



## EDUCATIONAL VISITS POLICY

In this policy the following member of staff are referred to:

TITLE	NAME OF STAFF MEMBER
Head Teacher	Claire Murdoch

### INTRODUCTION AND PRINCIPLES

At the School we believe that learning outside the classroom is an essential component of our curriculum. It gives our pupils unique opportunities to develop their resourcefulness and initiative and to spend time together in an informal environment. Each trip is different; some might be directly related to the curriculum, some are designed to promote social awareness and others will extend their knowledge of the world. The common factor is that they all make an essential contribution to pupils' development and education in the broadest sense of the word. The purpose of this policy is to set out the framework within which educational visits and trips will be undertaken.

### SPECIFIC POLICY OBJECTIVES

The policy sets out:

1. For parents to understand the sort of trips and outings we organise
2. To ensure that visits are well-planned and significant risks are identified and managed
3. The contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable
4. To ensure those in charge of visits have the necessary competence to manage situations appropriately

### DEFINITION AND BACKGROUND

Educational visits and learning experiences outside of the classroom are defined as the use of alternative places other than the classroom for teaching and learning.

Learning opportunities which take place outside of the classroom commonly use areas such as the School grounds, the local park and places further afield. We may also take pupils on day trips to historic sites, museums, natural features, etc. to support the curriculum in History and Geography.

Educational visits and learning outside of the classroom are school wide activities and encouraged at every opportunity. It is important to note that whatever the age of the children, experiences should not be taken in isolation. Children need to be well prepared, supported, resourced and informed for any learning experience to reap maximum benefit. All visits and learning outside of the classroom opportunities are planned by a member of staff nominated as Teacher in Charge, with the health, safety and welfare of the children of paramount importance.

Research has shown that the importance of educational visits and learning outside the classroom can raise achievement, increase motivation, and develop understanding in all children. Staff benefit from being given the opportunity to develop leadership skills; all staff must liaise with the Head Teacher concerning any arrangements for any visit.

All educational visits and learning experiences out of the classroom are individually approved by the Head Teacher with the exception of visits to places and venues in the immediate vicinity with which the School is well acquainted and a separate risk assessment has been conducted.

There is a separate policy for the EYFS – **'Educational Visits EYFS Policy'** and **'EYFS Policy'**

### VISIT OBJECTIVES

1. To enhance topics covered in the classroom.
2. To act as a stimulus for a unit of work.
3. To develop an understanding and awareness of the environment.
4. To make comparisons with material already studied.
5. To encourage continuity and progression in:
  - Knowledge
  - Understanding and application of skills
  - Personal and social education
6. To cover the requirements of the curriculum.
7. For variety and enjoyment.
8. To develop the autonomy and self-esteem of pupils.
9. To give equal learning opportunities to all children despite their backgrounds.
10. To prepare children for the out of education pursuits they may well experience or can expect in the future.
11. To promote road and public transport safety and confident pedestrian skills.

### PREPARATION, ORGANISATION AND ENSURING THE SAFETY OF CHILDREN

## THE TEACHER IN CHARGE

The Teacher in Charge will review and prepare paperwork, including:

- risk assessments
- budgeting
- permission slips
- reports of previous visits
- that they are fully acquainted with this policy

Safety of all children is paramount at all times. All trips are supported by risk assessments conducted in advance and all precautions are then taken to mitigate risks.

Whenever a member of the teaching staff wishes to take a group of pupils out of school, they assume responsibility for the planning, risk assessment and risk management of the educational visit or experience outside of the classroom. They accept all reasonable responsibility for the well-being and safety of all pupils attending the learning experience at all times. All staff leading educational visits are provided with in-house risk assessment training.

If more than one class/school is involved in a visit, a group leader is identified. This is normally the staff member with the most appropriate experience, competence or most relevant qualification that is visit specific. For any educational day visit or learning outside the classroom experience to go ahead, the ratios of staff to children must be correct and in accordance with best practice. The staff to children ratio will depend on a number of factors including the length, nature and location of the trip, as well as the needs of the children.

If a child requires support for a behavioural or medical need, an extra adult may accompany them on the visit, if deemed necessary by the Head Teacher and, subject to the necessary risk assessment.

The Teacher in Charge is responsible for informing the parents and any accompanying staff of their responsibilities.

