

# HARRINGTON HILL PRIMARY SCHOOL

## EDUCATIONAL VISITS POLICY



REVIEWED:

Jan 2023

NEXT REVIEW DATE:

Jan 2024

Adopted:

**Striving for Excellence. Achieving Together.**

*Striving for excellence. Inspiring to achieve collaboratively through respect, happiness and creativity. We are independent and reflective for continuous improvement.*

## **What is the purpose of this policy?**

This policy reflects the policy and practice at Harrington Hill Primary School in relation to educational visits. Outings are a valuable part of the school's life and provide constructive and enriching experiences for pupils. The purpose of this policy is to establish a clear and coherent structure for the planning and evaluation of all educational visits (including short walks around the local area), and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times.

## **Aims**

The aims of educational visits are to:

- Enhance curricular and recreational opportunities for all pupils.
- Provide a wider range of experiences for our pupils than could be provided on the school site alone.
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

## **Inclusion**

It is our policy that **all** children should be able to participate in educational visits.

Where a child with a disability is eligible for an educational visit, we will make every effort to ensure they are included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Where a child has a health care plan, the relevant medicines must be taken on the visit.

## **Behaviour**

### ***Prior to the trip:***

Where behaviour of an individual is causing you concern for safety or other reasons, two weeks prior to the trip the parent/carer of the child will be contacted to clearly explain that there is a possibility their child will require further support to be able to attend the trip safely. This may include asking a parent/carer to accompany their child on the trip. We will endeavour to work with parents/carers to ensure the child is able to participate in the educational visit.

### ***During the trip:***

If the behaviour of an individual or group is causing you concern for safety or other reasons, repeat the warning given at the outset. Following the school behaviour policy – 'stay on green'. If the behaviour does not improve, call the school to speak to a member of SLT for support. If necessary and if numbers allow, it may be possible to send pupil(s) back to school with an adult.

## Procedures for planning a trip

1. To begin the process of an educational visit, the trip leader must inform their phase leader that they would like to take their class/group of children on an educational visit. This can be requested via email and the following information must be given:

**-Date**

**-Location**

**-Start and end time**

2. Phase leaders will then inform the Head of School or Deputy Headteacher of this request and check the school calendar to see if the educational visit can proceed. Confirmation will then be given to the phase leader and the educational visit will be added to the school calendar by the Senior Admin Officer.
3. Once confirmation is given by the phase leader, the trip leader can confirm with the company that the educational visit can proceed. Any confirmation that is sent through to the trip leader must be sent through to the School Business Manager.
4. Parents/carers and pupils can then be informed of the trip at least two weeks prior to the educational visit. All letters to go out to parents/carers must be sent to the Head of School or Deputy Headteacher for approval and then sent to the Senior Admin Officer to be added to the website (**see appendix**).
5. Public transport (if needed) will then need to be booked via the School Transport for London website. <https://schoolparty.tfl.gov.uk/>. The login details are saved in staff/trips. The trip leader must then inform the kitchen of the number of packed lunches required. The packed lunch order forms are saved in staff/trips. This must be done a minimum of two weeks in advance. (**See appendix**)
6. A risk assessment must then be completed following a visit to the venue if a recent visit has not been made. **All trip leaders MUST visit the venue prior to the visit.** The risk assessment must then be sent to the phase leader, which will be signed off once all confirmation slips are returned. Once signed off, a copy of the risk assessment and slips must be given to the office.

## Risk Assessments (See Appendix)

A risk assessment will assess the risk which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations.

- What are the hazards? (take into account weather conditions, transport arrangements and crossing roads)
- Who might be affected by them?

- What safety measures are needed to reduce risks to an acceptable level?
- Can the trip leader put the safety measures in place?
- What steps will be taken in an emergency?

Venues providing instructor led activities will have their own risk assessments for particular sessions. These assessments may be adopted if it is impractical for the group leader to experience the activity beforehand. A risk assessment must also cover transport to and from the venue. The trip leader is responsible for ensuring all groups follow the agreed route to and from a venue.

A copy of the completed risk assessment will be given to the phase leader, office staff and all adults supervising the educational visit.

