



Rosh Pinah Primary School

Educational Visits Policy

Ratification by Full Governing Body: July 2018

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned, managed and conducted visits are known to enhance learning and improve attainment, and so form a key part of what makes Rosh Pinah Primary School (RPPS) a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Guidelines

The basic aim of the guidelines is to support the proper organisation and safe conduct of visits organised. The guidelines which are provided give instructions and advice about careful planning and proper supervision, so that any foreseeable mishaps may be prevented and problems arising from unforeseeable events may be minimised.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day. All staff are required to plan and execute visits in line with School Policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are four types of visit:

1. Routine local visits in the 'Extended Learning Locality'
2. Day visits within the UK that do not involve an adventurous activity.
3. Visits that are overseas, and/or residential, and/or involve an adventurous activity.
4. Ad-hoc activities in the school locality.

Refer to Appendix 1 - Planning School Trips - 1A for guidance on planning visit type 1, 2 and 3.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Head Teacher or The Educational Visits Coordinator (EVC) prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator is the Deputy Head, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans.

The Head Teacher has responsibility for authorising all visits. [Refer to Appendix 1 - Request for Approval for Class Outings -1D](#) should be passed on by the visit leaders first to the Head Teacher's PA who will then pass it onto the Head teacher for approval.

Head Teacher has responsibility for authorising and for submitting all overseas, residential or adventurous activity visits to the LA for approval.

The Governing Body's role is that of a 'critical friend'. Governors should provide support and challenge to ensure that:

1. The policy exists.
2. The policy is up to date and effective.
3. Any training needed to support the policy is provided.
5. The policy complies with any requirements from an Employer (e.g. the Local Authority where this is relevant). Individual governors may request 'read-only' access to documentation.

Staff & Parent Helper Competence

Adults should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

Adults must **not** use their mobile phones unless there is an emergency and for the use of contacting the group leader of the trip. Adults are prohibited from taking photographs and video of pupils. Adults are forbidden to access social media sites and applications and may not use Geo Tagging devices and applications to notify others of their and the group's whereabouts.

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring staff/child ratios and to the gender mix of staff especially on overnight stays.

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.

Refer to Appendix 1 – Guidelines for Parents on School Outings -1B

Approval

All proposed trips must be submitted in writing. The approval process is as follows for each type of visit:

- Requests for Approval for all visits within the UK must be submitted to the Head Teacher at least *90 days prior to the visit*, but with as much notice as possible in advance. *Refer to Appendix 1 - Request for Approval for class Outing - 1D*. This form must be filled in and approved by the Head Teacher.
- It is the responsibility of the Head Teacher and the Governing Body, where appropriate, to ensure that the arrangements for the visit are satisfactory.

Planning the Visits

Ensuring the safety of pupils on a visit depends largely on the extent to which the teacher can foresee the possible dangers and difficulties which may arise, and can therefore plan to avoid or overcome them. Contingency arrangements for potential problems such as bad weather, illness or the incapacity of accompanying adult supervisors should be taken into account and planned for. The availability of telephones or other means of emergency communication should be considered and mobile phones used where possible. Planning for any individual needs, such as medical or dietary needs, should take place as early as possible.

Preliminary Visit

It is essential that a preliminary visit is made, at least by the visit leader, and preferably by other accompanying adults, unless the visit leader has recent experience of the site or venue. This allows the leader(s) to gain first-hand knowledge of the venue, facilities and activities to be followed and so become aware of the potential hazards and difficulties prior to encountering them with pupils. Particular attention will be paid to fire and other safety precautions and emergency evacuation procedures. All accompanying adults will be familiar with the operation or use of any necessary safety equipment.

Risk Assessment

Steps should be taken to minimise risks, and all hazardous activities must be identified. A risk assessment should be requested during the preliminary visit and risk assessments should be carried out and recorded on the *The Event Specific Risk Assessment (EZRA) - E5*. The Risk Assessment should be completed well before the visit and should be approved by the EVC. *Part one of Educational Visit*

Checklist – 1H must also be carried out as part of the risk management process and shown to the EVC. The *Educational Visit Checklist – 1H* must be retained by the visit leader and returned to the EVC with all parts completed at the end of the visit. A visit should only go ahead if the answer to all relevant questions in the *Educational Visit Checklist – 1H* is 'YES' or 'N/A'

Any pupils whose behaviour is considered to be a danger to themselves or the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways, wherever possible.

Adequate child protection procedures must be in place at all stages of visit, and any guidelines laid down in the school's Child Protection Policy should be followed.

Even though an activity centre may be licensed, it remains the responsibility of the Head Teacher and Governing Body to satisfy themselves that any activity centre to which the school proposes to send pupils is competent, trustworthy and, above all safe.

Adventurous Activities

The activities listed in *Appendix 2 – Adventurous Activities* are regarded as 'adventurous' and require LA approval submitted by the Head Teacher.

Two days before the visit

Staff Checklist for Outing – 1E must be completed two days before the outing. One copy must be left with the Head Teacher's PA and one copy for Security (accompanying the trip).

Security for Trips – 1F needs to be filled in by the Head Teacher's PA and a copy given to the CTs and Security accompanying the trip

Part 2 of the Educational Visits Checklist – 1H must also be completed for all day visits and retained by the visit leader together with all documentation relating to the visit.

