books the coaches, the visit leader books the venue.
3. The visit leader (and other year group teachers) should visit the venue if a visit there has not been made before or for several years.
4. Parents should be informed that the trip is taking place even if it is a local trip into Wymondham. This should include a request for a contribution if there is a cost involved.
5. The visit leader should obtain or draw up a risk assessment of the venue. A template can be found in 'Public'; 'Staff only'; 'Templates'.
6. An equality impact assessment should be undertaken to ensure the trip is fully inclusive. Refer to the Equalities Information & Objectives Scheme for further advice.
7. Class teachers should enlist the help of CRB checked volunteers. There is a minimum requirement of four adults to support Key Stage 1 trips and six adults to support EYFS trips. Two of these adults will be the teacher and teaching assistant.
8. The visit leader should complete the visit form on Evolve using his/her username and password at www.norfolkvisits.org.uk Visit details can be added to and amended at different times before submission to the EVC. Note: details up to but not including the current screen will be automatically saved when the visit leader logs out.
9. The visit leader should notify the EVC immediately that a visit has been submitted for EVC approval. This should be done at least three days before the visit.
10. The EVC will then read, approve and submit the visit, via Evolve, to the Headteacher for final approval.
11. The Headteacher will then read and approve the visit on Evolve.
12. The approved visit will then show up on the EVC's Evolve account as 'approved'.
13. All visits submitted on Evolve, to date, have been Level 1 (non-hazardous/adventurous) and have not needed LA approval. The Evolve site indicates whether or not a visit will need LA approval.

14. A contingency plan should be in place should a plan be significantly changed or cancelled.

15. All visits must have final approval before the trip takes place.

FINANCIAL PROCEDURES

Educational visits must be largely self-financing. The school budget does not allow for any subsidy. It is expected that at least 80% of the trip should come from voluntary contributions. Best value must be considered, eg. early booking of trips will generally secure a better price for transport.

The financial procedures are as follows:

1. The visit leader should cost out the total cost ie. cost of transport, cost of admission to sites, cost of any resources which may need to be purchased for the trip and cost of pre-visit expenses.
2. The total cost should then be divided amongst the number of children expected to take part.
3. The initial letter to parents informing them of the trip should include details of the cost and what it covers. It should make clear that unless sufficient contributions are made to cover the cost of the trip it will be unable to take place. The letter must also include the statement: "A portion of the charge per child will go towards those who do not or cannot pay". The amount will be specified. See Appendix 1 for model trip letter.

Trip money brought in by children should be given to the teaching assistant who will record money received in the class teacher's cash book. The money should then be given to the office. **It is the teaching assistant's responsibility to account for each child's contribution. It is the secretary's responsibility to pay the money into the bank.**

4. On the day of the trip the visit leader should ensure they have the necessary cheques for payment of site admissions.
5. Any child absent for the trip who paid should be reimbursed. The coach company will send an invoice which will be paid by the office.
6. After the trip an Educational Activities Account sheet will be completed. See Appendix 2. This is reported to the governors' finance committee.

INFORMATION TO PARENTS AND OTHER INTERESTED PARTIES

Parents and Governors should be kept fully informed of all educational visits. The approval of a visit is delegated by the governing body to the Headteacher. Information

given in the early stages of planning should enable parents to make properly informed decisions prior to any financial commitment.

Parental Consent

The national guidance 'Parents and Guardians Responsibilities' states "Schools are not required to obtain parental consent for activities or visits that take place wholly in normal school hours" (Outdoor Education Advisers' Panel 2011). This was adopted by Norfolk in 2011 - <http://oeapeg.info/wp-content/uploads/downloads/2011/09/3.4n-Parents-and-Guardians.pdf>

From S35 Education Act 2004:

When a visit is part of a planned curriculum in normal curriculum time, then parental consent is not necessary, although it is recommended good practice to ensure that those in a position of parental responsibility are informed.

The Evolve system requires information about parental consent. Therefore, at Browick, we issue a block consent form to parents when their child starts school giving consent for all school trips which take place in school time. See Appendix 4. It is very rare for trips to take place outside of school hours. This consent form also asks for parental consent to emergency medical treatment should the need arise. Leaders should be informed of any special medical conditions. Up-to-date school records will assist with this process.

