



MANOR JUNIOR SCHOOL

Motivation, Joy, Success!

Sandringham Road

Barking

Essex IG11 9AG

Tel: 020 8270 4641

Email: office@manor-j.bardaglea.org.uk

Website: www.manorjunior.co.uk

Headteacher: Mrs C D'Netto

Educational Visits Policy

Ratified and agreed by Governing Body
on: _____

Signed: _____

Mr S.
(Chair of Governors)

Date: _____

Signed: _____

Mrs C. D'Netto
(Headteacher)

Date: _____

Policy to be reviewed on: _____

Autumn 2018

Rationale:

Educational visits are an important part of a child's experience at school. It is difficult to replace the rich first-hand experience that can be obtained on a visit. However, not only can a visit provide the highlight of a topic, it can also provide important social experiences. Residential visits in particular can be of immense benefit to children.

Purposes:

1. To provide first hand experiences to support the school's curriculum.
2. To encourage the development of team spirit and responsibility to others, and for others, through residential visits.

Guidelines:

It is the responsibility of the group leader to be aware that they are legally responsible for the children in their care (in and out of school) and thus be aware of any safety issues.

Planning:

It is the responsibility of the visit leader to:

- a. Book the visit, ideally three months and at least six weeks in advance;
- b. **AVOID booking trips on the last day of term and where possible Fridays or Mondays**
- c. Inform the Deputy Headteacher (Educational Visits Co-ordinator) of the plans;
- d. Organise a pre-visit for all class teachers to check that lunch and toilet facilities are available and, if not, to make other provision. *Teachers must ensure that they take into account the needs of all pupils when deciding whether the site is appropriate for the visit;*
- e. Where required, ask the finance office to book a coach for the correct numbers of seats (including adults) and to ensure the seats have seatbelts or order train tickets from the School Party Travel Scheme;
- f. Sort out the costing of the trip with the finance officer;
- g. Fill out the Borough Visits Authorisation (EVA) form indicating insurance arrangements and have it signed by the Head teacher at least four weeks before the visit takes place;
- h. Carry out a risk assessment and present it to the DHT for approval;
- i. Ask the main office to write a letter, giving all the necessary information, which then is sent home to parents with a permission slip attached;
- j. Make sure that, nearer the date, the outing and coach is confirmed;
- k. Ensure that the office notify the school canteen so they are aware of the date and number of children involved so that the cook can adjust the order and prepare school packed lunches if need be;
- l. Check that all permission slips are brought in by each child. The finance office will collect monies and slips and will update the class teacher regularly.
- m. Where only a permission slip is required, this will be returned directly to the class teacher
- n. Visit leader to ensure adult child ration is appropriate.

Category A trips (see 'School Off-site Visits' manual) that are further than 7 miles from the Borough Boundary and Categories B and C require the completion of an EVA1 form. This should be done and handed to the Headteacher four weeks before the visit. This is required by the Authority's Insurers.

Day visits within Category A do not require an EVA forms to be completed unless additional Council Insurance is required, and/or hazardous activities are involved.

Financing a Visit:

Government legislation and the Governors’ policy on Charging and Remissions make it quite clear that parents cannot be asked to pay for any aspect of visits which take place predominantly during school time. However, we are entitled to request voluntary contributions to cover the cost. Any child whose parents do not make a contribution cannot be excluded from a visit. Unfortunately, the school can only cover the costs of a small number of such children each year so the letter to parents must make it clear that should insufficient voluntary contributions be forthcoming the visit will be cancelled. A suitable phrase to use could be

“The cost of the trip is £*.**. This will be a voluntary contribution, but I stress that if too few contributions are made it will not be possible for the trip to take place”.

Parents should be given reasonable notice to enable them to have time to pay.

Letters Home:

All letters must be typed by the main office before they are sent home to parents.

Begin your letter with an introduction outlining the purpose and details of the visit. Include information on departure and return times, whether a packed lunch is needed, spending money (if you wish to set a limit), and appropriate clothing if necessary.

