

Horniman Primary School



Educational Visits Policy (Part 3 of the Health and Safety Policy)

This policy was agreed by Governing Body delegation to the Resources Committee on: (and supersedes all previous policies relating to this area)		09/02/2022
Signed by:		Kirsten Walker
Signed by Headteacher:		Andrew Pickering
Implemented:	February 2018	
Review schedule	Every 2 years	
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Policy Reviewed/Revised by:	Approved at Resources Committee on:
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Introduction

Horniman is committed to providing its children with a broad and balanced curriculum. We believe that educational visits make an invaluable contribution to a child's education. Educational visits inspire and engage children and create strong, positive memories and experiences.

Lewisham's *There and Back Again* Handbook states: "Outdoor education provides memorable opportunities to investigate and experience the environment at first hand. In the process children develop independence, self-confidence and responsibility that combine with new knowledge to impact positively on standards achieved in the classroom."

Roles and Responsibilities

The role of the Governors

- to approve and endorse the Educational Visits Policy
- to monitor educational visits undertaken by the school
- to ensure that there is equality and inclusion when planning educational visits and to make sure that all children are able to participate regardless of ability, gender, race, religion or cost
- to monitor resource implications of educational visits

The role of the Headteacher

- to approve all residential visits
- to delegate approval of all day visits to the Educational Visits Co-Ordinator (EVC)
- to support staff development of leadership competence through continuous professional development
- with advice from the EVC, appoint party leaders and additional staff who are sufficiently experienced and competent to assess and manage the risks with regard to the group and planned activity
- to ensure that risks have been assessed, significant risks recorded and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply
- to see that the final planning checklist is completed and all supporting documents are completed before the journey takes place
- to ensure formal approval is given to each journey or visit
- to comply with LA monitoring arrangements and agree with the EVC a system for monitoring visits
- to ensure that safeguarding arrangements are in place for educational visits
- to ensure that visits taking place are in line with the Prevent Duty, as defined by the 2015 Counter Terrorism and Security Act
- to ensure that all visits taking place promote British values and are in line with the Equality Duty 2010

The role of the EVC

- to support the Headteacher with approval
- to approve all day visits based on whether the visit is appropriate for the cohort of children, group leaders are competent and the visit offers best value for money
- to plan visits with staff to ensure there are clear learning objectives and that visits support the Horniman school curriculum
- to assign competent people to lead or otherwise supervise a visit

- to support the party leader with advice on generic risk assessments
- to review and approve the risk assessment produced by the party leader for each visit
- to organise the emergency arrangements and ensure there is an emergency contact for each visit
- to keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses') following Lewisham Council's procedures
- to review systems and monitor practice
- to liaise with Safeguarding DSL and SENCO when approving visit arrangements
- to ensure that visits taking place are in line with the Prevent, counter terrorism strategy.
- to ensure that all visits taking place promote British values and are in line with the Equality Duty 2010

The role of Party Leaders

- to complete a written visit approval form which includes a curriculum plan for the visit
- to obtain the approval of the Headteacher or EVC before booking any visits
- to assess the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment
- to oversee the safe conduct of each visit, paying particular attention to on-going risk assessments and changing circumstances
- to ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles
- to consider the educational visit checklist (Appendix 8) to ensure that all procedures have been followed
- to ensure that all leaders and volunteer staff are aware of appropriate safeguarding policies and issues, as appropriate.
- to inform parents about the visit and gain their consent, where appropriate
- to inform the school office as soon as visit is approved so that travel arrangements can be made and consent forms can be issued
- to consider costs of visit and whether it represents value for money

The role of School Staff

- to read and follow risk assessments
- to deputise as party leader in the case of an emergency

The role of Volunteers

- to follow instructions from the party leader
- to follow the code of conduct for visits
- to read the visit information and safeguarding briefing

School Approval System

When organising an educational visit, the school will follow set procedures to ensure the visit is well planned, meets the learning objectives and is executed safely. (Appendix 10)

Approved Leaders

The EVC will approve all visits ensuring:

Staffing -staff are sufficiently competent and experienced

Transport – suitable for the age range of children and distance of visit

Activity - safe and providers meet safety standards

Group – reasonable adjustments are made to meet needs of all the group

Environment – level of supervision is appropriate to the environment
Distance – from school and access to support if experience difficulties

Approving Visits

The Party Leader (PL) will obtain approval for all visits planned from either the EVC or the Headteacher through completing a visits approval form (Appendix). Without this a visit cannot take place. Following approval of the proposed visit, the party leader will follow procedures set out in the educational visits checklist. (8)

Day visits occurring during the school day

- All parents/carers will be asked to sign a blanket trip approval form for visits occurring during the school day as part of the curriculum at the start of each school year. It should be verified that such permission has been given for each child. (Please see Appendix 2)

Day visits occurring outside the school day

- An additional parental/carer consent form must be given which details arrangements for collection of children. Parents/carers must sign and return this so that their child can attend the visit.

