



# **WIMBLEDON PARK PRIMARY SCHOOL**

## **EDUCATIONAL VISITS POLICY**

Approved: Chair of Governors

Headteacher

Date:

Date

Next revision: March 2021

Wimbledon Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all Staff and Volunteers to share this commitment.

This policy is based on the principles outlined in *There and Back Again: The Outdoor Education Handbook* [Merton guidance for educational visits].

## Aims of Educational Visits

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. The school recognises the significant educational value of visits and activities that take place away from the immediate school environment.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They can also encourage co-operation, teamwork, the application of problem solving skills, independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, the party leader, members of staff and volunteers, pupils and parents.

## Approval for School Visits

The Headteacher gives approval for all school visits (except overseas trips where the LA must be consulted). The Governing Body should, however, be informed by the Headteacher about plans which involve:

- a residential element
- any visit abroad
- any visit where there is significant concern about health, safety or welfare
- any visit where there are significant financial implications for school funds.

The Headteacher is assisted in approving and developing safe procedures on off-site visits by the school's Educational Visits Coordinator [EVC].

## Getting Initial Approval for an Off-Site Visit

The Headteacher (or EVC) needs to be consulted and give approval in writing of initial plans for a visit **before approaching parents or making any bookings/ financial commitment.** Appendix A contains the initial approval forms. Approval will be needed at least three weeks before a proposed visit. For residential visits approval should be sought at least 6 months in advance to allow for governor consultation, booking and to give parents notice.

Charging for Educational Visits must comply with the school Charging Policy (Dec 2017).

## Informing parents

Staff need to inform parents about visits. The letter/email will be approved by the Headteacher (or EVC) as part of the initial planning. Letters should be issued through the School Office. They should provide key information for parents about the visit; request relevant medical information;

request voluntary contributions (where applicable); request parental consent, by means of a tick box, and volunteer support. (Volunteers will be subject to the appropriate safeguarding checks). Emergency contact details for the duration of the visit should also be requested.

## Planning a visit in detail

The group leader should now make risk assessments and finalise arrangements for the visit. The checklist for this is in Appendix B and it is used eventually to give final approval to a visit. **The most important factor in making appropriate plans and proper risk assessments is the group leader's knowledge of the journey and eventual destination.** Consequently, a pre-visit is essential in almost all cases.

### Volunteer Helpers

Visits often need **volunteer helpers** to ensure there are enough adults to care for the children. Ultimately it is the decision of the school as to whether it is advisable to accept a particular offer of help. The Group leader and School Educational Visits Co-ordinator (EVC) need to be satisfied as to competency. Acknowledgement and acceptance of offers of help should be made as soon as possible after the initial letter is sent to parents. It is important that volunteers are thanked for their offer and given advice both at a briefing meeting and through our 'Guidelines for adults accompanying children on school outings' (Appendix C). The guidelines can be sent out to parents before the briefing. Teachers should advise the Headteacher or EVC if they are likely to be short of volunteers as soon as possible. They should request a reserve in case of illness.

### Adult: pupil ratios

The number of adults needed for a visit varies depending on the number and age of children, the specific needs of the children, the nature of the visit and the experience of the adults. *There and Back Again* gives London Borough of Merton guidance on ratios and the type of adults needed (e.g. staff / responsible adult male/female).

Risk assessments for the activities must form the basis for adult pupil ratios. It is school policy that the minimum national and local ratios must be met and generally we seek a higher proportion of adults to enhance children's learning, reduce risk and allow for absences.

### Travel Arrangements

Free public transport, organised in advance from Transport for London, keeps the costs of educational visits to a minimum. Coaches are used when this is not an appropriate option. Generally, we do not use private cars, save in emergency, and there are specific assessments to be made if we do e.g. Is the vehicle roadworthy? Correctly licensed? Does the driver have confirmation from their insurers that they have cover for transporting children on an occasional voluntary basis? See *There and Back Again*.

When walking with large groups of children along busy roads, the accompanying adults will wear high visibility jackets (kept in the staffroom) to ensure they can be seen by the children and traffic.