At the end of the letter the following tear-off strip will be added:

<p>Confirmation Slip - (Name of place being visited)</p> <p>NAME OF CHILD: CLASS:</p> <p><i>I wish my son/daughter to be allowed to take part in the above mentioned visit, and having read the letter agree to his/her taking part in any or all of the activities described. I understand that while the school staff in charge of the party will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter, which occurs as a result of the visit.</i></p> <p><i>I agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. I set out overleaf any medical condition from which my child is suffering, together with details of the treatment required.</i></p> <p>Signed: Date:</p>
--

Short, Local Excursions:

On admission in September, parents will be asked to sign a ‘General Consent Form’ to cover short excursions from the school, such as a trip to the park or to the shops. The parents of children who enrol at the school mid-year will also be asked to complete this form. For such trips, risk assessment sheets only need to be completed and the Headteacher informed.

<p>General Consent Form for Short, Local Excursions</p>
--

NAME OF CHILD: CLASS:

I give consent for my son/daughter to take part in short excursions to the park and into the local community in order to support the school curriculum. I understand that while the school staff in charge of the party will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter, which occurs as a result of the excursion.

I agree to authorise members of staff during the course of the excursion to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner. I set out overleaf any medical condition from which my child is suffering, together with details of the treatment required.

Signed: Date:

On the Day:

Brief your parent helpers thoroughly. This means you ask your support staff to remain with the class so that you can spend 7- 10 minutes with the parents going through:

- a) Parent/carer agreement letter (slip to be signed)
- b) Risk Assessment
- c) Group lists
- d) Itinerary

In a case where a child has Special Educational Needs, or where a pupil may be excluded from the visit for behavioural reasons, parents may be invited to accompany the visit to take responsibility for their child. In such instances, parents will only pay for their child, not themselves. In certain cases, the school may make a judgment that for Health and Safety reasons a pupil may not accompany a school visit. In such instances, the parent must be informed, and it must be made clear that the pupil will still be expected to attend school on that day, and will spend the day working in another class in that year group. Appropriate warnings about behaviour must be made.

Establish contact points for emergencies and in case children should get lost. Have frequent whole class head counts completed by the class teacher, particularly at transitions, to and from the venue, if on public transport- complete head counts when disembarking and within the venue when appropriate

Always take a first-aid kit with you on a visit, and where possible try to have a qualified first-aider accompanying you. All asthma pumps and epi-pens as required for pupils must be taken.

Take a mobile phone with you.

Check that personal property is not left on transport etc.

Always remember to thank parents afterwards - a letter or card from the children is a well appreciated gesture.

Supervision Ratios:

Different categories of visits require different pupil/adult ratios and the following minimum supervision ratios must be adhered to.

To the Shops: 1 adult (could be a parent) per 2 children. However, even when accompanied by 2 adults/parents, no more than 4 children should go to the shops at one time.

Short, Local Excursions: 2 adults (one of which must be the teacher) per KS2 class.

Day Visits: 3 adults (one of which must be the teacher) per KS2 class.

Adult Volunteer

On every whole class trip a member of school staff is to accompany the class teacher and requesting volunteers via the following staff members:

Middays → Governors → School Volunteers → LSAs

Residential Visits:

The regulations for these are very different and you must read the 'School Off-site Visits' manual and the 'Venturing Safely' manual thoroughly (these are to be found in the HT office) and liaise with the Headteacher if considering such an activity.

Residential visits in mainland Britain require the approval of the Governing Body. Visits involving travel outside mainland Britain require the approval of the Governing Body and the Education Committee. Therefore the EVA2 form must be submitted at least four weeks prior to the next scheduled Governors meeting.

Review:

This policy will be reviewed every 3 years or as challenges in policy and legislature demands.

Guidelines for use of motor vehicles to carry pupils

These guidelines are for staff organising trips who find the need to ask parents to help transport pupils to and from an event or other excursion.