Regularly occurring visits

- For visits which occur regularly, such as swimming or football matches, a single generic risk assessment may be used. However, it will need to be read and amended if necessary, before each visit if any circumstances change (e.g. weather, number of staff, medical conditions, SEND etc.)

Residential visits

- All residential trips need to be approved by the Headteacher. They need to be carefully planned well in advance to allow for all risk assessments to be made, parental consent obtained and time for parental contributions to be made.
- The local authority must be informed of any residential visits using the standard Lewisham form (please see Appendix) Learning Outside the Classroom <https://lotcqualitybadge.org.uk/search> Where external providers of residential visits do not have a LOtC Quality Badge, a letter of assurance must be obtained from the host of the visit and requests for copies of their risk assessments and any other relevant documentation depending on the perceived risk of the host must be made. The latest provider checklist can be found at www.oeapng.info. Programme plans should be made available and submitted before the trip is approved. Additionally an overview may be made available to parents.

Visits to places of worship

- When arranging visits to places of worship, care must be taken to ensure that the visit complies with promoting fundamental British values and the Prevent agenda to promote:
 - a. An understanding that the freedom to choose and hold faiths and beliefs other than one's own is protected in law;
 - b. An acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour; and
 - c. An understanding of the importance of identifying and combatting discrimination.
- Party leaders must receive assurances from the venue's facilitator that children will not be put at risk from fundamental beliefs and that visits promote acceptance and

respect of all faiths. A letter outlining the schools policy in this area will be given to the faith leader.

School Charging Policy

(See Charging and Remissions Policy for more details) During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport provided by the local authority or school to take pupils between the school and the activity. Voluntary contributions may be sought for activities during the school day, which entail additional costs for example educational visits, theatre groups, education enrichment days and transport not provided by the local authority or school. If the school does not receive sufficient voluntary contributions the activity may be cancelled.

If a parent/carer wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed by law to participate fully in the trip or activity as long as parental consent has been given; these children will not be treated any differently.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit.

Chargeable activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost. Where we need to charge, we will ask for the payment in advance of the activity.

- Educational or other activities provided wholly or mainly outside school hours e.g. sporting activities which require transport expenses
- Board and lodgings on residential visits (subject to remission arrangements)

Residential School Journeys

The school organises an annual residential visit for children in year 4 and 6. The cost of this journey includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Parents are required to meet the FULL cost, except those in receipt of eligible benefits. All pupils will be expected to pay a non-refundable deposit to secure a place on a residential trip, without this the trip would not be viable. The reduced rate for those on eligible benefits is currently 25% to be reviewed from time to time. Where there are siblings within the same year-group, the Headteacher may offer a reduction in the full cost (up to 50% of the total due) on a case-by-case basis. The Headteacher may also consider individual cases of hardship. The governors have a statutory responsibility to cover the board and lodging costs of residential visits for eligible parents.

Parents are given the option of a payment plan to spread the costs of the residential visit. The cost of the visit is expected to be paid in full prior to the visit commencing.

Accounts

The cost of the trip will be calculated to include all features (e.g. transport, entry fees etc.) and the suggested contribution for each child will be calculated to cover this cost (but not to make a profit). The cost per child will be shown on the letter for each visit.

Parents will be asked to make a contribution each academic year (around £40 / £10 for those in receipt of tax credits) and visits to this value or less will be arranged for the academic year. At the end of the year, each class will be issued with a breakdown of how their contribution was used. Any remaining contributions will be carried forward to the next year or used for an end of year treat.

When choosing a provider for a trip (e.g. coach company, residential provider) the cost should be shown to represent good value for money by obtaining up to three quotes. The quality of service should also be taken into consideration (i.e. cheaper is not always better). If a trip appears to be particularly expensive, this will be challenged and trip Leaders are expected to keep costs to a minimum by using public transport where possible.

Emergency Procedures

Serious incidents during off-site visits are rare but they do happen. Minor incidents, whether accidents or other emergencies, are more common. Effective planning means that the likelihood of any of these is reduced, and that, when they do happen, their impact and consequences are minimised.

Emergencies can be considered in four categories, depending upon the nature of the incident.

