

**Christ Church CE School  
Educational Visits Policy  
Autumn 2017**



Christ Church  
CE Primary School  
Regents Park  
NW1 4BD

Christ Church C of E Primary School  
Educational Visits Policy

## CONTENTS

Mission Statement

Our School Aims

Introduction

Rationale

Aims and objectives

Types of educational visits

Organisation of educational visits

Permission slips

Adult to child ratios

Roles and responsibilities

Pupils with SEN

Residential visits

Monitoring and review

**Christ Church C of E Primary School**  
**Educational Visits Policy**

**Mission Statement**

**The Christian Faith is at the heart of our school community. At Christ Church we care for each other and learn together.**

Christ Church is a small, caring school which is committed to a broad, balanced curriculum and to a continual raising of standards. We aim to contribute to the spiritual, moral, cultural, mental and physical needs of every individual.

We are a Church of England school, with a strong commitment to the teaching of Christianity whilst supporting a multi-faith approach to the curriculum. We recognise, value and celebrate the rich cultural diversity that exists in our school.

The Christian ethos of the school is reflected in our positive, disciplined and calm atmosphere. We believe that effective learning takes place when children work in a purposeful and stimulating environment that supports a wide range of learning styles. Mutual respect between adults and children promotes excellent behaviour and well developed social skills. With this approach we seek to achieve high academic standards.

We aim to cater for each individual, taking particular account of any specific needs or abilities. We endeavour to ensure that all our children fulfil their potential and, within this context, we emphasise health and safety, enjoyment and achievement and the beginnings of responsibility for themselves and others. These skills will be carried forward to the next phase of education and throughout life.

The whole school community is committed to a collective responsibility for the implementation of the values inherent in this statement.

# **Our School Aims - Every Child Matters**

## **The Ethos of the School**

The school aims to provide a positive, disciplined, purposeful environment, within a Christian context. We aim to teach children to be caring, to exhibit good behaviour and appropriate social skills and to begin to take responsibility for themselves and others.

## **The Values of the School**

The School aims to value every child and to contribute to the Spiritual, Moral, Cultural, Mental and Physical well being of our whole school community. We value the diversity of our community and we aim to promote the health and safety of everyone.

## **The Standards of the School**

The School aims to teach a balanced Curriculum and to ensure that each child fulfils his or her potential. We aim to provide teaching and learning of a high standard. We believe that this is achieved when pupils are highly motivated, enjoy coming to school, and are appropriately challenged.

# Christ Church C of E Primary School

## Educational Visits Policy

Date of policy: Autumn 2017

Review date: Autumn 2019

This policy has been written in conjunction with the local authority manual - 'Guidance for Off-Site Visits and Related Activities with National Guidance and EVOLVE' (2014).

### Introduction

An educational visit is any aspect of a pupil's education that takes place off the main school site and includes visits to places such as parks, museums, galleries and outdoor activity centres. At Christ Church School we value the role of educational visits and regard them as an important part of school life. This policy has been written in order to enable both children and staff to gain as much as possible from educational visits. It contains the guidelines and procedures to be followed when planning and attending off-site activities.

### Rationale

*'...learning outside the classroom helps to bring the curriculum to life - it provides deeper subject learning and increases self-confidence'*

Health and Safety Executive, 2011

At Christ Church we recognise how educational visits enrich the school curriculum. This policy has been developed in order to provide a consistent approach to educational visits, ensuring continuity throughout the school. It provides teachers with help in planning and organising activities for their children, ensuring safety and enjoyment. This policy also provides information for all staff, parents, carers and other visitors on how we organise and run off-site activities.

## Aims and objectives

School visits benefit children in many ways, including:

- To offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural and physical development
- To provide children with relevant experiences which support and enrich their learning in school
- To provide opportunities to apply a different range of skills than those used in the classroom
- To prepare children for opportunities and experiences of adult life
- To expose children to different environments and experiences
- Providing links between what is learnt at school and the outside environment

## Types of Educational Visits

There are two types of educational visits.

