Our Lady and St John's Catholic Primary School
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Educational Visits Policy

Policy Start Date	Policy Review Date	Frequency
Summer 2025	**Summer 2027**	**2 years**

Introduction

At Our Lady and St John's Catholic Primary school, we believe that school journeys and trips are an essential part of a pupil's education and enhance the learning that takes place within the classroom environment. We also believe that, where possible, every child should experience at least one residential trip during their primary school years.

Purposes of Day and Residential Trips

- To ensure that all children have increased opportunities to learn in a visual and practical manner.
- To provide opportunities for all children and staff to interact socially in an environment other than school.
- To provide a social experience outside of their home environment.
- To provide the opportunity for self-challenge in a controlled and safe situation.
- To help the children develop their independence and self-reliance.
- To increase personal confidence and motivation for learning throughout the curriculum.
- To provide opportunities for team building and co-operation.

Special Educational Needs

- Educational visits should fulfil the needs of all children. Children with Education Health Care Plans may need additional supervision or support whilst on a visit and this will be provided.

Procedure

- Teachers should identify the educational aims of the visit at an early stage. When travelling to a distant location the question should always be asked whether the same objectives might be achieved more simply and closer to home.
- If a teacher is organising a trip to a new venue, then an exploratory visit should be made to inform their risk assessment.
- A risk assessment is carried out by the lead adult for every trip or journey.

- Risk assessments are kept (electronically) for each trip for a period of at least 7 years (until the child going on the trip turns 18)
- A record of every trip or journey is kept and recorded electronically.
- In the case of regular swimming lessons it is not necessary to complete a new risk assessment before each trip but a copy of the risk assessment is kept and altered or added to if necessary. The pool has their own risk assessment and the school has one for travelling to and from the swimming pool on a coach.
- Once the trip has been booked the class teacher should aim to notify parents at least two weeks before the date. A residential trip should have four or more months' notice. All day trips are funded by voluntary contributions and all children must be included. The Head teacher can cancel the trip if the voluntary contributions do not meet the costs.
- For residential trips parents must meet the full cost. Those families that receive income support, family credit, income-based Job Seeker's Allowance and Disability Working Allowance may apply to the Governing body for financial support.

Parental Consent

- Children will not be allowed to participate in the trip if parental consent is not received. Local trips (within walking distance) are covered by a 'Local Visits' consent slip signed by parents when a child starts school. At the Headteacher's discretion the school may accept verbal permission, from a parent/carer on the morning of the trip.
- For residential trips a full medical form will be sent out to parents and is to be completed in advance of the trip.

Supervision (Appendix C)

- Nursery (age 3-4) ratio 1:4
- Reception (age 4-5) ratio 1:4
- Year 1-3 (age 5-8) ratio 1:6
- Years 4-6 (age 8-11) ratio 1:10
- For a residential trip the ratio remains the same.
- Where possible it is suggested that the leader should not have a group but floats between the groups. This is dependent on the behaviour and maturity of the group and staff numbers.
- A code of conduct will be explained with all volunteer helpers. (Appendix B)
- The group leader (usually the class teacher) will hold a short meeting with volunteer helpers to ensure that they are aware of their responsibilities.
- For residential trips, there will be a named teacher in charge.
- A risk assessment will be carried out for all trips.
- Parents will be informed about the number of adults at the residential centre and those who will be accompanying the children from the school at a meeting held for parents/carers.

- On all school trips each child is assessed individually and if further supervision is required to meet their specific needs then this will be arranged.

During the Trip

- The children are expected to behave as they would in school and listen to and follow adult instructions. If a teacher feels a child will not be able to do this, a decision will be made with the Headteacher as to whether they take part in the trip. The Headteacher will inform the parents of the decision made.
- The Leader is responsible for the safety of the children on the journey and should ensure that all seat belts are fastened for the duration of the journey (if applicable).
- The Leader should complete a head count when the group is getting on or off transport and at regular times, including lunch etc.
- A first aid box must be taken on each journey and where possible a trained first aider should accompany the group. The Leader will also keep in contact with the school via their mobile phone.
- The Leader will have each child's medical form on a residential trip and all medicine will be collected in on the departure morning and should be clearly labelled with the child's name, dosage and when the medicine should be administered. There will be a named person responsible for storing and administering medication.
  If a child has medical requirements all medicines must be taken on day trips, for example, asthma pumps or epi-pens (see individual medical plans)
  It is the responsibility of the Leader to ensure that staffing ratios are maintained at all times
- Please remember that on residential trips staff act in "loco parentis" and are therefore on duty at all times. It should be remembered that an off-duty adult could be called on-duty in an emergency at any time.

Contact

- The group leader should notify the office if there are any delays or problems. On residential trips the Leader will update parents via parentmail and Google classroom.
- During a residential trip we do not allow children to phone home or parents to phone the centre.
- Children are not allowed to have mobile phones or any other electronic devices.
- If there is an emergency at home, then parents should phone the school office who will pass the message on to the School Journey Leader.
- All adult helpers should have a mobile phone and the number of the Leader in case of an emergency.