The evening before the visit

The Head Teacher's PA is to ensure that the school mobile phones are put on charge in readiness for the school visit.

On the day of the visit

The visit leaders must obtain the mobile numbers of all volunteers accompanying the children on the school visit in case of an emergency. The visit leader or a member of the security team must talk volunteers through the 'Guidelines for Parents on School Outings' before leaving for the school visit. Copies of the guidelines should be given to parents for reference.

Refer to Appendix 1 - Guidelines for Parents on School Outings – 1B

At the start of each term

The Head Teachers PA is to ensure that the school mobile phones are in credit for forthcoming visits.

Dress code on school visits

The school dress code applies to staff, children and volunteers on all school visits unless advised differently by the visit leaders.

At the end of the visit

Part 3 of the Educational Visits Checklist – 1H and the Evaluation of a Class Outing – 1J must be completed.

Both documents must be returned to the Educational Visits coordinator.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit *Refer Appendix 1 – Emergency Card (Visit Leader) – EV7*. All staff on visits must be familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Parental Consent

Activities which take place in the immediate locality of the school and which are part of the school's curriculum do not require separate written parental approval on each occasion. However, we will obtain written permission as a blanket consent from all parents for all new pupils for activities of this type, and keep such information on file, for activities that fall within the 'Extended Learning Locality'. *Refer Appendix 1 – Parent/Carer Consent Form for Regular out of School Activities – 1C*

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc.), so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting through traditional paper consent form or via electronic approval/acceptance where applicable.

Note: All trip letters will contain this phrase 'if we are at all uncertain as to the welfare of your child, we will ask you to collect from the venue'

Note: All permission slips will contain the phrase 'please note that the use of mobile phones for personal use will not be allowed on school trips unless in exceptional circumstances'

The school dress code applies to staff, children and volunteers on all school visits unless advised by the visit leaders.

Ad-Hoc Visits

Signing out sheet for Ad-Hoc activities in the school locality – 1G needs to be completed and left in the office or another agreed place before leaving the school premises.

Residential Visits

Residential visits require full and detailed written information to parents and this will be followed up by a parents meeting to discuss details with the visit leader.

Form EV4 must be completed by the provider for all residential visits. [Refer Appendix 1 – For Completion by Providers – EV4](#)

The information given to parents will depend upon the nature of the visit and whether it involves any overnight stay, but as a general rule the following details will be included:

1. The nature of the visit and the destination
2. Dates, times and venues for departure and return and the method of travel. Visit leaders should note that their responsibility for pupils for the school visit ends only when the pupils return to school (if the visit is within normal school hours) or when the pupils are handed back into the care of their parents or other named adults. Pupils should only be allowed to return home from the site of the visit or on return to school unaccompanied if this has been previously agreed by their parents.
3. The itinerary for the visit, including details of any ‘free’ time or unsupervised activities.
4. The cost of the visit
5. Details of the activities in which pupils will be expected to or able to participate.
6. Guidance concerning appropriate clothing or footwear.
7. Guidance concerning an appropriate amount of money to be taken if applicable.
8. Guidance concerning the behaviour expected from pupils and the procedures for dealing with misbehaviour, including the arrangements for sending a pupil home early if the activity involves an overnight stay.
9. The size of the group taking part in the visit and the names of accompanying adults.
10. Details of the insurance cover provided.
11. A contact telephone number in the event of an emergency.
12. The contact (Head Teacher or the school office) who will inform parents if there are unavoidable changes in timing arrangements or if there is an emergency of any kind.
13. A request that any necessary parental consent form be signed and returned to the visit leader, together with details of any known medical condition from which the child may be suffering, and details of any medication which the pupil may be receiving. Permission will also be obtained for any necessary medical treatment to be carried out in the case of an emergency.

Preparation of Pupils

1. The aim and purpose of the visit.
2. The activities planned and the overall itinerary.
3. The rules which apply during the visit – particularly in relation to “free” time and “unsupervised” activities – and the details of any safety procedures. Regular head counts will take place, and an appropriate “lost” procedure will be established. For younger pupils it may be appropriate to determine a suitable “recall signal” whereby all pupils can be immediately recalled to a predetermined point without delay.
4. The standards of behaviour expected and the sanctions to be used for those who disregard rules and procedures, including the withdrawal of pupils from an activity or the sending home early of pupils of residential visit.
5. The areas or activities which are “out of bounds”
6. The type of clothing and footwear which is appropriate.
7. The correct use of any equipment which forms an integral part of the visit (unless the visit itself includes specific tuition in the use of equipment).

Pupils with Additional Needs

The particular needs of individual pupils will be considered when planning the visit. These needs may influence the adult/pupil ratio needed, and decisions about the special skills required by the adults accompanying the visit.

All adults involved will have clear information about the nature of any pupil's additional needs and it should be clearly understood how these will affect the pupil's ability to take part in the planned activities. Specific necessary information (such as medication required, details of any allergies or special dietary requirements) will be identified on the parental consent form. In particular circumstances, it will also be necessary to check the venue for wheelchair access.