Low-risk activities:

- Local surveys and fieldwork
- Visits to local libraries, theatres, museums, exhibitions etc
- Sports or recreational events as participants or spectators

High-risk activities:

- Journeys involving an overnight stay
- Day visits abroad
- Day visits involving activities or fieldwork in a coastal or mountainous environment or near a river, canal, lake or reservoir
- Day visits to activity centres
- Any activities including swimming with the exception of swimming lessons included in the curriculum

All visits falling into the 'high-risk' category must be authorised by the local authority and be entered into EVOLVE by the school administrator, in conjunction with the organiser of the trip.

## Organisation of Educational Visits

The National Curriculum defines what is taught to children at Christ Church School and it forms the programme of learning for each child throughout the

year. In addition, teachers plan a corresponding programme of educational visits and activities, which support and develop children's learning in chosen topic areas. Teachers try to plan a range of activities which support different curricular areas over the academic year. We aim to plan at least one educational visit every half term, with at least one trip per year to a place of worship - see RE policy.

When organising an educational visit the following procedures should be followed:

- ✓ Check the school diary before confirming a date to avoid overlap with other planned activities which take place over the school year
- ✓ Record your visit in the school diary
- ✓ Once the trip has been confirmed, fill in a Trip Planning Form - recording the date and time of the visit, the objectives, travel arrangements and identifying the generic risk assessments that will apply (see 'Trip Planning Form' in the appendices, and the 'Educational Visits, Generic Risk Assessment' file), as well as any additional risk assessments and hand in to the Headteacher
- ✓ Organise tickets for transport if needed. If you are using the free transport scheme then give your trip details to the office who will arrange this for you - details must be in **at least two weeks** before trip date
- ✓ Give date of trip and number of packed lunches required to the kitchen **at least two weeks** in advance of trip date
- ✓ Carry out a pre-trip visit in order to plan your route and activities, and fill in any additional risk assessments on the Trip Planning Form. Some venues also provide their own risk assessment information. Additional risk assessment details need to be handed in to the Headteacher with your planning forms.
- ✓ Organise parent/carer volunteers (see ratio required for each year group). Parent/carer volunteers must complete a List 99 check. Any child who has a Statement should be accompanied by their LSA - LSAs should not be included in overall adult ratios.
- ✓ Hold a pre-trip briefing with all accompanying adults, to share planning and risk assessments for the trip, and to disseminate the schools 'Pre-trip Briefing and Guidance for Parents' (see appendices)

- ✓ Organise a permission/information letter (see example in appendices) for your children's parents/carers, including the following information:
  - where you are going and why
  - what transport you are taking
  - approximate time of departure and return to school
  - cost of voluntary contribution
  - a permission slip to be signed (if necessary)
  - a box to indicate whether their child requires a packed lunch from school (FSM only)

Parents should be informed at least a week before the trip will take place.

### **Permission slips**

#### **Nursery**

A signed permission slip must be signed for every trip outside of school.

#### **All other classes**

All parents are required to sign a slip when their child starts the school to give permission for them to go on all low-risk trips. Therefore an additional permission slip only needs to be signed for activities which involve a higher level of risk or those which will involve leaving/returning to school outside of normal school hours.

### **Adult to Child Ratios**

Christ Church adopts the following adult:child ratios when going on educational visits:

- Nursery - 1 adult : 2 children
- Reception - 1 adult: 5 children
- Years 1, 2 and 3- 1 adult : 6 children
- Years 4, 5 and 6 - 1 adult : 10 children

In the EYFS, at least one of the adults must hold a paediatric first aid certificate.

Boys should be taken to the ladies toilet up to and including Year 3.



## Roles and Responsibilities

The role of the Headteacher is to:

- ✓ Ensure that the visit complies with LEA guidance and the school's own Health and Safety policy
- ✓ Oversee the planning of the trip and ensure that the group leader is competent to carry out the outlined procedures for educational visits
- ✓ Ensure that the appropriate adult to child ratio is employed
- ✓ Make sure that in the event of a major incident or accident, LEA guidelines are adhered to in terms of informing parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated

The role of the group leader is to:

