

Educational Visits Policy

Rationale

Pupils benefit enormously from taking part in educational visits. It is an extension of their learning outside the classroom. As well as enhancing their learning, pupils have the opportunity to undergo experiences not available in the classroom and such visits help to develop additional skills such as:

- Confidence to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust.
- Improved achievement and attainment including physical and creative.
- Greater sense of personal responsibility.
- Increased risk management of skills.
- Teamwork encouraging communication skills.
- Understanding of a range of environments.
- Opportunities for learning in the 'real world'.

As a school we follow the OEAP (Outside Education Advisers Panel) National Guidance and the DFE Guidance. We also use organisations that have achieved The Council for Learning Outside the Classroom (LOtC) awards as they meet nationally recognised standards.

We use the online tool EVOLVE for planning and evaluating educational visits supported by The Education Space.

Purposes

Educational visits are an essential element of **good primary practice**. Educational visits provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work or alternatively teachers may decide to use an educational visit at any time during a topic to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the **educational benefits to the children are maximised by ensuring**

the learning objectives are met, key language skills are addressed, evidence from the visit is recorded, additional adults are well informed of their role on the visit and pupils are fully involved in the planning of the visit and the possible risks. Evidence of the visit are sent to a Deputy Head teacher immediately.

Expectations

Each Year Group should plan one educational visit per topic each term and some local learning area visits.

Year groups should follow the suggestions on the curriculum overview or seek approval or suggestions from the EVC (Educational Visits Co-ordinator), the curriculum leader or a member of Senior Leadership Team (SLT) regarding an alternative. www.lotcqualitybadge.org.uk is a website that list places that have received accreditation regarding learning outside the classroom.

Guidelines

Any visit that leaves the school grounds is covered by this policy. There are two types of visit:

1. Local Area Visit- Local Learning Area (anywhere within walking distance from school)

These are covered by our online generic risk assessment. They are considered as lessons in a different classroom. Parental permission has already been sought, at the pupil admission interview therefore parents would be informed via 'Marvellous Me' of where and when the learning will take place. They must be recorded on Evolve via 'Local Area Visit 'and a signing out sheet should be left with the office.

The significant issues/hazards within our Local Learning Area:

1. Road traffic
2. Other people/members of the public/animals
3. Losing a pupil.
4. Uneven surfaces and slips, trips and falls.
5. Weather conditions.
6. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The Head, Deputies or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved by a Deputy Head.
- The concept of our 'School Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area and aware of the '**no go area**' of not using the wasteland behind the Nursery and on the way to Newham Leisure Centre.
- Pupils are in twos at all times.
- Pupils are briefed about possible risks and what to do including if they become separated from the group.
- Appropriate clothing and footwear are checked prior to leaving school.
- Staff are aware of any relevant medical needs of the group.
- Staff will carry fully charged mobile phones.
- The Visit Leader will sign out in the office number of staff, pupils, destination and sign back in upon return.

Swimming

- Staff attending will include one female and one male member of staff to supervise changing rooms. If this is not possible, inform Newham Leisure Centre if they have a member of staff available before leaving school.
- A member of Newham Leisure staff should accompany the group to swimming pools.
- Access to the leisure centre is via the school gate by the running track. Code provided by Health and safety lead- DHT or school PE staff to teachers. Teachers to ensure gate securely shut afterwards.
- All pupils to have a swimming hat.

2. Visit forms-Visits that need extra planning are:

- **overseas visits**
- **residential visits**
- **adventurous visits**
- **visits involving the use of public transport.**

All these visits begin with a preliminary visit undertaken **by the Visit Leader**.

The preliminary visit highlights any potential hazards and under ESN (Event specific notes) action on how they will be managed should be listed or attached to Evolve separately. Visit leaders need to address how to ensure effective supervision of their group regarding:

- Staff
- Transport
- Activity
- Group
- Environment
- Distance

Some hazards to consider regarding the above are;

1. Staff competence
2. Timings
3. The activities undertaken (rock climbing, swimming etc)
4. Individual group needs (SEND, medical, fears, allergies)
5. Knowledge of potential hazards at each location/venue to be visited (city centre, lake, beach, country/coastal walk, farm etc)
6. Getting lost/speaking to adults
7. Changeable factors (weather)
8. Hazards during any 'informal activities' (evening, recreational activities)
9. Accommodation (fire, balconies, security etc)
10. Transport safety
11. For visits abroad consider the hazards specific to the country (contact The Foreign Office). Include passports/visas, travel/medical insurance and parent permission forms. A first aider and a language speaker should accompany the visit.

EVOLVE (once you have a password from Koosh)

- Go to Evolve under Teacher Tools or Google Evolve **edufocus** - Scroll down list of organisations and click on **NPW/The Education Space**
- Click on **Add** (blue tab) to start a form.

Please inform Koosh of potential dates before any booking is made. She will check that no other visits are on that day. Please try not to book whole year group visits on the same day.

1. Once a date is confirmed **Koosh** will put the date in the diary, order travel tickets and advise the office about the **Free School Packed Lunches** if necessary and for the letter to be sent to parents. The office will email a copy to you so you can attach it to Evolve.

This needs to be done four weeks in advance.

2. Inform DHT who will organise the adults you require.

For children under 5 a trained First Aider **MUST** accompany the group. For children between 5-8 years old OFSTED recommend that a trained First Aider should accompany the group. (Copies of all care plans should be taken if applicable).

3. Ensure School First Aider is informed so medical resources are prepared if applicable.
4. Visit forms should **be sent to EVC four weeks before the planned visit so it can be approved by Deputy Head and the Local Authority.**
5. **Give pre-visit briefings to staff, additional adults and pupils.**
6. EYFS and Key Stage One pupils to wear a high vis vest. For KS2 children staff to wear a high vis vest.
7. On the day please sign out at the office, leave a group list and collect a Visit Leader Emergency Action Card.