1. Incident: A minor incident that the visit leader is able to deal with, e.g. a sick child, a minor injury
2. Emergency: The visit leader needs to refer to the EVC or HT, e.g. illness affecting several pupils, a safeguarding issue, reporting poor behaviour.
3. Critical: The school will refer to The Local Authority for guidance and support services (police, ambulance) e.g. a road accident, missing child
4. Major: The visit leader will comply with instructions from the police or other authorities. e.g. Terrorist attack, severe flooding

Emergency Procedures will be considered for all visits and all members of the visit team must be familiar with these. (Appendix)

Training

- The EVC will receive accredited training from Lewisham that will be updated every 3 years. (Sofie Hashmi trained as EVC November 2021) All Party Leaders will receive training from the EVC annually. This will be updated as and when any changes in policy occur.

Monitoring

- All visits will be evaluated by the party leader.
- The EVC will monitor educational impact, accidents and health and safety of visits in an annual report to governors.



Appendix 1 - Educational Visits Outline Approval Form

HORNIMAN PRIMARY SCHOOL

Purpose of the visit and specific educational objectives (topic etc):

Place(s) to be visited (full name and address):

Dates and times:

Year/Group:

Number of children:

SEND / accessibility:

Party Leader:

Deputy Party Leader:

Supervising Adults (how many? Who would you prefer? Staff/parent volunteers):

Total cost of visit :

Transport arrangements Note: free public transport must be after 9.30am and booked at least two weeks in advance of the visit

	<u>Out</u>	<u>Return</u>
Time:		
Detail Journey Legs (please give station/stop names):		

Additional info (eg music lessons, duties to cover etc):

I request your approval to proceed with the proposed visit as outlined and have provided the preliminary information agreed.

Party Leader: _____ Date: _____

Approved: _____ EVC/Headteacher Date: _____

For office use only:

Total cost of visit confirmed: £ _____

Confirmation of company name and payee/payment method: _____

Order form completed and signed by budget holder: _____

Visit booked: _____ (attach proof of booking)

Total cost per child: £ _____ Letter checked: _____

Risk Assessment Approved: _____ Date: _____

Evaluation of Visit – Notes for future visits

Would you recommend this visit?

Did it meet learning objectives?

Comments:

(Timings/ venue/ season of visit/ lunch facilities/ travel route etc.)

Appendix 2 – Annual Parent/Carer Consent Form for Visits in the School Day

(This letter is sent out once per year in September. Medical updates are requested on the letter for each visit)

Please complete the table below and return to the school office as soon as possible. Please read each statement and tick whether you agree or disagree. Please date and sign below to confirm parental consent and complete the permission on page 2. Please contact the school office if you require assistance filling in this form.

Child's Name	Year	Class

Educational Visits: The school will send you information about each visit or activity before it takes place. This consent includes all educational visits during the school day.

You can, if you wish, tell the school that you do not want your child to take part in any particular school visit or activity.

If an educational visit is residential or takes place outside of the normal school day, it may be necessary for additional specific consent to be sought.

Photographs: We use photographs to enhance learning and share school life with the wider community. We may also use images to publicise the school activities in school publications, on the school website or in the press. The school takes the following safeguarding precautions in order to minimise any risk to your child:

- We only use first names with images
- Only appropriate images are used

PG films: We occasionally use films or clips as part of your child's education. We ask your permission to use PG rated films that we deem to be acceptable for the age, maturity and well-being of your child.

	Agree (please tick)	Disagree (please tick)
I consent for my child to take part in educational visits		
I consent for the school to take photos/videos of my child for school use only (photo albums, displays in class etc.)		
I consent for my child to have their photo/video on the school website/newsletter		
I consent for my child to have their photo in the public domain (Local and national newspaper, TV, other publications)		
I consent for my child to have their photo on the school learning platform (a secure area to which only pupils and staff have access and requires a login – DB Primary)		
I consent for my child's photo/video to be used for inclusion in correspondence with other schools or pen pals		
I consent for my child to watch films or part of a film that have a PG rating (provided it is deemed appropriate by the school)		
I consent for my child to be given first aid during the school day or provided with urgent medical treatment during any offsite school visits or activities		

Name: _____

Signed: _____ (Parent/Carer) Date: _____

Appendix 3 - Letter to Parents/Carers to Inform about School Visits

(A letter like this is sent for each visit)

Horniman Drive | Forest Hill | London | SE23 3BP

Tel: 020 8699 3190 | Fax: 020 8699 9911

Headteacher: Andrew Pickering

PLEASE ONLY RETURN THIS FORM TO UPDATE MEDICAL INFORMATION OR TO ORDER A SCHOOL PACKED LUNCH - (see overleaf)

Dear Parent/Carer,

Year 6 will be going to **Tower of London**

Date of visit: 11th of February 2022

We will be leaving at 9.15 am and will return to school by the end of the school day

Total Cost of Visit: £209.55

Cost per Child: £7.50

If you have not made an upfront contribution for School Education Visits, you can contribute via the school office

What to bring: Waterproof Jacket (please make sure your child is wearing suitable clothing).