As well as ensuring a full exchange of written information between the school and parents, it may be particularly valuable to consult directly with the parents before the visit takes place.

Briefing the Supervising Adults

It is essential that all supervising adults are fully briefed before the visit takes place and at least one briefing meeting will be arranged for this purpose.

The following points will be borne in mind:

1. The visit leader must be free to exercise full authority during the journey.
2. Visit leaders must recognise that when experts are engaged for specialist activities such as climbing, sailing etc., their instructions on procedure and safety will be followed at all times.
3. All supervising adults will be given full instructions concerning their own specific responsibilities and the extent to which they should exercise their own judgment. The visit leader will ensure that all supervising adults are aware of any emergency procedures.
4. One of the supervising adults who is first-aid trained, will take responsibility for welfare issues, including first aid arrangements and the supervision and distribution of any medicines which have to be taken by members of the group.
5. The visit leader will have access to sufficient funds to meet any emergency which might be encountered.
6. The visit leader will have at hand a list of all group members' names and telephone numbers, in case of emergency. A copy of this list should be left with a responsible adult in the school.
7. A deputy visit leader, who is competent to assume leader's responsibilities in the case of an emergency, should be appointed. The deputy leader should be involved in the preparation and organisation of the visit so that any handover of responsibility, should it become necessary, can take place quickly and effectively.

Adult/Pupil Ratios

1. For visits where the element of risk to be encountered is similar to that normally encountered in daily life, a ratio of 1 adult to 6 pupils in Years 1-3 and a ratio of 1 adult to 10-15 pupils in Years 4-6 is recommended. In Reception a ratio of 1 adult to 4 pupils is recommended. When visits are to remote areas or involve hazardous activities, supervision levels will be set accordingly.
2. A minimum of two adults will accompany each visit, one of whom is first aid trained. At least one of these adults will be either a qualified teacher, or an unqualified teacher who has been approved for this task by the Head Teacher.
3. It is strongly recommended that mixed groups should be accompanied by at least one adult of each gender. This recommendation is particularly important for residential visits involving an overnight stay. Where it is not possible to have at least one adult of each gender

accompanying a residential visit, parents will be given clear notification of this fact, together with details of the practical arrangements for supervision throughout the visit.

4. A copy of the details and activities of the trip must be given to the Rosh Pinah Security. A member or members of the security team will accompany all routine Local Visits in the 'Extended Learning Locality' and Day Visits within the UK. For Residential Visits a member or members of the security team will accompany the trip if required after a risk assessment has been completed.

Medical Issues

All accompanying adults should be familiar with the first aid guidelines and one of the supervising adults accompanying the group should have a current qualification in first aid.

We will ensure that travelling first aid kits are available to all groups taking part in a school visit and the visit leader must be satisfied that the kit includes all of the items which may be needed, bearing in mind the possible additional items which may be required for some children with special needs. All trips should carry a spare set of uniform for boys and girls in case of accident or sickness.

The visit leader will also ensure that all supervising adults have adequate information about any special medical or dietary needs which pupils may have. Decisions about the administration of medication to pupils must be made before the visit, and any necessary routines and checks agreed and established.

Whilst teachers may be prepared to accept responsibility for administering medication to pupils, they cannot be required to do so and it is important to discuss such issues before the visit so that the situation is resolved to the satisfaction of all concerned.

Any accident which occurs on a school visit should be reported in the same way as an accident taking place on the school site. Details of the procedure to be followed are in the school's Health and Safety Policy.

Procedure if a child needs to be collected during a school trip

If a teacher is at all uncertain as to the medical welfare of a child, the teacher is to phone the parent directly.

All trips must take the class lists including telephone numbers with them.

1. The teacher will phone directly to the parent.
2. If there is no answer, the teacher will this message: "I am sorry to tell you that your child is unwell and we are considering asking you to collect him/her. I will now phone the school and ask that they keep trying to contact you. Please note that if we are unable to contact you and are still concerned we may call an ambulance."
3. If there is no one available, they must report immediately to the school, who will keep trying the parent.
4. If the teacher reaches a parent, they must inform the parent of the state of welfare of the child and agree whether the child should be collected.
5. They must then telephone the school and update the office/Head Teacher.
6. If there is sufficient concern the teacher must either take the appropriate action which could involve calling an ambulance or contacting the first aid post if there is one nearby on site if they are unable to follow the above procedure.
7. Only the teacher should telephone.

8. On returning to school, the incident book should be completed.

Inclusion

See Rosh Pinah Inclusion Policy

Transport

Use of staff cars to transport pupils – Private cars of both members of staff and voluntary helpers, such as governors or parents, are sometimes used to assist with transport on school visits. Visit leaders must take reasonable precautions to satisfy themselves that such drivers and vehicles are suitable for the proposed use. Parents will be informed if their children are to be carried in private cars and be given the opportunity to indicate if they do not wish their children to be transported in this manner.

There will be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. The responsibility for the insurance of private vehicles rests with the owner or driver concerned. Members of staff must have a 'business use' extension to the normal, 'social, domestic and pleasure use' provided by motor insurance policies and the Head Teacher will verify that staff concerned have such cover. Voluntary helpers should check with their insurance company or broker that their policy provides the necessary cover for transporting pupils on school visits. Voluntary helpers should fill in Form EV6. [Refer Appendix 1 –Use of Private Car to Transport Pupils](#)

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist licence / insurance e.g. PCV or LGV19- staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.

