

EDUCATIONAL VISITS

- At Apex we believe that educational school visits enrich the development of pupils. We encourage teachers to organise educational visits to places such as museums and historical and geographical sites. As well as educational visits we also like to arrange an end of year school trip to a theme park. Our policy is in line with DfE guidance 'Health and safety of pupils on educational visits'.
- These visits are initiated and organised by the class teacher, with the approval of the Head Teacher. In order for these trips to be possible a policy has been developed to ensure the health and safety of our pupils and staff. A copy of the DFES guidance on 'Health and safety of pupils on educational visits' is available at the school and teachers are encouraged to check these guidelines before arranging school visits.
- These trips are an extra part of the educational process and will involve parents' contributing financially towards visits. In some cases if the relevant funds are unavailable then school trips may have to be cancelled. When a school visit has been proposed, parents will be notified at least two weeks prior to the visit. Any concerns parents have about the school visit may be raised as per the Concerns and Complaints policy.
- Some school visits may require parental support to ensure that ratios of students to adults are kept low. On our school visits we aim to have a ratio of 1:4. That will mean that every teacher or adult will be responsible for four pupils.

1.0 PROTOCOL FOR ARRANGING VISITS

- Teachers come up with an idea for a school trip relevant to a subject, curriculum or project
- Teacher will need to research all the health and safety requirements and risk assessments for the proposed visit
- Teachers will then need to fill out an educational visit proposal form half term in advance and submit to SLT (Appendix 1)
- SLT will examine the proposal form and return within a week
- Once approved the teacher will perform and write the risk assessment and submit this along with the draft letter 4 weeks before the date of the visit/trip (Appendix 2)
- Risk assessment and the draft letter need to be reviewed by SLT and returned within a week
- Parental consent forms should be given 2 weeks before the trip (Appendix 3)
- A group leader should be appointed who will be responsible for the organisation of the visit

2.0 GROUP LEADER PROTOCOL

- Go through risk assessment on school visit rules with pupils
- Prepare any extra safety rules specific to that visit and communicate with pupils
- Ensure that costs are established – complete trips income/expenditure statement

- Prepare letter for parents asking permission and funds for the visit, detailing any special requirements or items for the visit e.g. boots or rain coats
- Ensure that the teacher student ratio does not exceed:
- Early Years High risk 1:2 - Low risk 1:4
- Key stage 1 High risk 1:5 – Low risk 1:8
- Key stage 2 High risk 1:6 – Low risk 1:10
- Organise travel arrangements. Please note travel arranged through TfL must be booked at least 2 weeks prior to the trip on the following link <https://schoolparty.tfl.gov.uk/> using the login :
- Username – apex60ig1
- Password - apex
- Ensure first aid- provision is available
- Ensure any child with a medical condition has medication with the first aider
- Ensure teacher/volunteer travelling with the child who has medical condition is informed
- Organise pick up and drop off points
- Ensure that a list of emergency numbers for students is available
- Prepare a document detailing the name of the group leader and all other adults on trip, including telephone numbers (this will be given on the day of the visit to all teachers, parents/guardians that are accompanying the school)
- Prepare checklist for pupils
- **MUST** ensure that children wear visibility jackets
- Prepare educational material required for the visit
- Clearly define each group supervisor's role and ensure all tasks have been assigned
- File consent forms for the trip
- Send final letter reminding parents of trip and other key information
- Once the trips have been completed the group leader needs to write an evaluation of the trip for future use and hand in headcount, spreadsheet, consent form to the school admin
- Ensure you collect all paper work that has been handed to parents during trip that includes children's details.

3.0 BASIC SAFETY RULES FOR PUPILS ON SCHOOL VISITS

- Ensure that there is a copy of the school safety rules on visits
- Wear appropriate shoes for walking
- Bring adequate clothing
- Bring a pack lunch
- Always listen to group leader's instructions carefully
- Wait for instructions for crossing roads
- Never wander away from your group or adult who is supervising you
- Do not run on roads or at stations
- In an emergency, alert the adult or group leader immediately
- Stay in your lines when walking down the street, away from the kerb side
- If you are unsure of something, always speak to the adult who is responsible for you

4.0 RESIDENTIAL TRIPS

At Apex we offer an opportunity for upper KS2 children (including Year 4) to attend an annual residential trip which involves overnight stay

- All staff and volunteers
- Ensure that male and female pupils sleep separately, preferably in different blocks of rooms
- Make sure that there are male and female staff on the trip

- Designate a staff member of each gender to be 'on call', and ensure pupils know who this is and how they can be reached
- Arrange for staff members' rooms to be near students' rooms
- Set a bed time, ensure pupils know what it is, and ask staff to enforce it
- Get pupils to lock their bedroom doors if possible,
- Know the emergency exits and practise a fire evacuation procedure on arrival
- Make sure that first-aid kits are available and fully stocked. A staff member will be designated to be in charge of them. Consider including items that would not normally be kept in a first-aid kit but may need on a trip, such as tampons
- There should be a thorough research of the accommodation and any other companies you have booked the trip with
- Ensure that staff/volunteers are aware of the school's safeguarding policy and any school procedures for trips.
- Hold a meeting with staff and parents in advance to set out the rules and expectations of pupils and staff/volunteers while on the trip