They will need a **packed lunch and drink (no fizzy drinks or sweets please)**.

The school kitchen can provide a school packed lunch for children in KS1 (Reception to Year 2), children who receive free school meals or children whose parents normally pay for school dinners. **PLEASE REQUEST YOUR LUNCH** by filling in the form overleaf. If you do not return the form, we will assume that **you** will provide a lunch for your child on the day of the trip.

Transport: Overground and Tube

Group Leader: Ms Thomas

Additional Adults: Amara TA

Please can parents let the class teacher know if you are able to accompany the class on the visit.

Code of Conduct:

The child must:

- follow instructions at all times
- behave in a way that considers his/her own and others safety
- behave in a responsible manner

Breaking the Code:

Children who break the Code of Conduct will not be allowed to go on any subsequent visit until they have shown that they can be trusted. On future visits Parents may be requested to accompany their children.

Insurance:

The visit is covered by our insurance policy.

School Contact:

In the unlikely event of a group leader needing to contact all parents or parents requiring information about the group, contact the School Office (020 8699 3190).

Clubs:

If your child usually has a music lesson on the day of the visit, please inform the school so the teacher can be informed.

Medication:

Any medication should be handed by the parents to the class teacher and be clearly marked with the child's name, dosage and times.

Trip Details: Tower of London

Class: Y6 Oak

Date: Tuesday 11th February 2022

Child's Name: _____

If your child has had any changes to any medical conditions since you signed the Education Visit Consent form), please return the slip below to the school office.

Medical Information

Changes to any medical conditions:

Signed: _____

Relationship to child: _____

If you want to order a school packed lunch, please indicate this below:

I wish to order a school packed lunch

If you pay for your child's school dinners and **you provide** a packed lunch on the day of the trip, £2.30 will be credited back to your school dinner account.

Appendix 4 - Lewisham Local Authority checklist for Headteachers and Managers for Overseas Trips

Journey Details. To:
Inclusive dates:
No. staff: No of Young People: Age range:

Confirmed:

- Copy of the final programme for the visit.
- Copy of risk assessment(s)
- Copy of the discipline code.
- Details of accommodation to be used.
- Letter of assurance from site received

SCHOOL STAMP

Name:
Address:
Telephone No.:
Name of Venue/Centre Manager:

- Confirmation that any outdoor centre used is either licensed by Adventure Activities Licensing Authority (AALA) or has provided evidence of risk assessments appropriate for your programme.
- Name, address and telephone numbers of school/centre contacts: (*attached*)
- Details of travel arrangements. Contact address of Tour Company/Coach Company, etc.
- Copies of parental consent forms and contact telephone numbers and addresses.
- Address of insurance company and policy number.
- Council emergency number and press office number.
- Visit is in line with the Prevent Duty, as defined by the 2015 Counter Terrorism and Security Act".
- Visit promotes British values

Approved: _____ Headteacher/Manager Date: _____

Keep a copy of this form along with all the associated details of the journey or visit

Notes on the Approval Form

Tick to confirm that arrangements have been made. Enter 'NR' if a box is not relevant
For regular educational and recreational visits, for example to school playing fields, church, the swimming pool, simply complete one form for each academic year.
Supporting paperwork, for example the risk assessment for the activity should still be on file, as should any paperwork with providers. An opportunity to regularly review educational and recreational events should be made at least annually.

Overseas visits

7. The council would like to be made aware of all overseas visits taking place by Lewisham schools. In order to make this possible the following must apply.
 - a. All Head teachers and EVC's must inform the Outdoor Advisor of any visits taking place overseas. The advisors role is not to authorise these visits, as the scheme of delegation makes it clear that the best people to authorise these visits are headteachers and trained EVCs.
 - b. The advisor will then collate this information and ensure that the relevant council officers are informed of School trips taking place overseas.
 - c. The Advisor will also be able to offer support in the planning of these trips

Appendix 5 - Risk Assessment: Generic risk assessment to be adapted for each individual visit