Hiring coaches and buses – The Head Teacher's PA is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of coaches and buses are legally required to be licensed. The school will ensure that the operators used to transport pupils have the appropriate public service vehicle (PSV) operator's licence. When booking transport, the school will ensure that seat belts are available for pupils. School security or a CST card holder must be on each vehicle.

Swimming Lessons – Currently for Year 4

- Children travel to swimming on coach with appropriate adult supervision and security. The number of members of staff varies with the size of the year group and their needs. A male member of staff and a member of the security team accompany the children and other female staff swimming.

- Rosh Pinah Staff will supervise the children in the changing room. The male staff member will be allocated to the boys and a female staff member to the girls.
- After changing, children enter the pool in ability groups.
- Instructors are provided by Cophall. Rosh Pinah Staff are at the side of the pool to assist as required.
- Children return to school by coach.

The First Aid Room can be opened to accommodate a child with specific special educational needs. The assisting adult will get changed in a separate area to the First Aid Room if it is necessary to enter the water with the child.

Insurance

All of our educational visits are covered by the LBB Insurance Policy. The full terms, conditions and exclusions are shown in the Policy Document, which can be obtained from Zurich Municipal via the School Office.

First produced January 2017

Ratified by Governors March 2107

Appendix 1 – Supporting Documents

Visit leads are to collect an Educational visit pack from the Head Teacher's PA

Types of visit

Routine local visits in the 'Extended Learning Locality'- ELL

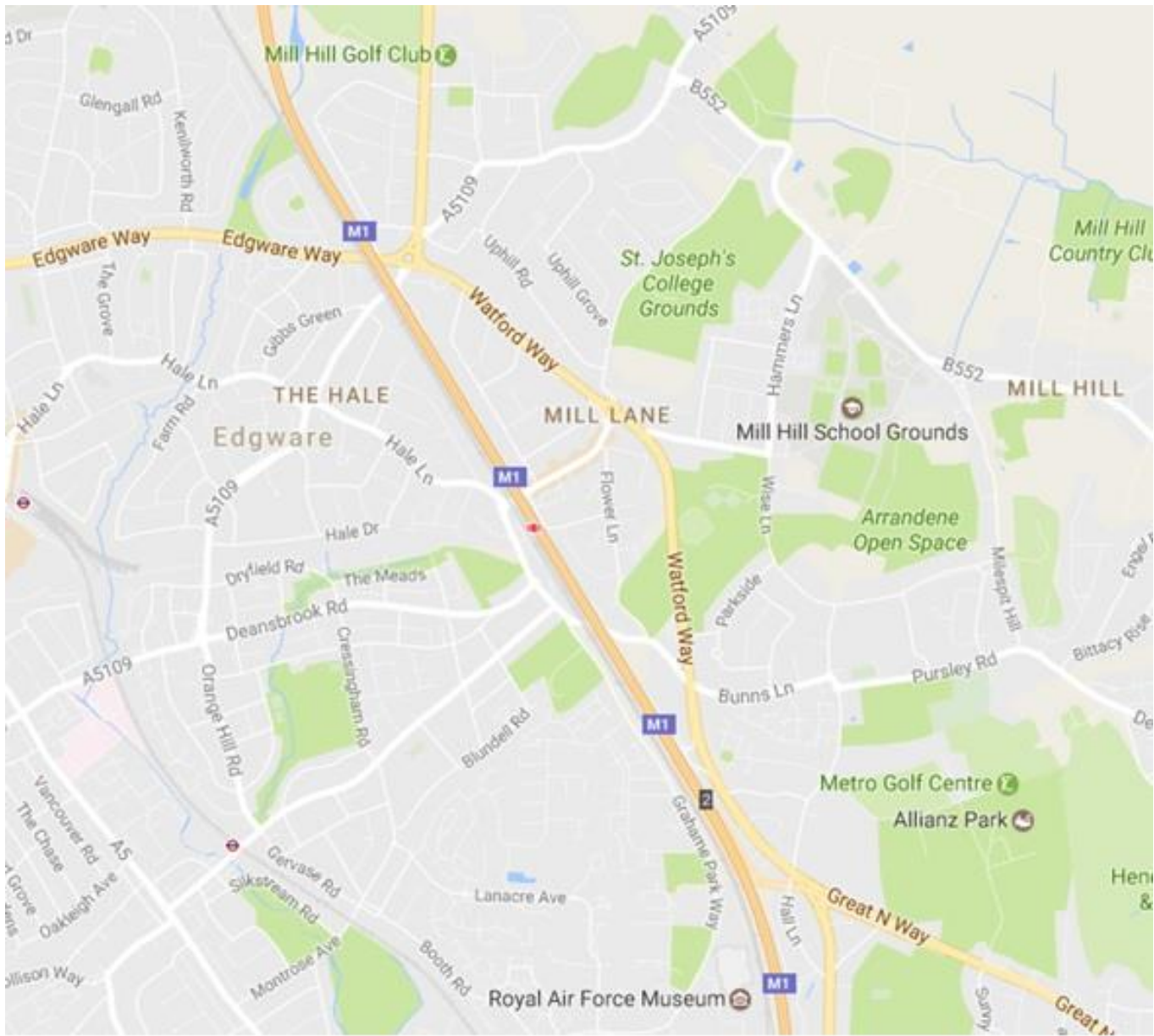
Day visits within the UK that do not involve an adventurous activity - Day V