A **School Incident Form** must be completed if an incident occurs on a visit.

Emergency procedures

There is always a nominated emergency base/home contact for any visit (during school hours this is the office who will inform a member of the senior management team)

Outside school hours the nominated contact will be the Head teacher or a Deputy Head teacher. Nominated contacts will have the relevant medical information of all participants.

On visits staff will follow the emergency procedures stated on the Visit Leader Emergency Action Card which is carried by the leader and returned to the office after the visit.

When base/home contact staff are informed of an emergency they are to follow OEAP National Guidance - Emergency Action Plan 'Home' Contact as listed in the school office which is tested through desk top exercises and periodic scenario calls by EVC co-ordinator and SLT.

The visit leaders and base contacts know to request support from the local authority/The Education Space in the event of an incident that involves serious injury or fatality, or where it is likely to attract media attention.

Inclusion

We are an educationally inclusive school as we are concerned about the teaching and learning, achievements, attitudes and well-being of all our pupils. We work hard to offer equality of opportunity and diversity to all groups of pupils. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. As such, we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring

As a school we will internally monitor all visits through;

1. The Educational Visits Co-ordinator/Safeguard Lead and DHT will check and monitor all visit forms **thoroughly online**.
2. The EVC/SLT will take part in some visits and evaluate.
3. The Educational Visits Co-ordinator will ask staff to complete an evaluation where applicable.
4. The EVC/SLT will ensure that suitable training is available for all teaching staff yearly.
5. EVC/SLT will provide further training for Visit Leaders where applicable.
6. The EVC/SLT and Subject Leaders will monitor all school planning, books and displays to ensure visits are included in the curriculum.

7. Ensuring that emergencies and managing critical incidents on Educational Visits are included in the school Health and Safety Policy.
8. EVC/SLT to ensure suitable adults as Visit Leader.
9. EVC to ensure that the school follows the OEAP National Guidance when responding to an incident during an off-site visit and where applicable the Local Authority-The Education Space.

Visit Leader Emergency Action Card

This 'card' must be with the visit Leader at all times.

In the event of an incident, use the following, to guide your actions:

1. **REMAIN CALM** – assess the situation
2. **Safeguard** yourself and then any other uninjured members of the group.
3. Attend to any casualties and call emergency services if appropriate.
4. If practicable, delegate party leadership to a **Deputy Leader**, in order that you can be contactable at all times, and to enable you to coordinate all necessary action.
5. Start **recording** information/decisions.

If the incident DOES NOT involve serious injury or fatality, and/ or is not likely to attract media attention, the Visit Leader should:

- Contact the school emergency contact (This should include a member of SLT).
- Report the incident and seek advice.

If the incident DOES involve serious injury or fatality, and/ or is Likely to attract media attention, the Visit Leader should:

- Contact the school emergency contact (This should include a member of SLT).
- Report the incident and seek advice.
- You will be contacted asap by your school emergency contact or The Education Space.
- Contact the British Consulate or Embassy if abroad.
- **Prevent group members from using mobiles or going online until this has been agreed by The Education Space.**
- If appropriate, you will be provided with a dedicated number to refer all press, media, parental, or other enquiries to.
- Advise all group members to direct all enquiries to the Visit Leader and to get approval from them before **discussing with anyone else.**

When the incident is under control

- Seek full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed log of all actions taken and conversations held, together with a timescale with photos if appropriate.

| Name | Number |
|--|--|
| School/Establishment | 0207 476 1848 |
| Nominated 'home' contact | Emma: 07525 368 522 |
| Trust Emergency Contact | Steven Lock 07379663508 |
| The Education Space Geetha Unnithan | 0208 249 6973/07770 227 094 07807727366 |
| Emergency Services (if travelling in Europe) | 112 |
| Foreign Office Consular Assistance | 0207 008 1500 |

Emergency Action Plan for 'Home' Contact

Emergency school contact and 'SLT' have access to all visit information including itinerary, venue details names, medical information and emergency contact details for all participants including staff online.

In the event of being contacted by the Visit Leader (or another member of staff involved in a visit or a member of the public). The caller may be stressed. You should:

1. Remain Calm 2. Reassure the caller 3. Ask the following questions and record all key information checking where necessary:

- Who is calling? Confirm the number caller can be called back on should we be disconnected.
- What is your current location?
- What has happened? Determine the nature of the emergency.
- Determine the type of help required.

If the incident DOES NOT involve serious injury or fatality, and/or is not like likely to attract media attention:

- Provide the required assistance.
- Seek further advice or pass on details to other 'SLT' contacts who may be able to assist.
- It is **not necessary** to contact 'The Education Space'.

If the incident DOES involve serious injury or fatality, and/or is likely to attract media attention:

- What is the the number and status of any casualties?
- Are the emergency services involved?
- What time did the incident happen?
- Remind staff not to talk to media.
- Reassure them and thank them. Inform them that someone will phone them back ASAP.
- Contact staff immediately including 'The Education Space'

| Name | Name | Mobile |
|----------------------------|--|--|
| Nominated 'home' contacts | Office Emma | 02074761848 07525368522 |
| The Education Space | Office 0208249 6973 Geetha Unnithan | 07770227094 (16.45-08.00) 07807727366 |
| Trust Emergency Contact | Steven Lock | 07379663508 07954139431 |
| Educational Visits Adviser | Jake Wiid | <u>jake@evolveadvice.co.uk</u> |

When the incident is under control

- Seek full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed log of all actions taken and conversations held, together with a timescale with photos if appropriate.