- 1) A teacher may be considered negligent if a parent is asked to carry children when that parent has careless driving offences, or similar driving offences of a serious nature.
- 2) A parent asked to carry children must have a roadworthy vehicle meeting legal requirements (e.g. valid M.O.T., tyre condition, etc.).
- 3) The parent must hold current Comprehensive Insurance for the vehicle used.
- 4) A teacher must have business use specified as part of their insurance for the vehicle used.

- 5) The children must be seated appropriately and in the prescribed seating in the vehicle.
- 6) Children must have use of seat belts in the vehicle, and use them.
- 7) Any parent or member of staff carrying children must complete the questionnaire overleaf.

Pupils Travelling in Staff and Parents' Vehicles:

Staff and parents offering to transport children to events in their cars must complete and sign the 'Carrying pupils in cars - Compliance Form' declaring that they have a valid certificate of motor insurance cover (Comprehensive), a current MOT and declare any driving convictions. This form is available from the School Business Manager.

Members of staff must have 'business use' specified as part of their insurance for the vehicle used.

Parents must complete and return a transport consent slip if they wish their children to be taken to an event in the cars of teachers or other adults (including other parents). These are available from the secretary.

The Offsite Visits – Travel – By Private Vehicle risk assessment form is to be completed.

Consent Form for Travelling in Staff and Parents' Vehicles

I hereby give my consent for to travel in the car owned and driven by

*Mr ***** , Mrs ***** and Mr ***** for the purpose of travelling to ***** and returning to school afterwards.*

Signed : Date :

Carrying pupils in vehicles

Compliance Form

Name of person carrying pupils: _____

Vehicle registration number: _____

Date this form completed: ____ / ____ / _____

1) Do you have any convictions for dangerous driving or careless driving? Yes / No

If yes, give details (dates / type of convictions)

2) When does the M.O.T. for the vehicle expire? ____ / ____ / _____

{If you are asked to carry pupils and you have a vehicle without an M.O.T. you must declare this to the school. Tyres must meet legal requirements.}

3) Do you hold a current Comprehensive Insurance? Yes / No

Date of expiry _____ / _____ / _____ Copy to be shown to / verified by school office.

4) Vehicle can carry this number of passengers (excluding driver) : _____

5) Does your vehicle have seatbelts in the back of the vehicle? Yes / No

{If **No** you are not allowed to carry children in the back of the vehicle, as children must have use of an appropriate seatbelt.}

Signed : _____ Print Name : _____

Appendices:

1. Time Frames for organising school visits
2. Trip/Visit Protocol
3. Adult - Trip Information Sheet
4. Parent helper letter

REVIEW

This policy will be reviewed every three years and as changes in legislature demands.

Appendix 1

Time Frames for organising of school visits

When:	What:
<ul style="list-style-type: none"> For residential trips and trips abroad – at least 6 months in advance For day visits – at least 6 weeks in advance, ideally three months 	<ul style="list-style-type: none"> Check with SLT for availability of dates; Inform all stakeholders; EVA2 to be completed- residential and trips abroad; EVA1 to be completed for local trips.
At least 4 weeks before the trip	<ul style="list-style-type: none"> A pre-visit should be carried out with a Risk Assessment completed which is to be handed in to the office.
At least 4-6 weeks before the trip	<ul style="list-style-type: none"> Ensure TfL ticket requests are made using the appropriate code.