Visit that are overseas, and/or residential, and/or involve an adventurous activity – OR

Ad-Hoc activities in the school locality - AH

	SUPPORTING DOCUMENTS	ELL	DAY V	OR	AH	COMPLETED BY	WHEN
1A	Planning School Trips	✓	✓	✓		Guidance for CTs	
1B	Guidelines for Parents on School Outings	✓	✓	-		Guidance for parents	Talked through with parents before leaving for visit
1C	Consent form for Regular Out of School Activities	✓	-	-		Parents	When pupil joins school
1D	Request For Approval for Class Outing	✓	✓	✓		Visit lead	At least 90 days before visit
1E	Staff Checklist for Outing	✓	✓	✓		Visit lead	At least 2 days before visit
1F	Security for Trips	✓	✓	✓		Head Teacher's PA	4 weeks before visit
1G	Signing out Sheet for Ad-hoc Activities		-	-	✓	Visit lead	Before visit
1H	Educational Visits Checklist Part 1		✓	✓		Visit lead	In advance of the visit
1H	Educational Visits Checklist Part 2		✓	✓		Visit lead	At least 2 days before visit
1H	Educational Visits Checklist Part 3		✓	✓		Visit lead	At the end of the visit
1J	Evaluation of a Class Outing	✓	✓	✓		Visit lead	At the end of the visit
EV4	For Completion by Providers	-	-	✓		Residential Provider	In advance of the visit
EV5	Event Specific Risk Assessment (EZRA) example	-	-	-		-	-
EV5	Event Specific Risk Assessment (EZRA)	✓	✓	✓		Visit lead	During pre-visit
EV6	Use of private car to transport pupils		-			Persons transporting pupils	In advance of the visit
EV7	Emergency Card	✓	✓	✓	✓	Visit lead	Take on visit
	Sandwich List	-	✓	-		Class teachers	At least 2 days before visit
	List contact number of Parents	-	✓	✓		Class teachers	Take on visit

Map
of the Extended Learning Locality- ELL





Planning School Trips – 1A

- Class Teachers should to initiate an outing or trip based on programmes of study for their Year Group.
- No outing or activity should be booked unless the outing is approved by a member of the SLT. The request form for Intings and Outings needs to be filled in and signed by a member of the SLT before being booked. The request form 'Request for Approval for Class Outing' should include the venue, dates, curricular links, costs and any other relevant information.
- Once the trip has been agreed by SLT. Class teachers should then liaise with the **Head Teacher's PA** as soon as possible regarding booking of the venue, coaches and security.
- Liaise with the **Head Teacher's PA** regarding the letter to parents. This should include all necessary information about the trip, dates, times, dress code for parents etc. A full list of what the children need to bring with e.g. clothes and equipment should be clearly stated. It should make clear the curricular links with the activity that is being proposed and where there are Jewish Curriculum links, these should be reinforced too.
- The request to parents about helping, should explain that whilst we are pleased they are offering to help, unless parents have confirmation from the school by (give date), they should not assume they are needed for the visit and should not arrange time off work until such confirmation is received. For parent helpers that are needed for visit, the request should be made to parents two weeks before the trip to enable parents to take time off work. It is the responsibility of the class teacher to inform parents by the given date if they have been selected for the outing. Parents who have not been selected to accompany the school visit should also be informed at the same time.
- Only in exceptional circumstances should phone calls be made to parents the day before a trip asking them for help or informing they are not needed.
- If the venue is new to the members of staff leading the trip a pre- visit should be arranged. Dates and times of the pre –visit need to be approved by the Head Teacher.
- For all trips class teachers need to fill in risk assessment paperwork beforehand and an evaluation forms on their return. Many venues have their own risk assessment online and these can be used to assist in the process saving staff time. Paperwork should be collected and returned to the Educational Visits Coordinator
- All relevant paperwork should be completed and copies left with Educational Visits Coordinator and for the Security Team 2 days before the trip.
- A phone call to the school office from the teacher in charge of the trip on arrival to the venue and departure from the venue should be made. In addition an update from the coach on the return journey is helpful especially if there is an anticipated delay in getting back to school. This enables the school to communicate appropriately with parents.
- The **Head Teacher's PA** will send a Parentmail TEXT (not email) message to parents on the day of departure of a residential trip simply stating that the children have arrived safely.



Guidelines for Parents on School Outings 1B

Welcome to our outing. We hope you will have an enjoyable time. We ask that you should read carefully the following guidelines so that all arrangements can be carried out smoothly and safely for all concerned. The class teacher is ultimately responsible for all children on the outing. Your immediate responsibility is to those children in your group. You will be given the names of the children in your care.

Please read this carefully. Thank you.