- ✓ Follow the procedures outlined in this policy when organising their visit
- ✓ To gain permission for the visit from the Headteacher
- ✓ Ensure that their visit has a clear purpose and objectives
- ✓ Carry out a risk assessment to ensure the safety of children and other adults attending the trip
- ✓ Bring their class' inhalers and epi-pens on every trip, along with a First Aid kit
- ✓ Assess the safety of all participants throughout the trip
- ✓ Organise the appropriate number of adults to accompany them and ensure that these adults are fully briefed
- ✓ Inform all relevant parties of the trip details
- ✓ To monitor and oversee the behaviour of all groups throughout the visit
- ✓ To follow the school's Health and Safety policy and emergency procedures should any incidents occur whilst off-site

The role of the deputy leader:

- ✓ To collaborate with the group leader with the planning and risk assessments for the trip
- ✓ To monitor and oversee the behaviour of all groups throughout the visit
- ✓ To follow the school's Health and Safety policy and emergency procedures should any incidents occur whilst off-site
- ✓ Assess the safety of all participants throughout the trip

- ✓ Be prepared to take over as leader if the situation requires them to do so (i.e group leader falling ill whilst on the trip)

The role of accompanying adults is to:

- ✓ Ensure they are briefed about the trip, including the names of their assigned children and any medical issues these children may have
- ✓ Stay with their assigned group throughout the visit
- ✓ Monitor the behaviour and safety of all the children in their group during the visit
- ✓ Refer any incidents/accidents to the group leader

The role of the pupil is to:

- ✓ Follow the instructions of the group leader and their accompanying adult at all times
- ✓ To know who their accompanying adult is
- ✓ To know what to do in the case of an emergency
- ✓ To follow the school's behaviour policy at all times

### **Actions to be taken in the event of an emergency/serious situation**

Thorough planning and risk assessment should reduce the likelihood of unfortunate and unexpected events occurring, but it cannot prevent them entirely. Such events may include, but are not limited to:

- Medical emergencies (e.g. asthma, allergic reactions, injury)
- Behavioural emergencies
- Children becoming lost/separated
- Children witnessing upsetting/inappropriate events
- Events involving terrorism/extremist behaviour

In the event of a major incident, the group leader will first take all necessary steps to safeguard the children. This may include calling the emergency services or an onsite first aider, administering first aid themselves or moving the children to a place of safety. They will then (if possible) inform the headteacher/SLT of the event as soon as it is safe to do so, giving as much information as possible. The headteacher will then decide if further steps need to be taken (e.g. if the trip should be ceased, if parents needs to be informed, children need to be moved to a Safe Haven school). All planning forms should now list the closest Safe Haven schools relevant to trip route and venue.

## **Pupils with special educational/medical needs**

All pupils in Christ Church are entitled to off-site educational experiences and staff plan their trips with the needs of all their children in mind. Children with Statements/EHCPs will be accompanied by their LSAs whilst off-site. Group Leaders will bring all class inhalers and epipens with them, along with a First Aid kit. In the case of special medical needs, such as epilepsy, the appropriate medication/equipment will be brought and staff will be trained to use it. All accompanying adults will be briefed about the needs of the children in their care before leaving school.

## **Residential Visits**

Children in Years 5 and 6 have the opportunity to take part in a residential visit, also known as 'School Journey'. This visit enables children to take part in outdoor and adventure activities. All specialist activities are undertaken with qualified instructors.

As with all visits, the cost of these trips is kept as low as possible. Parents are able to pay in instalments using a payment card provided by the school.

There is a designated Group Leader in charge and parties are accompanied by a qualified First Aider.

## **Monitoring and review**

It is the responsibility of our Governing body to agree and then monitor the implementation of the educational visits policy. This is carried out during policy review committee meetings. This policy will be reviewed every two years and any amendments made in light with review findings.