When a trip is subsequently planned, the letter sent home serves only to **inform** the parent that a trip is taking place. It may also **request** a financial contribution (see financial procedures above). Additional detailed information regarding the trip may need to be sent out in a letter close to the date of the visit.

In general, the detail provided for parents should be such that a reasonable parent could not claim to have been misled as to the nature of the visit or the arrangements for supervision.

STAFFING AND RESOURCES

There must be at least one teacher on each visit. Special first aid kits for carrying on visits and inhalers should be taken and all adults on the trip should be aware of who has

them. At least one member of staff should carry a mobile 'phone. Other resources eg. guidebooks, clipboards, will be identified in the planning process.

INSURANCE ARRANGEMENTS

The school pays an annual block premium which covers the whole school for all trips in the coming financial year. This includes any offsite activity. The responsibility for ensuring the premium is paid lies with the Head.

Insurance cover for all adults involved in visits is covered by the LA's insurance.

TRANSPORT ARRANGEMENTS

Transport arrangements will depend largely upon the numbers involved in the visit. Children must always wear a seat belt. Buses, where seat belts are not fitted, are only appropriate for short journeys and parents must be informed that such transport is being used. Cars will not be used as transport on any visits.

BRIEFING PARTICIPANTS

It is important that all participants are fully briefed about the visit. This will include:

- how they will be grouped and which adult will be supervising them
- how they will be expected to behave and the consequences of inappropriate behaviour
- what will be expected of them in terms of work and other activities.

We have a laminated care 'Helping on a School Trip' (Appendix 4) which outlines helpers' responsibilities during the visit before they leave the classroom. This includes advice on child protection. **This must be given to all helpers before the trip. Appendix 5.**

EMERGENCY PROCEDURES

Despite good planning and leadership, unforeseen accidents or emergencies may arise. On such occasions leaders may need the support, advice and management skills of the Headteacher and the LA. The following emergency procedure is designed to ensure the rapid transfer of accurate information and enlist services or help in dealing with the possible attentions of the media. **A summary of the following process must be part of the documentation pack carried by leaders and should be available at all reasonable times during the visit. (see Appendix 3)**

For all off-site visits and particularly those in remote areas the carrying of a mobile telephone is required.

Supervision

In the event of an emergency:

- Immediately inform all group staff of the problem. Clarify the action to be taken.

- Make certain ALL members of the group are accounted for.
- Establish the identity of those involved. If they are injured ascertain the nature and extent of their injuries.
- Ensure that the injured are accompanied to hospital. Whenever possible this should be by an adult known to them, normally the teaching assistant.
- Make sure the remainder of the group are fully supervised. Clarify with them exactly what has happened and the consequent course of action.

Communication

If the incident is serious, establish communications with the base contact. They should contact the Critical Incidents Team who will determine arrangements for dealing with the media.

EVALUATION AND FOLLOW UP

An evaluation of the trip is included on the Educational Activities Account Form. This should be completed by the visit leader and a copy given to the Head and the EVC. It is likely that there will also be follow up work for the pupils that will have been identified in the planning process.

A selection of photographs from the visit should be given to the EVC for inclusion in the EVC scrapbook where the EVC will keep a record of all school visits that have taken place including any feedback etc. to inform future trips.

POLICY REVIEW

This policy will be reviewed annually as part of the annual safeguarding review.

Pauline McMullan

2019

APPENDIX 1

YEAR ... TRIP TO

This is to inform you that a trip for Year ... is planned for (date) to the (venue). This trip is to (state purpose of trip).

(If a contribution is required)

A voluntary contribution of £..... is needed towards the cost of the trip. This is to cover the cost of transport and admission. No child will be excluded from the trip if a voluntary contribution is not made but the trip will be unable to go ahead unless sufficient contributions are received. A small portion of the charge per child (.....p) will go towards those who do not or cannot pay.

This trip is an all day trip and a packed lunch will be required.

Please return the slip below and money in a named envelope to your child's teacher by(date).

Yours sincerely

Visit Leader

Name of Child _____

I have received and understand the information about the Year X trip.

I am willing/ not willing to contribute £..... towards the cost.