1. Please keep the children close to you.
2. Stay in full control of your group.
3. Mobile phones should be switched on vibrate during the trip and only used in the case of an emergency and for the use of contacting the group leader. Mobile phones should not be used for personal calls or messages unless in exceptional circumstances. You are prohibited from taking photographs and videos of pupils. Adults are forbidden to access social media sites and applications and may not use Geo Tagging devices and applications to notify others of their and the groups whereabouts.
4. Loud or unruly behaviour is not allowed. If a child does not listen to you please inform the class teacher. Under no circumstances are you authorised to punish a child.
5. Do a regular head count during the trip and also check by name.
6. You will be informed by the class teacher at the beginning of the trip if any child has any special requirements or medical needs.
7. Tell the children what they should do if they find themselves separated from you and the group during the outing. Have a pre-arranged meeting point arranged by the class teacher.
8. Whenever possible please use an official pedestrian crossing. Keep the children close to you and liaise with the class teacher. Please make sure that traffic has completely stopped before allowing the children to cross the road.
9. All coaches booked by the school have seat belts. Both you and the children must secure your seat belts. Children are not allowed to undo their seat belts on the journey or behave loudly or in an unruly fashion on the coach. Eating and drinking is not permitted on the coach unless the class teacher informs you that permission has been obtained from the coach driver. Please ensure that children collect all their belongings before leaving the coach. Please seat yourself near the children in your group and maintain supervision.
10. Please ask the class teacher anything pertaining to your trip not covered by these guidelines at the beginning of the outing.
11. Thank you for helping us and giving up your time.

Teacher Emergency Mobile Phone Numbers:-

07984935765

07984935766

School telephone Number:- 0208 958 8599



Parent/Carer Consent Form for Regular out of School Activities – 1C

Young person’s name:

Form/Group:

I hereby agree to my child participating in standard activities off the school site, but within the local area, for example, environmental studies, libraries, local museums, shops, parks, etc., swimming, sporting fixtures, and joint activities with other schools.

I understand that:

- Such activities will normally take place within the school day, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child’s return home.
- My specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or adventure activities.
- All reasonable care will be taken of my child in respect of the activity/visit.
- My child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline procedures during the visit/activity.
- I will inform the school of any medical condition or physical disabilities now, and/or as and when they arise.

Full name of Parent/Carer:

Signature of Parent/Carer: Date:

Address:

.....

Tel: Mobile:



Request for Approval for Class Outing - 1D

This is to be completed and returned to the Head Teacher's PA who will pass the request for the class outing to the Head Teacher for approval

Staff Member Requesting the Outing

Class/es: No in Class/es:

Proposed Venue:

Proposed Date:

Time of Leaving:

Time of Return:

Cost per child (without coach).....

No of Accompanying Adults:

A) Free

B) To be paid for @

Please give below any instructions you wish to have included in the letter to parents i.e. Time to arrive at school if leaving early, extra fruit, spending money – amount.

For Office Use

Costing:	Pupils @	£
	(No of Pupil Premium)@	£
	Adults including Security @	£
	Coach @	£.....

Coach Company:

Parking Arranged: Y/N Cost of Parking £

Other expenses (e.g. purchase of books, educational material etc.)

Administration costs:

Total cost £

Cost per Child

Trip Authorised by Head Teacher: Yes/No Signature.....

Security Arrangements Yes/No



Staff Checklist for Outing – 1E

Please leave a copy of this with the school office and a copy for security 2 days before the visit

Outing to: Date:

Class/es: No of Pupils:

Teachers Accompanying:

.....

Parents Accompanying:

.....

Each parent will have a list of children in their group

Children with Special Needs:

Medical

Name of Child:

Person Responsible:

Name of Child:

Person Responsible:

Behavioural

Name of Child:

Person Responsible:

Name of Child:

Person Responsible:

Mobile phone no of one adult on each coach 1) _____

2) _____



Security for Trips – 1F

Security to be booked by the Head Teacher's PA 4 weeks before the visit. Copies to be given to the Class Teachers and Security 2 days before the visit

Class/es:

No in Class/es:

Date of Trip:

Destination:

Name of Security Staff accompanying:

.....

.....

Mobile Number of Security Staff:

.....

.....



Signing- out sheet for Ad-Hoc Activities in the School Locality - 1G

Leave this completed form in the office or other agreed place when you go out

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Class/ Group/Pupil	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	

Any other relevant details/issues (e.g. pupil medical/behavioural needs)	
--	--



Educational Visits Checklist – 1H

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

Part 1: In advance of the visit:

- | | | | |
|-----|--|------------------------------|------------------------------|
| 1. | Have the intended outcomes of the visit been clearly identified? | <input type="checkbox"/> yes | |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/> yes | |
| 3. | Has there been suitable progression/preparation for participants prior to the visit? | <input type="checkbox"/> yes | |
| 4. | Does the visit comply with any specific LA guidelines? (see relevant sections) N/A | <input type="checkbox"/> yes | |
| 5. | Are transport arrangements suitable and satisfactory? (see Section 14) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 6. | If residential, have appropriate measures been taken to ensure the suitability of accommodation? (see Section 17) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 7. | Has a pre-visit taken place?
If not, have appropriate additional checks been made? | <input type="checkbox"/> yes | |
| 8. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="checkbox"/> yes | |
| 9. | Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| 10. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="checkbox"/> yes | |
| 11. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? | <input type="checkbox"/> yes | |
| 12. | Are all support staff aware of and comfortable with their roles? | <input type="checkbox"/> yes | |
| 13. | Are all helpers aware of and comfortable with their roles? | <input type="checkbox"/> yes | |
| 14. | If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? | <input type="checkbox"/> yes | |
| | Have you considered alternative means of transport and activities in case of civil emergency or terrorist activity? Security staff to advise. | <input type="checkbox"/> yes | |
| 15. | Is insurance cover adequate? (see Section 13) | <input type="checkbox"/> yes | |