Class	Date of risk assessment	Date of visit	No. of pupils	Prior visit
Number of staff (named) Number of parents	In charge	Educational objectives	Activity	
Hazard	Who affected	Control measures	Further action	
Pre-visit preparations	Adults	<ul style="list-style-type: none"> All adults have school mobile number to contact the party leader. All adults are aware of itinerary and relevant information about children particularly those in their group. Parent volunteers are aware of expectations and have copy of information for parents supporting visits. 	School phone number: 02086993190 School mobile: 07867 506222	
Transport				
Walking Crossing roads Walking along the pavement	All	<p>Group leader aware of safe crossing points and procedures for crossing roads. Children given clear instructions before crossing. Adults to stand in road.</p> <p>Children walk in pairs and stay away from the kerb. Adults walk next to the roadside. Staff member leads the group and an adult should bring up the rear</p>	<p>Other adults informed of procedures Pre-talk at school Hi Viz jackets Roads crossed at pedestrian crossings. Route assessed by group leader – event specific Parents informed. Basic road safety rules covered with young people as appropriate prior to visit. Keep a note of changes to route (road works etc</p>	
Train journey <ul style="list-style-type: none"> Crash Bomb scare Need to use toilets Child left on train /platform 	All	<ol style="list-style-type: none"> Everyone to be seated, keep with school adults in small groups at all times. Ensure party leaders have contact details and charged mobile phones given to all adults on the trip. Ensure all children use the toilets before leaving school, particularly children who need to use the toilet regularly Vigilant supervision. Inform driver/station staff. Brief children on what to do if separated from group 	<p>Emergency procedures protocol - public transport disruption - terror incident</p>	

Falling onto tracks Waiting on platform Getting on/off and travelling on train/underground	All	Wait away from tracks behind yellow line Children to remain seated/still until train stops. Chn are given advance warning when due to get off train so are prepared. Make children aware of any gap between train and platform and supervise by adult at door and an adult on platform. Count children on and off train If due to space on crowded trains class need to be split between train carriages, chn remain with a group leader/deputy at all times.	
Travelling on public bus <ul style="list-style-type: none">• Crash• Bomb scare• Need to use toilets• Child left on bus/pavement• Walking upstairs•	All	Wait away from road Children to remain seated/still until bus stops. Chn are given advance warning when due to get off bus so are prepared. Supervise by adult at door and on pavement. Count children on and off bus If due to space on crowded buses class need to be split between busses, chn remain with a group leader/deputy at all times Ask driver to wait until children are seated Brief children on what to do if separated from group	Emergency procedures protocol – public transport disruption
Private transport – coaches and minibuses	All	All drivers must hold appropriate licenses. All drivers correctly registered, maintained and road worthy. All vehicles insured. Seat belts worn as appropriate. Drop off/pick up arrangements details Young people always in rear seats in minibuses.	Emergency procedures protocol – coach crash/breakdown Adults to be spread around vehicle
Trips, cuts and falls			
Someone falling over	All	First Aid kits carried by adult	Mobile phone carried by party leader
Falling down stairs at site	All	Children to walk in single file and hold onto rail available	
Cuts	All	First aid kit carried	
Medical			
Children with Asthma		Make sure children carry their inhalers: Inform adult if they use their inhaler. Group leaders aware of children with asthma	Bring School Emergency asthma inhaler kit (<u>name children that have parental consent to use emergency inhaler</u>)
Children with allergies epipens		No sharing of lunches Only food brought from home to be eaten	1. Tell someone to call 999 and explain child is suffering from anaphylaxis.

		Teacher aware of any children with food allergies Ensure any other necessary medication carried by staff member. Bring emergency box and care plan (name children) Additional adult – in case of medical emergency	2. Give Epinephrine via auto-injector to child's thigh. 3. Ask someone to call parent.
Any other medical conditions		Group leaders aware of chn with medical needs	Inform parent
Illness or accident	All	Group leader to brief all accompanying adults about protocol	Emergency procedures protocol – illness or accident
Weather			
Too hot – sunburn - hyperthermia	All	Check weather forecast Ensure parents informed of visit in advance and reminder given about appropriate clothing eg sun hat. sun cream Ensure there is plentiful supply of water Limit time in direct sunlight	Take hypo-allergic sun block Plan for areas in the shade
Too cold – hypothermia	All	Check weather forecast Ensure parents informed of visit in advance and reminder given about appropriate clothing eg warm clothes, waterproofs If working in water make sure appropriate clothing is worn and limit time in water	
Extreme weather -flooding/drowning -wind -ice/snow	All	Check forecast Adjust plans if necessary	Have a plan B
Behaviour / SEND			
Behaviour/SEN		Named children to be in teacher group to ensure they stay close to adult. Check Adult ratios	Pre-talk at school of expected behavior.
Safeguarding			
Abuse – Parent volunteer without police checks Staff at visit location	Children	Volunteers/ non DBS staff and their groups to remain with school adult.	DBS check volunteers where possible
Lost child	Children	Ensure all group stay together and wait for 'stragglers' to catch up. All adults aware of which groups all children are in. Regular headcounts	Party leader has phone and phone numbers of assisting adults Emergency procedures protocol – lost child