### Risk Assessments

All off-site education must be covered by written risk assessments. The school has developed a range of standard risk assessments. These can be very helpful for routine activities such as swimming lessons, trips to the Rec (the park adjoining the school) and small group visits in the local area (to the local shops). **However, these must be understood and used properly by the group leader.** They are not a replacement for proper planning. Any alterations made are likely to be as a result of pre-visits where staff have noticed changes to access or route planning since the last visit.

The EVC can give advice on risk assessment in general, suggest the ones that are needed and guide group leaders to generic ones drawn up by LB Merton and our own collection.

### **Collecting Money**

Reply slips and money for school visits goes to the school office and is kept safely by the Admin team.

### **Medical Needs**

The letter for day visits asks for parent information on medication that should be taken on the visit. Group leaders check class health records to check for other conditions and health issues at the initial planning stage. Prior to departure they need to draw up a list of medical needs of the children, inform the adults in charge and ensure the lists and medications are taken on the visit. Children with medical needs, which may be problematic on the visit, should also be recorded on the risk assessment and where possible these children should be grouped with their class teacher for the visit (or parent, if they are accompanying the trip). Use of medication should be recorded in the medical room on return.

Residential visits need more detailed information. The same principle of informing party adults applies. School record forms for administering medication also need to be taken on the visit.

### **First Aid**

Wherever possible, a qualified first aider should accompany an educational visit. Most of our support staff have up to date training. First aid kits are available in the medical room to be taken on educational visits. First aid kits should be carried by the group leader and first aider (deputy-group leader if no first aider attending).

Any accident or incident requiring first aid will need to be recorded on return from the visit under our usual procedures. (Accident forms should be taken on residential visits) and the EVC should be informed.

### **Emergencies**

Group Leaders and Deputies need to know what action to follow in case of emergencies. The school Critical Incident Plan should be followed in the case of emergencies.

### **The Children – Behaviour and Discipline**

The children and adults need to be briefed before a visit. This will cover not only curriculum goals but expectations for behaviour and discipline. For younger children and short visits the briefing could be given orally but a residential visit would need to be discussed in detail, possibly drawing up a written discipline code. The School's behaviour policy will apply during any visit, but the children will need to know how this would operate, say on a residential visit, and how important it is to follow instructions in unfamiliar environments and situations.

### **Parents – Keeping them informed**

Parents may need additional information by letter following the initial approval. This could cover clothing and catering arrangements. Where there are significant changes to the programme or arrangements, parents must be informed.

For residential visits, parents will need a meeting some weeks before the visit to give additional information on the arrangements and perhaps explain the emergency, medical and permission forms, clothing lists etc.

## Final Approval and Reporting Back

Final Approval for day visits must be sought at least 3 days before departure. The Headteacher or the EVC (if delegated) should check through all the arrangements and formally confirm them. Appendix B shows the forms that are used for the final check on a visit. This form **MUST** be filed along with all the supporting documentation for the visit in the School's Educational Visits file in the School Office. As it is an auditable document, schools should file each form with the accompanying paperwork and journey accounts. The records should be kept for at least 5 years from the date of the journey. The Group Leader should report back to the EVC verbally after the visit and significant points should be recorded by the EVC. Health and safety issues must be reported on.

Final Approval for residential visits must be sought at least 1 month before departure. As with day visits these forms and accompanying documents need to be filed and kept for at least 5 years. The EVC and the Group Leader should record key findings from every residential trip. Any accidents, incidents or 'near misses' should be recorded.

On the day of the trip all adults accompanying the trip should record their mobile contact numbers for the day with their group list which will be distributed amongst all of the accompanying adults. The group leader should carry a copy of the Education Visits Critical Incident Task Sheet. Laminated copies are available in the school office. (Appendix E)

If travelling by coach, coach registration plates should be recorded on the documentation stored in the visits file. If more than one coach is used, a list of children and adults on each coach with the corresponding number plate must be left with Appendix B.

## Policy Review

This document will be reviewed biennially to ensure it reflects national and local guidance and good practice.