## SUPERVISION

Generous staffing levels, close supervision and appropriate clothing and necessary equipment are essential for even the shortest of excursions. Children are supervised at all times by at least one adult. Staff always take a mobile phone/s with them so they can be contacted easily. The children are always briefed in advance about the visit and of the standards of behaviour which we expect.

## PUPIL SUPERVISION, STAFF RATIOS AND RESPONSIBILITY

Staff to Pupil ratios are not pre-prescribed. School staff carry out an appropriate risk assessment for each educational trip or visit to determine the staffing needs based on:

- The nature of the outing and the activities

- The age and maturity of our pupils
- The needs and characteristics of the whole group and individual children.

There is always a designated Teacher in Charge of the visit. For regular trips within the local area, staff members other than teachers may accompany the children.

### RESIDENTIAL TRIPS

Residential trips which include overnight stays are thoroughly risk assessed to take into account the location, activity, accommodation, and the individual needs of pupils. Staff Leaders of residential trips receive separate in-house training to complete these risk assessments. Residential visits require a pre-visit inspection and an extensive pre-planning phase.

### BEHAVIOUR

Any staff member or helper who is not a member of the teaching staff will be given a full briefing on expectations by the Teacher in Charge, including managing pupil behaviour, and sanctions.

We expect parents to support the School in ensuring that pupils follow the instructions given either by a member of staff, or by a qualified instructor and to encourage them to use the proper equipment. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the School's behaviour code.

Pupils will be briefed on behaviour expectations before a trip. When a child does something on a trip that would not be permitted in school, they must be treated in the same way, e.g. non-corporal sanctions, confiscation of possessions. Pupils who misbehave on school trips may be banned from future trips. Pupils banned from school trips may not be supervised at school during the duration of the trip and parents may have to make their own arrangements to care for their children, at the School's discretion.

Pupils' own mobile phones, tablets and laptops are not permitted on school trips and will be confiscated for the duration of the trip if found. Staff will communicate with parents a summary of the day's activity, wherever possible, and for this reason, and to discourage homesickness, we ask parents to support our policy on not packing mobile phones.

The purchase, possession or use of any weapons, or explosive material, whether fake or toy is not permitted. This includes, but not limited to: Nerf Guns (and similar generic models), BB guns, catapults, firecrackers, fireworks, snaps, caps and cap guns, knives, bow and arrows, spears and clubs.

Personal items deemed to be dangerous/inappropriate or causing poor behaviour may be confiscated at the trip leader's discretion.

The school may limit or forbid the purchase and/or consumption of sugary drinks/food on trips, in line with our **Food (Catering) Policy** and to avoid 'sugar rush' behaviour. A cap on spending money taken on trips may also be imposed.

### VOLUNTARY HELPERS

We frequently invite parents to volunteer to help with off-site visits. Parent volunteers are well-known to the School, are never allowed to supervise children alone, and are thoroughly briefed about their roles beforehand.

Voluntary Helpers other than parents are selected carefully, are asked to provide photo ID and are known to staff and the Head Teacher at the School. They are made aware of the extent of their responsibilities.

The School does not permit any staff or voluntary helpers to assume responsibility for any activity for which they are not qualified.

### FIRST AID

The Teacher in Charge takes a first aid kit, list of emergency contact numbers and a mobile phone with them on every outing. The Risk Assessment identifies children with any particular medical needs and, where necessary, personal medication and/or devices, such as EpiPens and inhalers are carried by the adult in charge of that particular child. The School takes advantage of a recognised first aid organisation for training resources and facilities for obtaining first-aid qualifications and revalidation, normally every three years.

### TRANSPORT & TRAVELLING TO AND FROM VENUES

In line with our School Travel Plan, we encourage the use of public transport and walking, wherever possible. On occasions we also use professional coach companies. Coach companies are required to confirm to the school that their drivers have had enhanced DBS clearance and are suitably trained. Coach companies must also confirm that all vehicles receive daily and scheduled checks and servicing to ensure roadworthiness. Pupils travelling on coaches must remain seated with seat belts on at all times, until instructed to remove their seatbelts. Pupils are assisted with their seatbelts where necessary and all belts checked prior to the vehicle moving. The only vehicles booked have front facing seats (fitted with seat belts).

Transportation is Risk Assessed in advance and, where necessary, additional procedures put in place, particularly when pupils are travelling on public transport.