At least 3 weeks before the trip	<ul style="list-style-type: none"> • Draw up letter to parents – HT needs to approve all letters. Letters should be proof read; • Send letters to the office to be printed.
At least 2 weeks before trip	<ul style="list-style-type: none"> • Inform Chef and the kitchen staff of the exact number of packed lunches required; • Arrange sufficient adults based on the suggested ratios. Also ensure that there are always 2 extras available should there be late withdrawals.
At least one week before the trip	<ul style="list-style-type: none"> • Finalise additional adults required and confirm with the office and kitchen staff. • Provide parent helpers with the itinerary and risk assessment of trip
At least one day before the trip	<ul style="list-style-type: none"> • Collect first-aid kits and any other relevant medical equipment from the office; • Collect the hi-viz vests; • Groups children and assign adults; • Complete the Adult Information Sheet (see attached); • A list of pupils going and not going must be handed in to the office for attendance record purposes and for next day arrangements in school; • Collect the school phone from the Office Manager
Day of the trip	<ul style="list-style-type: none"> • At least 15 minutes before departure, meet with all adults and go over the itinerary and any other programme for the day; • Confirm with the office which children are staying behind and which classes they are to be sent to.

Appendix 2

Trip/Visit protocol

- Groups are expected to be organised at least a day before the trip. Changes can be made if someone is away. Think carefully about how you distribute the children who may present challenging behaviour whilst on the trip. Separate these children and make sure all adults have only one potential disruptive child. Evaluate whether the high risk children remain with the class teacher or support staff.
- Adults need to be told if the children in their groups have SEN/Medical needs.
- Prepare an outline/programme/itinerary for all adults and present the same to them in the morning. They should also have the phone number of the year group leader or member of the SLT where necessary.
- Adult –pupil ratios – see p5.
- It may be wise to take all children to the toilet before departure even if they say they don't want to go. If there is an afternoon trip, do not assume that they went during the lunch break.

- The teacher must lead the line and needs to be positioned at the front of the line, while an experienced school adult needs to be at the back.
- There should be regular head counts at appropriate times such as when you are about to enter a venue or when you have just got off the train.
- When walking, please stop and check that the line is still together. This should also be done at regular intervals. This would avoid gaps opening up and children starting to run which is a danger in itself.
- When walking along the street, always ensure that children walk on the 'wall' side and the adults are on the 'road' side.
- Children should be accounted for at all times. The class teacher should ensure that the whole class group is under his/her supervision. You should be able to say where each child is at most times.
- Under no circumstances should children go in to the gift shops unsupervised.
- On escalators/stairs children should stand/walk in a single file holding onto the rail.
- When travelling by train, if there are no seats, children must sit on the floor when possible.
- There should be an additional member of school staff with the class
- A member of school staff will always escort children to the scheduled toilet break
- Children will also be briefed prior to the trip including the risk assessment and itinerary as well as what the trip entails
- **The class teacher has ultimate responsibility for all children in his/her class.**

Appendix 3

Adult- Trip Information Sheet

Year Group	
Date	
Place of visit	
Name and number of lead adult	
School contact number	
Time of departure	
Time of arrival	

Programme for the Day:

-
-
-
-
-
-

Name of adult:

Your Group:

Name	Class	SEN/Medical need

Appendix 4

Dear Parent/Carer,

A big thank you for helping on the trip to: XXXX on XXXX

As a school we will provide:

- A 7- 10 minute meeting prior to departure to go through the Risk Assessment, itinerary and group list
- a copy of the risk assessment, itinerary, map if appropriate and your group list (including any with medical or health needs)
- opportunities for you to have a courtesy break should you need them
- a group of children who have been debriefed about behaviour expectations, outline of the trip
- an emergency contact number

As a parent/carer we would expect you to:

- Attend the meeting prior to departure and ask any questions or get clarification of the risk assessment, itinerary or anything else about the trip
- Be a responsible adult at all times, caring for several children and ensuring they are safe; adhering to the risk assessment
- Maintaining contact and support to all children equally and fairly in your group.
- Ensuring the group stay together at all times and under supervision; completing regular head counts for your group

- Report any cause for concerns immediately to the supervising teacher.
- Use appropriate and positive language, engaging children with the learning and motivating those who are not participating
- Keep your mobile phone in your bag and avoid using during the trip

Please return this slip signed to the office or class teacher.

Parent Volunteer on trip

Name (please print)

I understand the expectations on the trip and agree to show full care and attention to all children in my care equally and fairly.

Signature date