**APPENDIX A**

Initial Approval for an Optional Off-site Visit: Non-Residential  
(To be made at least 3 weeks before visit)

Class/Group \_\_\_\_\_ No of Chn \_\_\_\_\_ Age \_\_\_\_\_

To \_\_\_\_\_ Date \_\_\_\_\_

	APPROVED
1. PARTY LEADER/ DEPUTY PARTY LEADER/ FIRST AIDER/ OTHER STAFF	
2. EDUCATIONAL PURPOSE	
3. POTENTIAL SIGNIFICANT HAZARDS (DISCUSS WITH EVC PRIOR TO FLLING IN) AND CHILDREN WITH PARTICULAR NEEDS	
4. YOUR KNOWLEDGE OF THE LOCATION (S)	
5. HOW WILL YOU TRAVEL?	
6. LENGTH OF VISIT – ATTACH TIMETABLE	
7. TOTAL COST OF TRAVEL, STAFF COVER COSTS, PRE-VISIT AND VENUE	
8. ACTUAL COST PER CHILD	
9. CHILDREN WHO WILL NEED FINANCIAL SUPPORT TO ATTEND	
10. ADULT:PUPIL RATIO	
11. INFORMATION FOR PARENTS (ATTACH DRAFT LETTER)	
APPLICATION MADE BY _____ DATE _____	
APPROVED BY HEADTEACHER/EVC _____ DATE _____	

**APPENDIX A**

Initial Approval for an Optional Off-site Visit: Residential  
(To be made at least 6 months before visit)

Class/Group \_\_\_\_\_ No of Chn \_\_\_\_\_ Age \_\_\_\_\_

To \_\_\_\_\_ Date \_\_\_\_\_

	APPROVED
1. PARTY LEADER/ DEPUTY PARTY LEADER/ FIRST AIDER/ OTHER STAFF	
2. EDUCATIONAL PURPOSE	
3. POTENTIAL SIGNIFICANT HAZARDS (DISCUSS WITH EVO PRIOR TO FLLING IN) AND CHILDREN WITH PARTICULAR NEEDS	
4. YOUR KNOWLEDGE OF THE LOCATION (S)	
5. HAS AN OPEN SOURCE CHECK BEEN CARRIED OUT TO ENSURE THAT THE LOCATION DOES NOT PROMOTE EXTREMISM?	
6. HOW WILL YOU TRAVEL?	
7. LENGTH OF VISIT – ATTACH TIMETABLE	
8. TOTAL COSTS OF TRAVEL, STAFF COVER COSTS, PRE-VISIT AND VENUE	
9. ACTUAL COST PER CHILD	
10. CHILDREN WHO WILL NEED FINANCIAL SUPPORT TO ATTEND	
11. ADULT:PUPIL RATIO	
12. INFORMATION FOR PARENTS (ATTACH DRAFT LETTER)	
APPLICATION MADE BY _____ DATE _____	
APPROVED BY HEADTEACHER _____ DATE _____	

**APPENDIX B****NON RESIDENTIAL PLANNING CHECKLIST AND FINAL APPROVAL**

Final Approval for Off-Site Visits: Checklist for Headteacher &amp; Group Leader

Journey Details: To: \_\_\_\_\_ Date: \_\_\_\_\_  
 No. Staff: \_\_\_\_\_ No. of chn: \_\_\_\_\_  
 No. of Adult Volunteers: \_\_\_\_\_ Age range: \_\_\_\_\_

It is confirmed that the Headteacher/ EVC has seen and approved:

- Copy of the final programme/timetable for the visit.
- Copy of risk assessments(s) for the visit, including travel and venue has been checked for their assessments
- Copy of the discipline code for the pupils (written or delivered orally)
- Contact telephone numbers for the Group Leader and Deputy Leader during the visit  
 Group Leader Name and Number \_\_\_\_\_ Deputy Name and Number \_\_\_\_\_
- Contact address and phone number for any places visited/ organisers of event  
 Place: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Contact name: \_\_\_\_\_
- Details of travel arrangements. Contact address of Tour Company/Coach Company/Taxi firm and telephone number, coach numberplate,.
- Parental consent forms for all children and copy of class medical forms showing medical needs
- Lists showing groups and who the adults are in charge of groups and their roles (e.g. Group leader, Deputy, First Aider, SSA for SEN child)
- Details of when accompanying adults will be briefed. Please issue our Guidelines before this.
- Confirmation that Group Leader has arranged to take on the visit: First Aid Kit(s), travel sickness kits, class medical forms, class emergency contact list, approved medications, charged emergency/contact phones and Critical Incident Checklists for Party Leaders and Headteacher.