### **Parental permission**

When a child joins Harrington Hill Primary School, their parent/carer will sign a letter giving permission for their child to attend any trip within the M25. This will be valid throughout their time at Harrington Hill.

Extra parental consent will need to be given on Arbor for trips that:

- are outside of the M25
- need a higher level of risk assessment
- are outside normal school hours
- involve the use of water

### **Payment for educational visits**

Where payment is required for a trip, parents will be advised by letter or email of the required contribution. They should follow instructions given in the letter or email about how and when payment is to be made. Payments are made via Arbor. The parent must register themselves to enable their online account and must ensure that they check that all the account details are correct before finalising their payments. Any parent with genuine difficulty in finding the sum should talk to the Head of School or School Business Manager who will advise them of any support that may be available. No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

### **Adult supervision**

At Harrington Hill we ensure that we have adult pupil ratios appropriate to the needs of the children. Children with significant special educational needs may need 1:1 supervision. The minimum adult pupil ratios are as follows:

Nursery: 1:2

Key Stage 1: 5 adults – 2 of whom must be staff

Reception: 1:4

Key Stage 2: 3 adults – 2 of whom must be staff

## **Safety whilst out**

- Should there be any problems it is the responsibility of the adults in charge to use their best judgement as to what to do. It is impossible to lay down hard and fast rules for every eventuality. The following suggestions may help:
  - If a group becomes separated on the way out then proceed independently to the destination and meet up with the rest of the party there. Leave a message at reception/information if there is one, telephone the school if there is a problem, or use mobile phones to communicate with the separated party. The leader of the rest of the party should also leave a message with reception/information and telephone the school if necessary.
  - If the separation has occurred after the day has started and no further rendezvous are planned until the homeward journey, then again telephone the school for advice.
  - The Head of School or Senior Leaders will make helpful suggestions about meeting up and if appropriate will take responsibility for the next action and for passing messages on to all concerned.
  - Generally, if the adults in charge are confident and the children are not frightened, then there is no reason why the rest of the day should not be enjoyed. It may be necessary for the school to send out another adult to meet the group. Under other circumstances it may be necessary for the adult concerned to bring the group back to school.
  - If the separation occurs on the way back to school then each group should continue on its way as sensibly as possible. Adults should telephone the school if worried or need advice. On return, report to the school office. Should you think you will be late returning to school, you must notify the office as soon as possible.
- It is extremely important that all children and adults are staying safe on public highways. Please refer to the Appendix regarding important information on staying safe on public highways. **(See appendix)**
- All EYFS and KS1 pupils must wear 'High Vis' jackets on every non-local trip.

## **Monitoring and Review**

This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

**Appendices**



**PACKED LUNCH REQUEST FORM**

**(PLEASE GIVE AT LEAST 2 WEEKS NOTICE WHERE POSSIBLE)**

**Date of issue:** \_\_\_\_\_

**Date required:** \_\_\_\_\_

**Number required:** \_\_\_\_\_

**Time required:** \_\_\_\_\_

**Items required:**

**Sandwich:** (Please specify how many meat / veg option) \_\_\_\_\_

**2 Pieces of fruit:** \_\_\_\_\_

**Bottle of water:** \_\_\_\_\_

**Name of Teacher:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## HARRINGTON HILL PRIMARY SCHOOL

### **Safeguarding Children: Staying Safe on Public Highways**

All adults with a group of children need to be clear about road safety. The following guidelines will help keep children safe.

1. Do not assume any child or group of children know how to cross roads safely. Clear instructions need to be given.
2. Pelican crossings or zebra crossings should be used at all times if available, even if it means extra distance.
3. Crossing at Pelican crossings should take place **only** when the green man is showing even if this means splitting the group and even if drivers have stopped and are waving you on.
4. It does not have to be the teacher at the front of the group, but the adult at the front needs to know exactly the route and understand fully safety issues.