When travelling on foot pupils walk in pairs in a crocodile, with at least one adult at the front and back of the line. Children are reminded about basic road safety and expected standards of behaviour.

### INFORMATION ON PLANNED TRIPS AND ACTIVITIES

The School calendar lists the trips and visits that are due to take place over the coming term. Parents are always notified in advance by email if a child is going to be

out of school during the School day in order to visit say, a local museum or historic site.

For residential trips, parents are required to attend a briefing in advance. The meeting will cover the following topics:

- Itinerary, including meeting and collection points
- contact details for hotels / hostels/ names and addresses of host families
- kit, equipment, dress code of country and money requirements for pupils
- expected rules of behaviour for the trip and the arrangements where such rules are not followed by pupils (including possibility of sending pupils home at parents' expense). This includes, alcohol, tobacco etc. usage
- arrangements for dealing with emergencies and informing parents of them
- arrangements for communicating with parents in the event of return from the trip being delayed
- the need to notify the school of contact with an infectious disease 4 weeks before travelling
- the reasons for why a consent form is essential

### CONSENT

We require your written consent for all trips. For all pupils in Year one and above we will request a blanket permission to cover both local visits and trips based in and around London. The majority of our outings are local, take no more than an hour and involve walking to and from landmarks or places of interest. We notify parents about these by email.

We always ask permission separately for visits that are further afield, return after school hours (such as a theatre trip or sporting fixture), involve an overnight stay or any additional cost to parents. For such trips parents must complete the consent form before the trip commences to enable the child to take part in the visit. Please note that we are unable to take pupils without a completed and signed consent form.

### **EDUCATIONAL VISITS - INFORMATION FOR STAFF**

#### RISK ASSESSMENTS

Safety is our top priority. Even the shortest of visits is thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made. All staff carrying out Risk Assessments receives appropriate training. The Risk Assessment will be shared with all adults accompanying pupils on the trip.

#### HEADCOUNTS

The Teacher in Charge conducts, or arranges for another teacher or teaching assistant to conduct a headcount of the children (recording the fact that we have done so):

- Before leaving the School
- (If applicable) On sitting down in the bus, coach or train
- On exiting the bus, coach or train.

- On arrival at the destination
- On leaving the destination
- On arrival back at the School

### MISSING CHILD POLICY

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing -either from school, or on a visit, we follow the procedures set out in our **Missing Child Policy and Procedures when a Child is not Collected on Time** which can be viewed on our website.

### DELAY

The Teacher in Charge will ring the School if there is any delay, for example, because of heavy traffic. The School Office will phone the parents on their contact numbers to warn them of a delay and the revised time of arrival.

### PERSONAL LIABILITY AND INSURANCE

The staff in charge of the pupils act "in loco parentis". This means that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do." Staff training makes reference to the DfE Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," ([www.teachernet.gov.uk](http://www.teachernet.gov.uk)). It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances."

NMS as employer of the staff, will support them in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines. NMS has Employers Liability Insurance of £10m and Public Liability Insurance of £10m.

### TRANSPORTING PUPILS

It is inadvisable for a teacher to give a lift in a car to a pupil alone. It is only permitted in an emergency and all other possible options have been exhausted. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. If it is an emergency situation which makes unaccompanied transportation of pupils unavoidable, the journey should be made known to the Head Teacher or a senior member of staff and preferably with the consent of the child's parent/carer. In the case of the Head Teacher driving in such circumstances, they should inform a member of the School's Senior Management Team.

### **EMERGENCY PROCEDURES**

#### ILLNESS OR MINOR ACCIDENTS

If a pupil has a minor accident or becomes ill, the Teacher in Charge, or another member of staff will phone their parents' emergency contact number at once and



arrange for them to be collected. If contact cannot be made, the Teacher in Charge, or another member of staff, will make arrangements for the child to be taken to the local hospital or, if the illness is more minor, to the School. In any case involving a head or eye injury, when transportation to hospital is not considered necessary, advice should be sought from the NHS non-emergency number 111. A member of staff will remain with the child until a parent or carer arrives.

Staff should monitor all injuries, however minor, for an hour after the event when they affect the eyes or any part of the head. Staff will ensure that the Head Teacher or member of the Senior Leadership Team is informed of any injury that does not clear within 30 minutes (i.e. has an ongoing effect which is undiminished, such as pain, shock, concussion or trauma).