Trips to the toilet	Children	Ensure children are always accompanied to a public toilet by a school adult but making sure sufficient remain to supervise rest	Be aware of chn that need to visit the toilet more regularly
Animals			
Infection: E.coli	All	Ensure all wash hand after contact with animals	Take soap and anti-bacterial spray
Allergies to animals		Check children's medical records	
Dogs off lead	Children	Avoid touching or approaching dogs	Clear instructions to stand still and ignore if any met
Food and Cooking			
Poisoning	All	Food handling procedures appropriate to activity Leaders trained to recognise anaphylaxis Check children's medical records	
Burns	All	All cooking activities lead by competent/ trained staff Children to be kept a safe distance from ovens/hobs etc Brief children about temperature of food eg marshmallows If using open fire See fire risk assessment	
Water activities			
Drowning	All	All water activities and sports lead by staff to competencies outlined in section 5 of There and Back Again Personal protective equipment (PPE) appropriate to the activity worn	

Signed EVC/Headteacher _____ Date _____

Signed Party Leader _____ Date _____

Appendix 6 – Volunteering and Safeguarding Information for School Visit Volunteers

Volunteering and Safeguarding Information

Visits play an important part in enriching the curriculum for children at school and we always value offers of help from parents to accompany classes and groups on these trips. Without your assistance trips would not be able to go ahead.

We have listed below some advice to support you, should you be travelling anywhere with a class.

- Please make arrangements for older or younger siblings as it is not possible to take them
- Ensure you have contact numbers of the party leader, the school phone number and the school mobile phone number
- Ensure you have been given a copy of the visit risk assessment
- If you volunteer to accompany a trip you need to go and return to school with the children
- Make sure you arrive at school 15 minutes before departure so that you can see the teacher and familiarise yourself with the order of the day
- It is not always possible for a parent to be responsible for their child's group but, if possible, we do try to arrange this
- Please remember you are responsible for **all** the children in your group and you need to be particularly vigilant in crowded areas
- When walking along roads ensure that children are kept away from the kerb and that you walk on the outside of the pavement
- When crossing roads the party leader may ask you to lead children across the road or to walk at the end of the class. Ask for instructions
- It is our expectation that children will be polite and well behaved. However, inform the member of school staff as soon as possible if any children misbehave or there are any problems with other schools or members of the public
- If you do 'lose' a child, contact a member of staff. They will most likely have attached themselves to another group
- If you have any children with medical concerns in your group you will have been informed about this
- A member of staff will have a first aid kit in case of minor accidents
- Please ensure that you do not smoke in front of the children
- Adults are not permitted to take children into the toilets – they must be accompanied by a member of staff. You may only accompany your own child into toilets

Horniman School Emergency Procedures

Terror Incident

In the event of an emergency or critical incident all adults accompanying a school trip should:

- Ensure all children are safe, and if necessary, taking lifesaving action
- Quickly account for all children in your group
- If possible, return to the main group
- Follow instructions of party leader. If they are unavailable then another member of school staff.
- Stay as one group wherever possible
- Escort children to a safe evacuation point/away from incident
- Take responsibility for children in your group if school members of staff are incapacitated

- Follow instructions of Emergency Services
- Do not talk to media or parents of children in your group
- Contact the school if the group leader is unable to
- In the case of a terrorist incident – If possible, Run, if not Hide, then tell Police. (If an identified safe meeting point has been arranged you will be notified of this)

Coach crash/breakdown

In the event of an emergency or critical incident all adults accompanying a school trip should:

- Follow the instructions of the party leader, who will phone 999 for emergency services
- Keep children on the vehicle with their seatbelts on, unless advised otherwise by emergency services
- Take responsibility for the children if school members of staff are incapacitated
- Follow instructions of Emergency Services
- Do not talk to media or parents of children in your group
- Contact the school/ emergency services if the group leader is unable to

Illness or injury

In the event of an illness to a child or member of staff:

- Contact emergency services if serious or critical (phone 999)
- Party leader to contact school and parents/carer of child
- If party leader is ill or injured, the deputy party leader will be in charge
- If possible, the child will be collected by their parents/carer
- If collection is not possible then a member of staff (plus a volunteer if enough available) will remain with child, while the party leader looks after the rest of the group, until they can be collected or given medical assistance

Disruption to public transport

If planned public transport is not available:

