



Autumn

22

St Joseph's Catholic Primary School

Educational Visits Policy

Date ratified by Governors:	November 2022
Date of next review of the policy:	November 2023
This policy is reviewed:	Annually

Learn together and grow in God's love

Aspiration - Compassion - Community - Faith - Respect – Responsibility

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Section 1: Aims & expectations

Most classes in the school will have one educational visit each half term, although there may be fewer in Reception. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports trips.

All activities are available to all children irrespective of needs, ethnicity, gender, or religion.

Section 2: Planning and Preparation for a trip

The school has appointed an Educational Visits Co-Ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last-minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

Section 3: Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- In consultation with class teachers and/or phase leaders as applicable, the office will book the entire trip on the agreed date(s).
- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary
- In cases where school lunches are affected, kitchen staff must be informed by the school office
- The EVC must be informed using the 'Educational Visits Risk Assessment Form' at least two weeks prior to departure.
- Class teachers will inform parents in advance of dates for school trips in class half-termly letters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate, payments will be made directly to the school office via the school payment system on the school website.

Section 4: Risk Assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated, and updated, including generic risk assessments. In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to. For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost. In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to complete a request form which is kept in the school office.

Section 5: Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education.

Children will always be reminded of the behaviour expectations before going off-site on their visit.

Section 6: Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities.

The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- An extra adult may be provided for children with additional needs. This will be done on a case-by-case basis
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible
- For EYFS trips, at least one first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken

Section 7: Emergency procedures

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members



Appendix A: Trip Risk Assessment Form

Activity										
Location										
Dates			Ratio							
Hazard	Risk before control measures	Who	Low	Med	High	Teacher Action				Comments / Actions

Trip Leader Name			Signature			Date		
Trip coordinator			Approved and signed			Date		



Appendix B: Trip Risk Assessment Form Guidance

1. **Identify the significant hazards** – you don't need to consider absolutely everything that could go wrong, only the hazards over which you have some control. For example, food safety, slips and trips, getting lost and unsafe equipment. Keep in mind that the nature of the school trip will influence the hazards you may encounter. Not all school trips will carry the same risks, and some will be more high risk than others.
2. **Specify who may be harmed by each hazard** – this may be the whole group of children and adults, only the children or only specific children. Pay particular attention to children with physical and/or learning disabilities who may be more at risk from harm.
3. **Evaluate the likelihood of the risks and decide on suitable precautions** – use the risk assessment to rate each hazard by how likely it is to occur, from low to high. This will help you to determine how you will act to minimise the risks.
4. **Record your findings** – it's important that you keep a copy of your completed risk assessment form. This helps you to comply with health and safety law and acts as evidence of your diligence should anything go wrong.
5. **Review the assessment and update it if anything has changed** – before the school trip, read through your completed risk assessment and check that all potential hazards have been covered. Update the assessment if anything has been missed or if the circumstances have changed, such as a new activity, a different mode of transport or the addition of more children.