Appendix 1
EDUCATIONAL VISIT PROPOSAL FORM

Visit requested by:	
Date of visit:	
Class or classes:	
Visit proposed to:	
Location & distance:	
Method of travel:	
Cost of Trip:	
Departure location & time:	
Arrival location & time:	
Relevant to curriculum area:	
Lunch needed:	
Adult to child ratio:	
Parental supervision required:	
Special requirements:	

Additional Information:

Signed by Class Teacher: _____

Meeting to discuss details:

		Tick		Tick
Outcome:	Approved		Rejected	

Signed by SLT: _____

Risk Assessment

Venue: _____

Date of visit: _____

1. Where is the visit to? _____
2. What date is the visit? _____
3. What type of visit is it? _____
4. What time will the children leave? _____
5. How long will the children spend at the location? _____
6. What time will the children return to school? _____
7. How many children are going? _____
8. What is the adult ratio? _____
9. Do any of the children have special education needs? _____
10. Has the consent been gained from parents? _____
11. Who is the team leader? _____
12. Do any of the children need medication? _____
13. Who will look after it? _____
14. Who will administer it? _____
15. What is the first aid provision? _____
16. Is the first aid kit in good working order? _____
17. Who will look after the first aid kit? _____
18. Is there a first-aid trained adult on the trip? _____
19. What are the hazard i.e. crossing road, escalators, lifts.. _____
20. Who would be harmed _____
21. Determine the risk _____
- _____
22. What control measures can be put in place? _____
- _____

Traveling on buses

Safety Rules for pupils

- Always use the Green Cross code if you have to cross any roads.
- Arrive on time and wait for the transport in a safe place.
- Do not rush towards the bus when it arrives
- Stay seated whilst traveling on bus
- Never tamper with any of the bus equipment or doors
- Bags must not block aisles or cause obstructions
- Never attempt to get on or off the bus or whilst doors are opening or closing
- Never run about while on the bus
- Never kneel or stand on seats
- Stay clear of doors after boarding or leaving the bus
- If you fall unwell tell a teacher or supervisor
- If you get separated from your group, remain where you are and wait for an adult to find you.

Emergency Protocol

Event	Precautions	Action to be taken
Pupil gets lost/missing	<ul style="list-style-type: none">• Ratio of 1:2 adults to pupils to ensure that pupils are bringing monitored closely at all times.• There will be two adults allocated to groups of six children. The children will be in pairs.• Children will be instructed to remain with their groups at all times.• Children will have school stickers with an emergency number.• Children will all be in school uniform to help identify them quickly. Regular head counts will be undertaken during the day.	Pupil will have been instructed to stay in one place if they get separated from the group. The adult responsible will remain at venue until child is located. If child is not found within 10 minutes the staff will be alerted
Pupil becomes ill	<ul style="list-style-type: none">• Children who look unwell before the visit will not be taken on the visit. Staff will have a first aid kit to deal with any minor injuries.• Children will be briefed on health and safety matters relating to the visit before the visit.	Children have been asked to report an illness as soon as it happens. If an emergency the adult will call the emergencies services and inform the staff.
Verbal or Physical abuse	<ul style="list-style-type: none">• Pupil will have been instructed to stay calm in the event of an aggressive behaviour from the public.• Student will have an adult with them to protect them from an hard and deal any abuse	If the member of the public is being verbally abusive to staff or students, the best action is to stay calm and not entertain a response. Take children away from the abusive adult and alert staff If abuse is threatening call emergency services and alert staff

Example trip letter template

Monday 8th March 2010

Dear Parent/Guardian

Assalamu alaikum wa rahmatullahi wa barakatuhu

Re: Trip to Valentines Mansion

An educational visit has been arranged for Year 1 to visit Valentines Mansion in Ilford. This will be in line with the current topic in History: Homes a long time ago. The children will have the opportunity to explore a Victorian kitchen and take part in different workshops.

The trip will take place on **Wednesday 31st March 2017**. We will leave school at 9am and walk through Valentines Park. We hope to return back to school by 1:45pm insha Allah. The children will need a packed lunch with an extra drink (no glass bottles).

Please ensure that if your child needs any medication they have it with them on the day and I am informed.

We are asking parents to pay £3 towards the cost of the trip.

Permission slips must be returned with the money by **Monday 15th March 2010**.

JazakAllah Khairun

Wassalamu alaikum wa rahmatullahi wa barakatuhu

Ms xxx

I give permission for my son/daughter _____ to go to Valentines Mansion on Wednesday 31st March 2017.

I enclose £3 towards the cost.

Signed Parent/Guardian: _____ Date: _____