- an alternative route back to school will be planned (see www.tfl.gov.uk)
- if there is not a viable alternative then parents may be asked to collect their children from a different location

Lost Child

If a child is missing:

- contact the party leader
- recount all the groups
- send adults to search for child, while ensuring there are enough adults to supervise the rest of the group
- check the agreed lost child meeting point
- inform the venue if appropriate so they can alert their staff
- contact emergency services (phone 999)
- contact the school and the child's parents

Information pertinent to this visit – timetable/ groups etc

School phone number: 0208 699 3190

School mobile: 07867 506222

Appendix 7 - Volunteer Code of Conduct for Educational Visits

On educational visits I will:

- follow the instructions of the party leader
- make arrangements for older or younger siblings as it is not possible to take them
- ensure I have contact numbers of the party leader
- accompany children to and from school
- familiarise myself with the order of the day and my responsibilities
- read the emergency procedures
- walk on the outside of the pavement so that children are kept away from the kerb and assist in the crossing of roads
- inform a member of school staff if any children misbehave or there have been any problems with other schools or members of the public
- contact a member of staff if I 'lose' a child. They will most likely have attached themselves to another group
- familiarise myself with any medical conditions of children in my group
- not smoke
- not use my mobile phone, unless in an emergency
- not photograph children , unless permission has been sought from the party leader
- not buy and souvenirs or refreshments for children
- not take children into the toilets – they must be accompanied by a member of staff.

I have read and understand the following information:

- the Volunteering and Safeguarding information for volunteers
- the Volunteer Code of Conduct

Signed : _____ Date: _____

Print name : _____

Appendix 8 - Educational Visits Checklist

Educational visits are important and enhance learning. We should aim to have a least one visit per half term, preferably more as they are memorable experiences for the children and enrich the curriculum.

Here is an outline of procedure for organising trips (all blank forms are saved in Educational Visits folder on staff shared)

1. Fill out Outline Approval Form

- Check class visit costs spreadsheet to ensure adequate funds are available
- think about learning outcomes from visit and what pre/follow up work will take place
- fill out form in as much in advance as possible and give to Sofie
- check google calendar for any clashes
- let Sofie/Marsherie know any clashes with music tuition/clubs etc
- consider which TAs would work best (liaise with Sofie) – 2 school adults need to accompany all class visits. Visits with only a few children can be taken by one school adult, if a competent parent volunteer is briefed as deputy party leader.
- calculate cost and transport (try and keep costs down where possible)

Once visit has been agreed you will need to:

2. **Organise booking and travel arrangements** with school office/finance admin assistant (coaches). Use public transport where possible. The office needs at least 2 weeks' notice to book free group travel on public transport.
3. **Ask school office to create a letter for parents**
 - Office will calculate a cost per child should cover the cost of the trip and make allowances for the fact that not all children will pay. They will update the class visit costs spreadsheet
 - We are not asking permission as parents have signed permission forms – they only need to be informed and give opportunity to update medical information (permission is needed for visits taking place outside school hours) and to request a school packed lunch
 - Include whether you would like parents to accompany you on trip (A ratio of 1 adult to 10 children is minimum required)
 - If children with free school meals require a free packed lunch and haven't requested one on the form, ask office to order from kitchen as least a week in advance
4. **Complete a pre visit** and if possible, take the route you would take with the class). If this is a regular visit or you have been before you do not need to do this.)
5. **Complete a risk assessment form** (risk assessment template 2017)
 - This is a working document, not just a paper exercise
 - please note than you cannot just print out a previous one , it needs to be relevant to your current class and consider if anything has changed
 - risk assessment needs to be completed 2 weeks before visit (more if possible)and given to Sofie and/or Andrew to check
 - use risk assessment form (Risk assessment template)
 - these are legal documents
 - check medical requirements and any current medication

- consider reasonable adjustments to make the visit more accessible, e.g. additional adults, alternate location

Risk assessment should information about:

- travel
- crossing roads –including safe crossing places
- weather
- medical information – children and conditions named
- toileting
- behaviour / staffing
- risks related to visit (e.g. open water, heights etc)
- emergency procedures for critical incident, including terror attacks

6. If travelling to central London read Emergency Guidelines for Horniman School Off Site Visits and include information on risk assessment

7. Complete the information for volunteer information form (Appendix 6)

- Timetable of day
- Emergency contact details – school mobile and school office numbers
- Brief volunteers on safeguarding, code of conduct and practicalities e.g. crossing roads, worksheets etc
- Route to destination e.g. bus numbers,
- Any information relevant from risk assessment
- Emergency procedures (e.g. terror attack, coach breakdown, illness etc)
- map if appropriate

8. Complete a sheet outlining groupings for the day and which adults are responsible for each group – this should also have any medical information on. This needs to be given to all adults on the visit. Adults without DBS should be supervised at all times.