16. Does at least one member of staff know the participants that are being taken away, including any behavioural traits? yes
17. Have participants been advised in advance about expectations for their behaviour?
If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
18. Are participants aware of the nature and purpose of the visit? yes
19. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9) yes
20. Have all relevant details been issued? (E.g. itinerary, kit lists, etc.?) yes n/a
21. Are staff aware of any medical needs and/or other relevant details of participants? yes
22. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
23. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? yes
24. Is a first aid kit (appropriate to the visit) available? yes
25. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g. 'Plan B', and have these plans been risk assessed and parental consent been obtained? yes
26. For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? yes n/a
27. Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? N/A yes
28. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? yes
29. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
30. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
31. Will suitable communication systems be in place for the duration of the visits? yes
32. Have all financial matters been dealt with appropriately? yes
33. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? yes
- Part 2: 2 days before the visit**
34. Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? yes
35. Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? yes
36. Do staff have sufficient funds to allow for any contingencies? yes n/a

37. Do staff have any relevant literature, work sheets, clipboards, etc.? yes n/a
38. Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc., if needed? yes
39. Are participant numbers being checked at appropriate times? yes
40. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
41. Are participants aware of the procedure in areas where there is traffic? (e.g. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
42. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? yes n/a
43. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? yes n/a
44. Do participants know what action they should take if they become separated from the group? yes
45. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes
46. Coach Drivers contact no. yes
47. Are appropriate arrangements in force for the dismissal of participants? yes

Part 3: At the end of the visit

48. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
49. Have all staff and helpers involved in the visit been thanked for their input? yes



Evaluation of a Class Outing 1J

To be completed by the Class Teachers. This form should be also be used to inform future planning

Class/es:

Visit Leader:

Date of Trip:

Destination:

Purpose of Visit:

Total Number of Pupils: Total Number of Adults:

Age Range:

Please comment of the following features:

	Rating out of 10	Comment
Pre-visit arrangements with the organisation.		
Travel Arrangements		
Content of education programme provided. Which aspects were most effective? Which aspects were least effective?		
Quality of instruction and learning.		

Equipment		
Suitability of Environment		
Lunchtime arrangements		
Communication with the organisation during the visit		
Other evaluation & comments. Include pupils and any parent helpers' views. (Include suitability of worksheets, pupils comments)		

Signed:

Date:

To be completed after all ventures and given to the Educational Visits Coordinator as a central record of educational visits and journeys.



For Completion by Providers and Tour Operators - EV4

When considering using a provider or tour operator for a visit, Barnet schools must seek written assurances that the provision complies with LA Policy.

School.....

Person in Charge.....

Date(s) of visit.....

Name of provider.....

The provider or tour operator providing services is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all residential visits. Sections B (adventure activities), C (tour operators) and D (expeditions) should also be completed if applicable.

SECTION A: ALL Residential VISITS

Health, Safety and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and Emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are being used.

Staffing

4. Staff who have access to young people are checked for relevant criminal history and suitability to work with young people.
5. There are adequate and regular opportunities to liaison between Barnet staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to staff.

Insurance

6. The provider has public liability insurance for at least £5million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

7. UK Accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.
8. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.
9. There are appropriate security arrangements to prevent unauthorised persons entering accommodation.
10. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to pupils' accommodation.

SECTION B: ADVENTURE ACTIVIES AND FIELD STUDIES IN OUTDOOR ENVIRONMENTS

11. Adventure Activities Licensing Authority (AALA) Licence covering dates of visit
 YES OUT OF SCOPE

12. If YES, AALA Licence Number R.....

FOR AALA licensable activities in the UK, the specifications in this section are checked as part of the AALA inspection. However providers licensed with AALA are asked to consider these specifications with respect to any activities or aspects of provision not covered by the licence.

Activity management

13. The provider operates a policy for staff recruitment, training and assessment which ensures that all staff with a responsibility for participants are competent to undertake their duties.
14. The provider maintains a written code of practice for activities which is consistent with relevant National Governing Body guidelines and/or, if abroad, the relevant regulations of the country concerned.
15. Staff competencies are confirmed by appropriate National Governing Body qualifications for the activities to be undertaken, or staff have had their competencies confirmed in writing by an appropriately experienced and qualified technical adviser.
16. Where there is no National Governing Body for an activity, the provider has a Code of Conduct for that activity which is in line with current good practice within the UK, and this includes appropriate instructor competencies.