Appendix A

Checklist for School Trip Leaders

Before the trip

- Visit the site and/or area
- Carry out a risk assessment (for residential trips this needs to be completed 6 weeks before the departure date in order to be sent to the LBE Health and Safety team)
- Where possible send out letters or texts to parents 2 weeks before the trip (four months+ for a residential trip)
- Organise adult support in good time
- Organise groups and allocate an adult to each group
- Members of staff put their mobile phone numbers on the risk assessment
- Organise any equipment you are taking with you several days before the trip
- Obtain the school first aid box from the medical room and medical information about children going on trip
- A kit in case a child is sick on transport should also be taken
- Collect any medicines needed on the morning of the trip e.g. asthma pumps. Make sure you have a full list of the children you are taking - for residential trips ensure you have every child's medical form, up-to-date contact names, telephone numbers and addresses.
- For residential trips organise meeting for parents approximately 2 weeks before the trip

On the trip

- Check seat belts on the coach (if applicable)
- Do a head count after getting on transport and other relevant times during the trip
- Ensure good behaviour at all times
- Include in Risk assessment how large groups of children will cross roads, walk along them etc.
- Notify school via your mobile phone if there any delays or problems
- For residential trips phone school/Headteacher on arrival at the centre and each day thereafter.
- If going swimming inform the Headteacher if you have any concerns about the children's safety either on transport or at the swimming pool.

On your return

- Return the first aid kit and any other medical supplies to the medical room
- Return asthma pumps/epi-pens to their usual place for the next school day
- Return all equipment used to the correct place

Appendix B

- **Volunteers Accompanying Children on School Outings**

  It is important that volunteers who go on school journeys understand the following:

- The Group Leader (this is usually the Class Teacher) will ensure all volunteers know their responsibilities.
- Adult supervisors are there for all the children and should care for and encourage all children equally.
- Photographs should only be taken by members of school staff using school equipment.
- If the children are being spoken to as a group, then all volunteers should be listening and modelling good listening behaviour.
- Volunteers are usually allocated a group of children by the class teacher.
- The safety of the group is their responsibility. They should ensure that all children walk in a sensible manner with due regard for others. Adults should always walk on the road side.
- When crossing major road junctions class teachers will need to place volunteers appropriately so that children can cross the road safely.
- Volunteers should listen carefully and do as directed by the journey leader.
- No child should be forced to undertake an activity they find frightening or intimidating.
- Food should only be eaten at times designated by the class teacher.
- All volunteers should ensure children behave appropriately.
- Any concerns should be referred to the Group Leader/Class Teacher.

Headteacher:		**Date:**	**Summer 2025**
Chair of Governing Body:		**Date:**	**Summer 2025**

1.6 Staffing for Category A Activities

- The guidance in this section is for **Category A Activities** which are covered by the Authority's Notification procedures viz.:
- Journeys involving an overnight stay.
- Day visits abroad.
- Day visits involving activities or fieldwork in a coastal or mountainous environment or near a river/lake/reservoir.
- Day visits to Activity Centres
- Any activity including swimming with the exception of swimming lessons included in the curriculum.
- The LEA recommended ratios for accompanying adults for Category A journeys and activities are as follows:

Pupils under the age of 8 and groups which wholly or mainly comprise pupils with special educational needs - a minimum ratio of 1:6 is recommended (and a proportionate increase after 60)

No of Children	Teachers	Other adults suitable to assist teachers with supervision	Total of accompanying adults
Up to 19	2	2	4
20 - 40	3	3	6
41 - 60	4	6	10

Pupils over the age of 8

No of Children	Teachers	Other adults suitable to assist teachers with supervision	Total of accompanying adults
Up to 19	2	-	2
20 - 40	2	1	3
41 - 60	3	1	4
61 - 80	3	2	5
81 - 90	4	2	6

- A mixed party should be accompanied by at least one female and one male member of the teaching staff. Where this is not possible due to the composition of the school's staff the Head should include at least one female and one male member of staff among the party supervisors. Where this is not possible the matter should be referred to the Governing Body. If it is agreed that the journey or visit should proceed the agreement should be minuted and the staffing arrangements drawn to the attention of parents.

- Where possible, all parties should be accompanied by an adult qualified in First Aid. Where this is not possible, information about the availability of First Aid should be given to parents.
- Nursery Nurses and students in training for teaching are not to be classified as Teachers for the purposes of off-site activities.

children on a one-to-one basis. A check should be sought on all teachers appointed prior to that date and all other accompanying staff. Checks should be sought **at least 3 months** before departure. **Contact Yvette Mayers on 020 8583 2692 for information, queries and forms.**

1.7 Staffing for Category B Activities

CATEGORY B ACTIVITIES:

a) Local surveys and fieldwork.

b) Visits to local libraries, theatres, museums, exhibitions etc.

c) Sports / recreational events as participants or spectators.

- The teacher organising the activity should prepare written details and submit them to the Headteacher for authorisation. The specimen Category B Notification Form (section 1.4b) may be used; alternatively schools may devise their own. A documented Risk Assessment must be made and submitted at the same time. For activities such as sports fixtures in regular locations, a repeat of the written details would not be necessary on every occasion.
- For exceptional events/ activities the Headteacher may feel it appropriate to involve the Governors.
- It is advised that more than one adult should accompany a group in almost all situations though not all adults would need to be teachers. In most activities involving pupils of statutory school age, the following guidelines are suggested:-

Pupils under the age of 8 and groups which wholly or mainly comprise pupils with special educational needs - a minimum ratio of 1:6 is recommended (and a proportionate increase after 60)

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No. of children	Teachers	Other adults suitable to assist teachers with supervision	Total of accompanying adults
Up to 19	1	3	4
20 - 40	2	4	6
41 - 60	3	7	10

Pupils over the age of 8 Yrs 3,4,5,6.

No. of children	Teachers	Other Adults	Total of accompanying adults
Up to 19 children	1	1	2
20 - 30 children	1	2	3
31 - 60 children	2	2	4
61 - 90 children	3	3	6

- Nursery Nurses and students in training for teaching are not to be classified as teachers for this purpose.
- There must be a designated Teacher-in-Charge (for responsibilities see 1.8b/1).