9. On day of visit

- Ask office for **contact details** for class in case of emergency
- Take school **mobile phone, first aid kit, medication** for your class
- Wear Hi Viz jackets
- All school staff to read risk assessment
- Hand out volunteer information and grouping sheets to parents/carers (These need to be returned to teacher at end of day)
- Volunteers to sign and return Code of Conduct form (Appendix 7)

10. After the visit

Complete the evaluation section for the visit with notes for next time.
Record any accidents or near missed in the accident book.

NB risk assessments should also be completed for any additional in school activities that involve risk – e.g. fires, using tools, science experiments etc

Appendix 9 - Horniman Primary Emergency Procedures for Educational Visits

a) Terror Incident

In the event of an emergency or critical incident all adults accompanying a school trip should:

- Ensure all children are safe, and if necessary, taking lifesaving action
- Quickly account for all children in your group
- If possible, return to the main group
- Follow instructions of party leader. If they are unavailable then another member of school staff.
- Stay as one group wherever possible
- Escort children to a safe evacuation point/away from incident
- Take responsibility for children in your group if school members of staff are incapacitated
- Follow instructions of Emergency Services
- Do not talk to media or parents of children in your group
- Contact the school if the group leader is unable to
- In the case of a terrorist incident – If possible, Run, if not Hide, then tell Police. (If an identified safe meeting point has been arranged you will be notified of this)

b) Coach crash/breakdown

In the event of an emergency or critical incident all adults accompanying a school trip should:

- Follow the instructions of the party leader, who will phone 999 for emergency services
- Keep children on the vehicle with their seatbelts on, unless advised otherwise by emergency services
- Take responsibility for the children if school members of staff are incapacitated
- Follow instructions of Emergency Services
- Do not talk to media or parents of children in your group
- Contact the school/ emergency services if the group leader is unable to

c) Disruption to public transport

If planned public transport is not available:

- an alternative route back to school will be planned (see www.tfl.gov.uk)
- if there is not a viable alternative then parents may be asked to collect their children from a different location

d) Lost Child

If a child is missing:

- contact the party leader
- recount all the groups

- send adults to search for child, while ensuring there are enough adults to supervise the rest of the group
- check the agreed lost child meeting point
- inform the venue if appropriate so they can alert their staff
- contact emergency services (phone 999)
- contact the school and the child's parents

e) Illness or injury

In the event of an illness to a child or member of staff:

- Contact emergency services if serious or critical (phone 999)
- Party leader to contact school and parents/carer of child
- If party leader is ill or injured, the deputy party leader will be in charge
- If possible, the child will be collected by their parents/carer
- If collection is not possible then a member of staff (plus a volunteer if enough available) will remain with child, while the party leader looks after the rest of the group, until they can be collected or given medical assistance

Appendix 10 – Organising a Visit Process Diagram

6 weeks before visit

Teacher checks class visits cost spreadsheet to ensure adequate funds are available. Researches suitable visit in line with current topic including proposed dates, times and travel arrangements. Teacher completes Outline Approval Form and gives to EVC

5 weeks before visit

EVC reviews arrangements and approves or refers back to teacher.

EVC passes signed Outline form to Resources Manager to complete order, get order signed and book visit.

Resources Manager passes Outline form to SBM who calculates the contributions needed to cover the visit. This is added to the class visits costs spreadsheet.

Resources Manager passes visit details to the Admin Asst who composes the letter and books the travel (Finance

4 weeks before visit

Teacher checks with SBM that visit has been booked and travel arranged.

2 weeks before visit

Teacher completes risk assessment and passes to EVC. If not done so already, teacher tests travel route. Teacher must ensure emergency procedures are in place for all visits.

EVC/SBM reviews risk assessment

1 week before visit

Admin Asst will inform the kitchen of the number of school packed lunches that are required for the visit.

1 day before visit

Teacher completes sheet outlining groupings and adult responsible for each group, information for parent volunteer sheet,

Admin Asst prints entry tickets, travel documents and emergency medical information sheet and emergency contact sheet for class(es) on visit. Ensure School Phone is charged ready for visit.

On day of visit

Teacher collects contact details, school mobile phone, school packed lunches, high viz jackets, first aid kit and medications. Distributes / briefs supporting adults - risk assessments, parent information and grouping sheets

Admin Asst ask parent volunteers to sign Code of Conduct.

After the visit

Teacher completes evaluation section on outline approval form and records and accidents or near misses.