When crossing roads without a zebra crossing;

- Stop the children well back from the kerb and ensure all children are paying attention and listening for instructions.
- Identify a landmark over the road by which the group will stop and wait i.e. the first lamp post, the black railings etc. Make sure it is far enough along for the whole group to line up behind.
- The leading adult plus one other (not from the very back) walks to the centre of the road when it is safe to do so. If it is safe to cross, s/he will signal the children across. Each adult will be positioned (either side of the crossing line of children) so that oncoming vehicles can be signalled to stop if necessary.
- The adults in the road should be positioned so as to be able to see and stop traffic if it appears.
- An additional adult (if there are more than 3) quickly takes over the lead adult's position in the road – the leading adult returns to the front of the group.
- The adults remain in the road until all children and the adult at the back are safely across the road.
- The leading adult remains at a standstill with the group until the entire group (children and adults) have caught up.
- All other adults cross with the children ensuring they are looking and listening at all times.

Before every trip out of the school grounds, children should be reminded of the following (as appropriate);

- Listen to adults at all times. This is to help keep you safe.
- When about to cross, or when crossing the road, there is to be no talking so that you can concentrate on listening to instructions and crossing the road.
- Only cross the road when an adult tells you it is safe to do so.
- Only cross on a Pelican crossing if the green man is showing.
- Look right and left and listen at all times when crossing a road or you are about to cross a road.

- On narrow footpaths you may have to walk in single file so that other members of the public can pass by.
- Stay on the side of the pavement away from the road.
- At a train or tube station, stay well back from the edge of the platform until an adult tells you it is safe to get on the train.
- When getting off the train, move straight across the platform away from the edge.
- On a coach, always sit down and keep your seatbelt on at all times.
- On busses and trains, always sit down if there is a seat. If you have to stand – hold on at all times.

All adults on the trip, whether staff or volunteers need to be aware of this guidance along with guidance for adults taking groups of children across roads.



## Trip Authorisation and Risk Assessment Form

(All trips must be organised by teachers and authorised by a member of SLT 4 weeks in advance of the trip taking place)

<b>Date of Trip:</b>		<b>Destination/Venue:</b>		<b>Class:</b>	
<b>Lead Member of Staff:</b>		<b>Contact Number:</b>		<b>No. of children</b>	

STAFF and ADULTS on trip		
STAFF	DUTY Swapped with (if necessary)	OTHER ADULTS
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
<b>Adult:Pupil Ratio Guidelines</b> EYFS: 1:4 ratio Key Stage 1: 5 adults – 2 of whom must be staff (ratio 1:6) Key Stage 2: 3 adults – 2 of whom must be staff (ratio 1:10)		
<b>Ratio on trip:</b>		

COST OF TRIP			
Contribution requested from parents per child:	£	Is the trip being funded/subsidised? If so, by whom and how much?	£
Total Cost of Trip:	£	Parent payment made using:	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Online <input type="checkbox"/>

SPECIAL ARRANGEMENTS
Do you need to make arrangements for additional adult support for any children with SEND, challenging behaviour or other needs? <b>Yes/No</b> (If yes, please indicate which children, the type of support and who will provide it e.g. parent asked to attend trip to accompany child)
(Please ensure that special arrangements are communicated to parents/carers at least 1 week before the trip)
Are the Organisers/Venue likely to take photographs/video of the children for Publicity or Promotion? Yes <input type="checkbox"/> No <input type="checkbox"/> (Separate permission must be gained from parents for any external use of their child's image)

PURPOSE OF TRIP:	
Curriculum Link:	
Key learning to take place:	
Medical needs How are they met?	

*Trips with additional risks e.g. to outdoor parks, water trips, farms- please see head or deputy*

Have you visited the venue and made risk assessment? (Please add details here)	Yes
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Hazard/Risk				Control Measures in Place
<b>Venue</b> Is the venue risk assessed for receiving school groups? <ul style="list-style-type: none"> <li>• If yes, please attach a copy</li> <li>• If no,               <ul style="list-style-type: none"> <li>- How will you secure the safety of the group whilst on the trip?</li> </ul> </li> </ul>				
Route/Transport (please tick as appropriate)				Control Measures
<input type="checkbox"/> <b>Walking</b> <ul style="list-style-type: none"> <li>• safe route</li> <li>• crossing roads</li> </ul>	<input type="checkbox"/> <b>Public Bus</b> <ul style="list-style-type: none"> <li>• securely getting children on and off</li> <li>• breaking group up on to separate buses</li> </ul>	<input type="checkbox"/> <b>Underground</b> <ul style="list-style-type: none"> <li>• securely getting children on and off</li> <li>• breaking group up on to separate compartments or trains</li> </ul>	<input type="checkbox"/> <b>Hired Coach</b> <ul style="list-style-type: none"> <li>• seat belts</li> <li>• travel sickness</li> </ul>	
ROUTE				