Signed:

Date:

## **Appendices**

**Appendix 1: Trip planning form**

**Appendix 2: List of schools generic risk assessments**

**Appendix 3: Example letter to parents**

**Appendix 4: Guidance for Parent/Carer volunteers on trips**

**Appendix 5: List of safe haven schools**

# Appendix 1

## CHRIST CHURCH CE SCHOOL



### TRIP PLANNING FORM

OUTLINE OF EDUCATIONAL VISIT	
Class:	Size of group:
Group Leader:	Deputy group leader:
Accompanying parents/volunteers: Please indicate below whether accompanying adults hold a current DBS or have been List 99 checked... DBS: List 99:	Overall pupil/adult ratio:
Destination:	
Date of visit:	
Departure time:	Return time:
Main objectives/purpose/curriculum links:	
Cost of visit (whole group/individual contributions):	
CONTACT DETAILS	
Group Leader mobile phone number:	Destination phone number:
Destination address:	Nearest safe haven schools:
ARRANGEMENTS	
Transport details:	
Resources/facilities needed:	
Lunch arrangements (relevant parties informed/individual dietary requirements considered):	
Parental consent obtained/parents informed of relevant details (please attach letter): Y/N	
Pupils have been briefed regarding all aspects of the visit (including safety issues): Y/N	
SEN provision:	

First aid arrangements:

Adult helpers - do all accompanying adults have a current DBS/List 99 check? Please list names:  
DBS:  
List 99:

**GENERIC RISK ASSESSMENT**

Generic risk assessment forms that apply to this visit (please tick all that apply):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> All educational visits           | <input type="checkbox"/> All travel                         | <input type="checkbox"/> All visits abroad    |
| <input type="checkbox"/> Travel by bus/coach              | <input type="checkbox"/> Travel by foot (near roads)        | <input type="checkbox"/> Travel by rail       |
| <input type="checkbox"/> Visits to castles/historic sites | <input type="checkbox"/> Visits to cinemas/theatres/museums | <input type="checkbox"/> Visits to cities     |
| <input type="checkbox"/> Visits to coasts                 | <input type="checkbox"/> Visits to farms and zoos           | <input type="checkbox"/> Visits to river      |
| <input type="checkbox"/> Visits to theme parks            | <input type="checkbox"/> Climbing (artificial walls)        | <input type="checkbox"/> Cycling              |
| <input type="checkbox"/> Ice skating                      | <input type="checkbox"/> Narrowboating                      | <input type="checkbox"/> Overseas expeditions |
| <input type="checkbox"/> Pond dipping                     | <input type="checkbox"/> Residential                        | <input type="checkbox"/> Sports matches       |
| <input type="checkbox"/> Swimming pools                   |   |   |

**SPECIFIC RISK ASSESSMENT**

Has the venue provided their own risk assessment? YES/NO  
(Please attach)

Risk	Precautions and control measures

**INDIVIDUALS AT RISK**

Specific individuals at risk	Precautions and control measures

Steps to be taken in emergency (contingency plan for delayed transport, who to contact etc.):

**APPROVAL**

Form submitted by group leader:

**Staff agreement:** "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions above, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".

Trip leader:  
Date \_\_\_\_\_ Signed \_\_\_\_\_

Deputy:  
Date \_\_\_\_\_ Signed \_\_\_\_\_

Headteacher approved:  
Date \_\_\_\_\_ Signed \_\_\_\_\_

## Appendix 2

### CHRIST CHURCH CE SCHOOL



### GENERIC RISK ASSESSMENTS

- All educational visits
- All trips abroad
- All travel
- Boat trips
- Climbing
- Cycling
- Ice skating
- Pond dipping
- Residential Visits
- Sports matches
- Swimming pools
- Theatres, cinemas, museums and visitor attractions
- Theme parks
- Travel by bus and coach
- Travel on foot
- Travel by rail
- Visits to castles and historic sites
- Visit to cities
- Visits to the coast
- Visits to farms and zoos
- Visits near rivers and streams

## Appendix 3



### CHRIST CHURCH C of E SCHOOL

Redhill Street, Regent's Park, London NW1 4BD

Telephone: 020 7387 7881 Fax: 020 7388 3646

E-mail: admin@cchurchnw1.camden.sch.uk

Headteacher: Mrs Paula Walker

Friday 21<sup>st</sup> February

Dear Parents/Carers,

On Friday 7<sup>th</sup> March, Oak Class will be visiting St Paul's Cathedral. Whilst there, they will have a guided tour of the cathedral and will take part in a workshop about Victorian schools.

We will be departing school at around 12:00 and will return before the end of the day. We will travel by tube to and from St Paul's. All children need a packed lunch on this day - please indicate on the slip below if your child will require a packed lunch to be provided by school (free school meals only).