Signed _____

APPENDIX 2

**BROWICK ROAD PRIMARY AND NURSERY SCHOOL
EDUCATIONAL ACTIVITIES ACCOUNT**

VISIT LOCATION:.....
DATE:..... YEAR GROUP:.....
VISIT LEADER:.....

FINANCIAL INFORMATION

AMOUNT OF CONTRIBUTION FROM PUPILS: £.....

INCOME

FROM PARENTS: £.....
FROM FRIENDS: £.....
FROM OTHER SOURCE (PLEASE SPECIFY): £.....
TOTAL INCOME: £.....

EXPENDITURE

TRANSPORT: £.....
ADMISSION: £.....
OTHER (PLEASE SPECIFY): £.....
TOTAL EXPENDITURE: £.....

EXCESS OF INCOME OVER EXPENDITURE: £.....
EXCESS OF INCOME REFUNDED TO PARENTS: £.....
EXCESS OF INCOME RETAINED IN SCHOOL BUDGET: £.....

EXCESS OF EXPENDITURE OVER INCOME: £.....
EXCESS FUNDED BY:.....

SIGNED

VISIT LEADER..... HEADTEACHER.....
DATE.....

TRIP EVALUATION

Please complete overleaf. Visit leader to record evaluation of trip. To include whether trip was safe, enjoyable, would be worth repeating, what would need to change etc. (Please give completed form to Head and copy to EVC).

Appendix 3

**SUMMARY OF EMERGENCY PROCEDURES
(Visit Leader to Take on Trip)**

Emergency Contact Number(s):

School: 01953 603061

Other:

Supervision

In the event of an emergency:

- Immediately inform all group staff of the problem. Clarify the action to be taken.
- Make certain ALL members of the group are accounted for.
- Establish the identity of those involved. If they are injured ascertain the nature and extent of their injuries.
- Ensure that the injured are accompanied to hospital. Whenever possible this should be by an adult known to them, normally the teaching assistant.
- Make sure the remainder of the group are fully supervised. Clarify with them exactly what has happened and the consequent course of action.

Communication

If the incident is serious, establish communications with the base contact. They should contact the Critical Incidents Team who will determine arrangements for dealing with the media.

APPENDIX 4

BROWICK ROAD PRIMARY AND NURSERY SCHOOL

CONSENT FORM TO TAKE PART IN SCHOOL TRIPS

School trips enrich the children’s learning in many different ways and at Browick all children take part in a variety of school trips. These can include trips to the theatre, local museums, field trips and local visits into Wymondham.

As our school trips take place wholly within school time then these visits are seen as part of the normal school day and parental consent is not required. *(S35 Education Act 2004: When a visit is part of a planned curriculum in normal curriculum time, then parental consent is not necessary, although it is recommended good practice to ensure that those in a position of parental responsibility are informed).*

We will always inform you when a trip is going ahead.

We do require your permission to give emergency medical treatment should it be required. However we would always act in the best interests of the child at the moment when an emergency situation arises eg. administering emergency first aid.

Therefore could you please complete this form and return to school as soon as possible. This form will remain valid for as long as your child is at Browick Road.

Thank you

Pauline McMullan
Headteacher

NAME OF CHILDDATE OF BIRTH

NAME OF PARENT/CARER

Please delete as necessary:

My child will take part in visits which take place in school time and I will be informed.

I give consent for emergency treatment to be given to my child on a school trip should it be necessary YES / NO

Signed

Appendix 5

HELPING ON A SCHOOL TRIP

Thank you for helping on this trip. We have put together a few tips and guidelines to help you.

1. Make sure you understand what is happening on the trip and what is expected of you as a helper. The teacher should brief you about this.
2. On the bus make sure the children in your group have their seatbelts fastened securely.
3. When walking with the children make sure they are walking sensibly and keeping with the rest of the group.
4. Children must be supervised at all times. If you need to go to the toilet make sure another adult is in charge of your group.
5. Do not take photos of the children unless you have the teacher's permission.
6. If children are behaving inappropriately you must tell them to stop. If it continues find a member of staff and inform them immediately.
7. If a child does or says something which concerns you, please tell a member of staff as soon as possible. Any incidents such as this remain confidential within school.

And finally . . . enjoy the day!

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