<p><b>In Case of Emergency:</b>  <i>Consider the likelihood of the destination, venue or transport hubs being at risk of emergency closure</i></p>	
<p><b>Communication with other staff and ensuring all children are accounted for at all times</b></p>	<ul style="list-style-type: none"> <li>• Ensure all trip staff (only) are aware of each other's numbers and phones are fully charged</li> <li>• Ensure all trip staff (only) have full group information with their individual group highlighted</li> <li>• Conduct regular head counts</li> </ul>
<p><b>Identify possible safe areas of the venue, near where you intend to be, that you could use as an evacuation point</b></p> <p><i>Be vigilant and aware of your surroundings – know where the exits are and possible safe spots. Please read:</i>  <a href="http://tinyurl.com/pp4fxmu">http://tinyurl.com/pp4fxmu</a></p>	
<p><b>What would be your alternate route and means of transport?</b></p> <p><i>(Ensure you have the means to pay for this and claim it back from the school)</i></p>	
<p><b>Child becomes separated from the group</b></p>	<ul style="list-style-type: none"> <li>• EYFS/KS1 to use School Hi-Viz Jackets</li> <li>• Ensure you alert venue security and emergency services immediately</li> </ul>
<p><b>Clothing</b></p> <ul style="list-style-type: none"> <li>• Uniform – every child needs to be in full school uniform for ease of identification (<b>EYFS/KS1 use Hi-viz jackets</b>)</li> <li>• If specialist clothing or footwear is required – who provides? How do you deal with forgotten gear?</li> </ul>	
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• First Aider on trip (all TAs have basic First Aid training)</li> <li>• First Aid Bags – signed out with Jane Barber and fully equipped</li> <li>• Asthma Inhalers/Epipens collected and properly labelled</li> <li>• Any special medication needed collected and properly labelled (take Care Plans where appropriate)</li> <li>• If any medication is administered to a child, it must be supervised and logged in the First Aid book</li> </ul>	<p>Name of person administering First Aid:</p> <hr/> <p><b>NOTE:</b> Medication (inhalers, Epipens, etc) should be placed in individual small yellow bags for each child to carry by themselves. These must be collected back on return to school and placed back in the medical room. Each class should have a first aid bag, as they can become separated on public transport and at a venue.</p>
<p><b>Accidents and Injuries</b></p> <ul style="list-style-type: none"> <li>• Minor injury</li> <li>• Major injury</li> <li>• Ambulance/hospitalisation</li> </ul>	

<b>General</b> <ul style="list-style-type: none"> <li>• Lost child</li> <li>• child wets themselves</li> <li>• Lost packed lunch</li> </ul>	
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**Calculation of Risk (please see Risk Calculator below)**

<b>Seriousness (A)</b>		<b>Likelihood (B)</b>	<b>Risk = A x B</b>
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Risk Calculator			
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Seriousness (A)	Rating	Likelihood (B)	Rating
Fatality	5	Very Likely	5
Major injury to several people	4	Likely	4
Major injury	3	Possible	3
Minor injury	2	Unlikely	2
Trivial injury	1	Very Unlikely	1

**Risk = Seriousness (A) x Likelihood (B)**

Score	Risk	Action Required
<b>1 to 3</b>	<b>Minimal</b>	<b>Control measure should be kept under review</b>
<b>4 to 8</b>	<b>Low</b>	<b>Control measures should be fine-tuned to reduce risk further if possible</b>
<b>9 to 12</b>	<b>Medium</b>	<b>Control measures should be improved</b>
<b>13 to 25</b>	<b>High</b>	<b>Activity NOT to proceed until risks addressed</b> <b>Seek immediate advice from Health and Safety Manager</b>

<b>Signature of Trip Leader:</b>	
<b>Date of Completion:</b>	
<b>Headteacher's Signature:</b>	
<b>Date:</b>	