Parents should be informed of any injury involving the head or eyes as a matter of priority.

## EMERGENCIES

In the event of a serious accident resulting in the death or injury of one or more of the pupils and staff, the Teacher in Charge's first priority would be to summon the emergency services, and to arrange for medical attention for the injured. One of the accompanying members of staff should accompany the injured pupil(s) to hospital and would remain with the child/children until their parents arrived.

After ensuring that the rest of the group is safe and looked after, the Teacher in Charge will:

- inform the Head Teacher of what has happened giving as full, calm and factual an account as the circumstances permitted.
- where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Head Teacher are maintained.
- arrange (perhaps using one of the other members of staff, or the School Office) for the parents of the uninjured children to be contacted on their emergency contact numbers and asked to collect their children from either the venue or the School, depending upon the circumstances.
- arrange for the School's insurers to be contacted as quickly as possible.
- a full record will be kept of the incident, the injuries and of the actions taken.
- where appropriate the School's Critical Incident Plan will be implemented.

Where possible, communication with the media should be left to the Head Teacher. The Teacher in Charge will refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge.

Following an emergency, a full investigation and report will be prepared in line with our Accident, Incident and Near Miss reporting procedure and in line with our **First**



**Aid Policy**). Further reference should be made to our **Critical Incident Plan**, available on our website.

### **ON RETURN TO THE SCHOOL**

On return, the Teacher in Charge will:

- provide the Head Teacher with a report and post-trip evaluation of the visit
- return all school property (together with a report of any lost or damaged property)

### **REPORT TO THE ADVISORY BOARD**

The Head Teacher's termly report to the Advisory Board will contain a synopsis of all the school trips and visits that have taken place since the last report.

### **SAFEGUARDING**

The Head Teacher, as the Designated Safeguarding Lead, remains on duty at all times during a school trip and is the first point of contact for any safeguarding concerns during the trip, as per the DfE Guidance: Keeping Children Safe in Education (KCSiE) updated 2023.

### **BILLING POLICY**

It is not the School's policy to charge for most day trips. Some out of hours trips e.g. an evening trip to the theatre, may incur a charge, but parents will be notified in advance and need to give their consent to the trip taking place.

Residential trips, including transportation, accommodation and activity costs, will be billed to parents as an additional amount. The School always seeks best value when planning a trip, however, the cost can be severely impacted by the size of the group attending. Residential trips are usually billed in regular instalments. Residential trips are regarded as part of the curriculum and attendance is encouraged. However, in the event that a pupil does not go on a school trip, regardless of the reason, we may not be able to offer alternative supervision at the school or a refund for the time not spent in school.

### **SAFE HANDOVER**

To ensure the safe handover of pupils to parents at the end of a trip, pupils must enter the school gates and go to their classroom or line up in the playground. No pupil will be handed over to a parent on the pavement outside the school or when disembarking from a bus. Once lined up, a final head count should be taken and pupils will be individually dismissed. Parents of pupils who have suffered any illness, injury or have displayed behaviour issues, will be spoken to by the Teacher in Charge as a matter of priority.

## **CANCELLATION**

Whilst the School actively promotes trips, both day and residential, it reserves the right to cancel or curtail a trip at short notice in the interests of the health, safety and welfare of its pupils and staff.

Claire Murdoch  
Head Teacher  
August 2023

Review approved by Deborah Livsey CEO  
New Model School Company Ltd  
August 2023

Next review date: August 2024

## **APPENDIX: RELATED SAFEGUARDING POLICIES**

Please refer to the following policies, all available at our website, which relate to Safeguarding matters and which should be read in conjunction with each other:

- **Anti-Bullying Policy**
- **Behaviour Policy**
- **Child Protection and Safeguarding Policy**
- **Educational Visits - EYFS Policy**
- **Educational Visits Policy**
- **Health and Safety General Policy**
- **Induction of New Staff, Board Members and Volunteers in Safeguarding Policy**
- **Missing Child and Child Handover Policy and Procedures when a Child is not Collected on Time**
- **e- Safety Policy**
- **Policy for Pupils on Confidentiality**
- **Recruitment, Selection and Disclosures Policy**
- **Staff Behaviour Policy**
- **Taking, Storing and Using Images of Children Policy**