- 17. Participants will at all times have access to a person with an appropriate First Aid qualification. Staff are practiced and competent in accident and emergency procedures.
- 18. There is a clear definition of responsibilities between providers and visiting staff regarding supervision and welfare of participants.
- 19. All equipment used in activities is suited to task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks where necessary.

SECTION C: TOUR OPERATORS

Where a tour operator delivers services using other providers (e.g. ski schools, transport operators or accommodation) the tour operator must ensure that each provider meets the relevant specifications outlined in Sections A and B of this form and that these providers operate to standards which meet the relevant regulations which apply to the country of operation.

- 20. Sections A and B of this form, as appropriate, have been completed to show that checks have been made. Records are available for inspection.
- 21. The Tour Operator complies with the package travel regulations, including bonding to safeguard customers'
- 22. ATOL, ABTA or other bonding body name and numbers

SECTION D: OVERSEAS EXPEDITIONS

- 23. The provider complies with 'Guidance for Overseas Expeditions, Edition 1' (GOE1)

If any of the above specifications cannot be met or are not applicable, please give details:
Details of any other accreditation, e.g. with National Governing Bodies, tourist boards etc.

DECLARATION

I hereby certify that I am an authorised signatory to enter into this Agreement and to bind the said company, firm, person or corporation to the terms and conditions herein.

Signed.....Date.....

Name (print)

Position in organisation.....

Full name and address of company, firm, person or corporation.....

.....

.....

Tel.....

Fax.....

Email.....

ESRA (EVENT-SPECIFIC RISK ASSESSMENT) EV5 *Example*

Visit details *Plan Bee Park, 30 x Year 7, 30/1/14* Carried out by *Ivor Clearview* Date *1/1/14*

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
<i>Crossing Main Road</i>	<i>Brief young people in advance about dangers of crossing at Risk low Road Ensure staff directly supervise crossing</i>		✓	✓
<i>Climbing Frame in adventure playground</i>	<i>Check condition on arrival. Check young people have suitable footwear. Not to be used if wet, - 'Plan B' use indoor facilities</i>	✓	✓	✓
<i>Sam and Amit likely to wander off</i>	<i>Individual briefing as well as group briefing. Agree sanctions Mr Blaine to directly supervise Sam & Amit all day</i>		✓	✓
<i>'Stranger danger'</i>	<i>Discuss issues with park warden in advance. Brief young people's accordingly young people must stay in groups of 3 Young people not to enter toilets alone</i>	✓	✓	✓
<i>Ms McKenzie (parent) – diabetic</i>	<i>Discuss implications with Ms McKenzie Ensure staff aware & monitor</i>		✓	
<i>Indoor area (Plan B) – climbing wall</i>	<i>Climbing walls out of bounds. Brief young people. Staff in hall to monitor at all times.</i>		✓	✓

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here.

The activity must only take place if the residual risk following implantation of control measures is deemed to be acceptable

If none, strike through the sheet and write 'NONE'

VC Signature/date: *MJS 1/1/14*.....

ESRA (EVENT-SPECIFIC RISK ASSESSMENT) EV5

Visit details..... Carried out by.....
 Date.....

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here.
 The activity must only take place if the residual risk following implantation of control measures is deemed to be acceptable
 If none, strike through the sheet and write 'NONE'

VC Signature/date.....



Use of Private Car to Transport Pupils – EV6

To: Head Teacher of Rosh Pinah Primary School

Print Name:

Address:

.....

.....

.....

.....

.....

Signed:

Date:

I confirm that I am willing to use my own vehicle for transporting young people on educational/recreational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

The School reserves the right at any time to request copies of any relevant documentation (i.e. Registration Document, Mot, Insurance, and Driving Licence)

	Insurance cover required
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes.'</i>



Emergency Card (Visit Leader) – EV7

This 'card' must remain with the Visit Leader at all times

In the event of an incident or accident that does not involve serious injury or fatality, and/or is not like to attract media attention, the Visit Leader should seek advice from the school emergency contact(s). This should normally include a member of staff on the Senior Management Team in the school.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to the casualty/ies (if applicable);
4. Call emergency services (999 or appropriate local number if abroad), if appropriate.

Then:

- Contact the Emergency Contact (see below) and see further advice.
- Contact the British Consulate/Embassy if abroad;
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Refer all press, media, parental, or other enquiries to the LA on 020 8359 2000

If you are unable to make contact with the Emergency Contact(s), phone the Emergency Call Centre on 020 8359 2000.

The LA Call Centre will immediately contact an appropriate manager. Depending on the severity of the incident the Call Centre may call you back to reassure you that your initial call is being acted upon.

Name	Home	Mobile
School	020 8958 8599	
LA Emergency No	020 8359 2000	

If the visit will be outside normal hours:

Name	Home	Mobile
Head Teacher		
Chair of Governors		
Head Teacher's PA		
EVC		

CST	0800 032 3263	
Other		

Appendix 2 – Adventurous Activities

ADVENTUROUS ACTIVITIES

The following activities are regarded as 'adventurous' and require LA approval:

- All activities in 'open country' (see below)
- Swimming (all forms, excluding publicly lifeguarded pools)
- Camping
- Canoeing / kayaking
- Sailing / windsurfing / kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coasteering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting / archery / paintballing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level ropes courses
- Off road cycling

- 'Extreme' sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above