There is a charge of £4 per child for this trip - please ensure all money is brought in before next Friday.

Children should be dressed appropriately in full school uniform and must be wearing a coat.

We will need additional adults to accompany us on this trip. Please let me know if you will be free to help us on this day.

Many thanks for your continued support,

Roxy  
(Oak Class teacher)

-----  
I give permission for \_\_\_\_\_ to attend the trip to St Paul's Cathedral on Friday 7<sup>th</sup> March

I would like the school to provide a packed lunch for my child  
(free school meals only)

Signed \_\_\_\_\_ (Parent/carers)



## Appendix 4

### CHRIST CHURCH CE SCHOOL



#### Pre-trip Briefing and Guidance for Parents

Educational visits are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have a critical role to play in the success and safety of this school trip. These guidelines are part of our school trip planning policy and risk assessment procedures.

The security of children on school visits is an essential priority and every effort is made to ensure that trips run as smoothly, enjoyably and safely as possible for our children. Teachers will have carried out pre-visit checks and risk assessments for each visit. The children are briefed on safety and expectations of behaviour before hand.

#### Safeguarding:

It is a requirement of the school for any adult working with children to have a list 99 check. Adults volunteering on trips must complete a List 99 request form (available at the school office or from the teacher organising the trip) **before** the trip.

#### Responsibilities:

- The teacher will have planned the trip carefully and will share with you the schedule of the day. Please be aware of the need to follow timings and make sure you are in directed places at given times.
- Though the teacher is responsible for the safety of all children, he/she will allocate you a group to be in charge of for the day. Please keep **all** of these children within your sights at all times. If for any reason you need to leave the group or the timetable, please make sure you inform the teacher.
- The teacher will have grouped the children carefully. Parents may not always be asked to support the same group that their child is in. Please respect the teacher's professional judgement in these decisions.
- If a child is behaving in an inappropriate or unsafe manner, inform the class teacher immediately.

#### Behaviour Expectations:

Good behaviour during school trips ensures the safety, learning and enjoyment of the day for children, teachers and adults. Children are expected to be ambassadors for Christ Church School.

Please encourage the children to:

- ✿ Listen carefully to speaking adults
- ✿ Ask questions to clarify their understanding
- ✿ Read signs and labels to find out more
- ✿ Talk about what they can see
- ✿ Have responsibility for their safety and belongings
- ✿ Move about calmly and sensibly
- ✿ Respect objects and equipment
- ✿ Demonstrate polite behaviour towards other visitors and adults
- ✿ Speak at an acceptable volume for the location

Please ensure that the children in your care are behaving appropriately and do not hesitate to enlist the teacher's support.

Out and About:

Many trips involve moving along pavements and crossing roads. It is usual that teachers will stop the traffic at the place of crossing and the class/group will walk across together. On occasions you may be asked to cross the road with a small group and all regard for safety must be considered including finding a safe place/opportunity to cross.

Children should be expected to:

- ✿ Walk sensibly and quietly
- ✿ Stay on the pavement furthest away from the road
- ✿ Keep up with the group
- ✿ Pay attention to adults and traffic

Expectations of Adults:

- ✿ Adults supporting trips are required to be good role models of behaviour for the children.
- ✿ Adults should deal with children sensitively and with equality. Bad language and inappropriate discussion are not acceptable in the company of children.
- ✿ Mobile phones should not be used for personal purposes but it is useful to carry a phone and the school's telephone number (0207 3877881) for emergency reasons. The teacher in charge should call for emergency services e.g. police etc.
- ✿ In some instances parent helpers may become privy to personal information regarding pupils that is of a confidential nature. Information must not be discussed with any other parent.
- ✿ Photos should **not** be taken of children.

These guidelines not only look after the children in our school but also protect the vulnerability of anyone working with children. It is vital for the safety of the group that you report any inappropriate behaviour from adults or children to the teacher in charge. The child protection officer in the school is the Headteacher if you have any concerns you wish to share.

**Appendix 5 - Please access the most up to date list at:**  
<https://www.ldbs.co.uk/policies-downloads/>