Approved: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

This form is to be placed with the accompanying copied paperwork in the School Visits file in the School Office

**APPENDIX B**RESIDENTIAL PLANNING CHECKLIST AND FINAL APPROVAL

Final Approval for Off-Site Visits: Checklist for Headteacher &amp; Group Leader

Journey Details: To: \_\_\_\_\_ Date: \_\_\_\_\_  
 No. Staff: \_\_\_\_\_ No. of chn: \_\_\_\_\_  
 No. of Adult Volunteers: \_\_\_\_\_ Age range: \_\_\_\_\_

It is confirmed that the Headteacher/ Delegated Line Manager has seen and approved:

- Copy of the final programme/timetable for the visit.
- Copy of risk assessments(s) for the visit, including travel and venue has been checked for their assessments and, if needed, Adventure Activities Licensing Authority
- Copy of the discipline code for the pupils (written and signed by child)
- Contact telephone numbers for the Group Leader and Deputy Leader during the visit  
 Group Leader Name and Number \_\_\_\_\_ Deputy Name and Number \_\_\_\_\_
- Contact address and phone number for residential accommodation  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Contact name: \_\_\_\_\_
- Details of travel arrangements. Contact address of Tour Company/Coach Company/Taxi firm and telephone number, coach numberplate
- Parental consent forms for all children and medical forms showing medical needs
- Lists showing groups and who the adults are in charge of groups and their roles (e.g. Group leader, Deputy, First Aider, SSA for SEN child)
- Details of when accompanying adults will be briefed. Please issue our Guidelines before this. Confirmation that adults are CRB checked.
- Confirmation that Group Leader has arranged to take on the visit :First Aid Kit(s), travel sickness kits, individual medical forms and emergency contacts, catering forms, approved medications and recording sheets, charged emergency/contact phones, details on how to contact school liaison staff in and out of school hours and Critical Checklists for Party Leaders and Headteacher

Approved: \_\_\_\_\_ (Headteacher) Date: \_\_\_\_\_

This form is to be placed with the accompanying copied paperwork in the School Visits file in the School Office

## **APPENDIX C**

Guidelines for parent volunteers accompanying an off-site visit

### **WIMBLEDON PARK PRIMARY SCHOOL**

*Opportunity, Excellence, Success*

#### **Guidelines for adults accompanying children on school outings**

School Address: Havana Road, London SW19 8EJ

School Tel: 020 8946 4925

Thank you for agreeing to accompany us on our educational visit. We want it to be safe, educationally enriching and enjoyable for the children. The following information explains our expectations of you during the visit.

The teachers leading the visit will need to brief you before we leave. This is usually done around 20 minutes before departure and will cover important safety points and arrangements. You will also be told about how we expect the children to behave.

Before leaving school check you know:

- who is in your group (and that the children know who you are)
- medical / care needs of children in your group
- the outline of the day
- first aid and travel sickness arrangements, including staff with first aid training
- any special safety needs
- how to contact the Party Leader and Deputy Party Leader
- arrangements for visiting toilets.

Key information on your group, their medical needs, contact numbers and the timetable will be written down for you by the Party Leader to take on the visit.

Keep the children in view at all times. Never allow a child to go off alone for any reason. Count your group regularly, particularly following a change in activity and whenever the teacher in charge asks.

If any child does not follow your instructions, report to one of the teachers immediately for support.

Listen carefully to the teacher's (or a Centre Guide's) instructions and make sure your group listens too.

We want the children to learn from the visit and you will pay a major part in this. Please talk to the children, points out things of interest and answer their questions.

The children and adults accompanying them should be 'safety aware' at all times, checking for problems and reporting them.

We expect children to be well behaved at all time, be aware of the needs of other visitors, and to be respectful of their surroundings.

**PLEASE TURN OVER FOR TRAVEL AND EMERGENCY INFORMATION**

We need to follow basic safety procedures when travelling. These include:

Walking along the road. Children should keep to their group and walk in pairs. They need to keep away from the pavement edge. The Party Leader will decide where to cross and will brief you beforehand on how this is done as well as give instructions at the time.

Coach journeys. The children must always wear seat belts. On coaches you should sit near your group and check they have put on their seat belt. Children should not sit in the front seats of the coach. They need to sit down for the whole journey. They should not get out of their seat until told to by the Party Leader. Teachers count the children on and off and are the last to get on and first to get off a coach. They will supervise the children climbing up into and down from the coach. Please help check the children have all their belongings. Children should not eat or have drinks but may need to sip water on occasion.

Car/ taxi journeys. The children must always wear seat belts and the same general rules apply as for coaches. The adult is the last in and first to get out of the car. It is important that the children slide across to get out on the pavement side. Children do not sit in the front seat.

Bus journeys. Same rules for coaches but there are no seat belts and there may not be enough seats for the children. The Party Leader will decide if buses are crowded whether to split the party into pre-arranged groups and/or wait for another bus. There will a set point to meet up again if the party splits. Children are seated wherever possible. If there are some seats short and the Party Leader decides it is reasonable for some children to stand, this has to be adjacent to a party adult who can check they are holding on. This would usually only be with our Key Stage 2 children. Particular care needs to be taken at bus stops to keep the children in their groups and away from the pavement edge, especially as the bus approaches. The children also need to be supervised getting onto and off the bus.

Trains and the Underground Same rules as for bus journeys. If the party is split between carriages there should always be at least two groups per carriage and an adult will be first on and last off, the other being last on and first off. Children need to keep away from the platform edge and not move towards the carriages until the train has stopped. Adults need to supervise children stepping into and out off the carriages.

If there is an emergency, we have procedures to help us. Make sure the other children are safe, seek help from school staff, stay calm and reassure the child involved.

THANK YOU FOR YOUR SUPPORT!

## APPENDIX D Timeline for Educational Visits

	<b>Non Residential Visit</b>	<b>Residential Visit</b>
<b>Initial Approval</b>	Must be sought at least 3 weeks prior to visit	Must be sought at least 6 months prior to visit
<b>Informing parents</b>	Letter sent to parents	Letter sent to parents Meeting organised for parents
<b>Detailed Planning</b>	Staff and volunteers Risk assessments Travel arrangements Collecting money Medical needs First Aid Emergency planning Code of conduct: children Written guidelines sent to volunteers	Staff and volunteers Risk assessments Travel arrangements Collecting money Medical needs First Aid Emergency planning Code of conduct: children
<b>Final Approval</b>	At least 3 days prior to visit	At least 1 month prior to departure Briefing for staff/ volunteers
<b>Day of visit</b>	Briefing for staff/ volunteers Paperwork to Educational Visits file	Paperwork to Educational Visits file
<b>Reporting back</b>	Group leader: verbal feedback to EVC Health and Safety issues noted Medication/first aid recorded Accidents reported	Group leader: verbal feedback to EVC EVC to make written record Health and Safety issues noted, including near misses Medication/first aid recorded Accidents reported
<b>Administration</b>	All written records to be kept for 5 years	All written records to be kept for 5 years

## Appendix E – Critical Incident Task Sheet

### Responsible Person – Leader on every education visit

The educational visit leader should take a laminated copy of this task sheet on every educational visit, as well as a copy of the contact details sheets.

Ref	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> <li>▪ Contact details</li> <li>▪ Consent forms (including medical and next-of-kin details)</li> <li>▪ Maps</li> <li>▪ Tickets</li> <li>▪ Insurance policies</li> <li>▪ Proof of identity</li> <li>▪ Passports (if abroad).</li> </ul>	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> <li>▪ Records of expenditure</li> <li>▪ Medical certificates / hospital admission forms</li> <li>▪ Police incident number.</li> </ul>	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	
E25	Please refer to appendix for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	