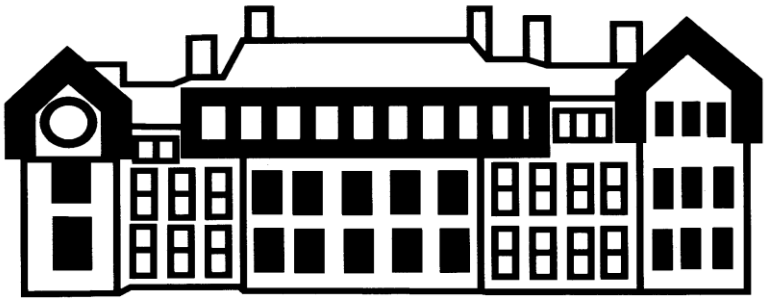
GORDON



SCHOOL

Educational Visits and School Journey Policy

Ratification date: November 2024

Review date: November 2027

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

Educational Visits and School Journey Policy

See also: Administration of Medication Policy

1, Introduction

1.1 School journeys and educational visits are an important part of life at Gordon School. We value educational visits because they:

- enhance the learning that takes place in the classroom;
- provide a context for learning;
- help us deliver educational objectives and other aspects of the curriculum which would be less meaningful if taught in school;
- promote engagement in learning;
- support the development of *cultural capital.*

1.2 Class teachers are encouraged to organise at least one educational visit per half-term.

2, Parental/Carer Consent for Educational Visits

2.1 On admission to the school, parents/carers are required to give consent for their child to participate on local outings such as walking to nearby parks and visiting local shops, schools and other places of interest. These outings take place on foot and there is no requirement to complete an additional consent form, although we will inform parents/carers before we take the children out of school.

2.2 If a visit is not in the local area, involves using public transport or a coach, requires a voluntary donation or takes place outside of usual school hours, parents/carers will need to sign the online consent form. We will not take children on educational visits if we have not received consent.

3, Preparation for Educational Visits

Before a visit, teachers need to:

- discuss the visit with the Educational Visits Co-ordinator (EVC) prior to making any arrangements.
- complete a travel request form and send it to the office for booking. Include letter to parents for distribution through ParentMail.
- the office staff will inform the kitchen staff of any packed lunch requests
- teachers should make a preliminary planning visit;
- complete a risk assessment form and pass a copy to the EVC at least one week before the visit; individual risk assessments for designated SEND children should be completed in addition to the general risk assessment.
- plan and check travel arrangements have been made;
- inform other staff members who would normally work with the children on the day of the visit such as peripatetic music tutors, sports coach, Learning Mentor, etc.
- ensure there is sufficient adult support; (see section 6);

- ensure permission has been received for every child;
- ensure they have full, up-to-date information regarding the medical needs of the pupils;
- an educational visit checklist should be completed. One copy is given to the EVC and a second is given to the office staff before the trip.

4, Information for Parents/Carers

Before a visit takes place parents/carers are given information including:

- purpose;
- content of the programme;
- dates and times;
- destination and location of the visit;
- mode of transport;
- any lunch or special clothing that is needed;
- the amount of voluntary contribution for the visit.

5, Staffing & Additional Adults

5.1 On visits where the element of risk to be encountered is similar to that in daily life, e.g. a visit to a site of historic interest or a local walk, the ratio of adults to children is:

Nursery	**1:2**
Reception	**1:3**
Key Stage 1	**1:10**
Key Stage 2	**1:15**

These are minimum ratios but considerations regarding the location of the visit, mode of transport, type of activity and needs of the children may make it necessary to have more adults accompanying the children.

5.2 A trained First Aider must accompany all visits and for children under eight this should be a paediatric First Aider. First aid equipment will be carried to cover minor accidents. This will be allocated to a designated member of staff.

5.3 We appreciate parents/carers and other family members (over 18) accompanying us on educational visits. See section 9.2 of this policy for guidance on the school's expectations of volunteers. For guidance on the requirements of DBS (Disclosure & Barring Service) checks for volunteers please see the DBS Policy.

5.4 The Party Leader must take all relevant details with them, e.g. contact details for the parents/carers, information regarding the coach company used, etc.

5.5 There are school mobile phones which can be taken on visits should there be the need to make emergency calls.

6, The Cost of Educational Visits & School Journeys

6.1 Educational visits are a stimulus for the children's learning and all children have the right to attend if the visit is linked to the National Curriculum. The school asks parents/carers to make a voluntary contribution towards the cost of visits, but non-payment does not prevent a child from attending. The voluntary contribution must be no greater than the average cost per child attending the visit.

6.2 We will take advantage of free public transport on buses and trains wherever possible, depending on the age of the children and the destination. We will also try to arrange trips to places of interest which have no or low entrance fees.

6.3 School Journeys are the exception to the *attendance despite non-payment rule*. However, parents/carers may seek a grant to help them with payment if they fulfil certain criteria. The criteria change from time to time, so parents/carers will need to check with the EVC or office staff if they believe they are eligible.

We appreciate that some families who are not eligible for a School Journey grant may still require financial support, e.g. if several siblings have School Journeys over a short period of time. The school may allocate some of its budget to help families in certain circumstances although this financial support is provided at the Headteacher's discretion.

6.4 A number of our families receive Pupil Premium funding. This funding can be used to subsidise the cost of visits and School Journeys.

7, Using Public Transport

Extreme care must be taken when using public transport and clear reference must be made on the risk assessment to ensure that all children are as safe as possible at all times. Routes (including an alternative route) should be carefully planned and shared with all adults accompanying the children.

8, Using Coaches

To ensure the children's safety when using coaches, we use the following procedures:

- The coach door is opened to the pavement or away from traffic.
- One adult is always the first one off and the last one on the coach and is therefore always supervising outside the coach.
- Children are told exactly what to do at stopping points.
- Head counts take place before the coach moves away.
- A check is made that seat belts are fastened.
- All belongings are safely stored in the space above the passengers' heads.

9, Protocols during Educational Visits and how to Reduce Risks

9.1 The Party Leader

The party leader must ensure that all of the steps in Section 3 of this policy have been carried out. Whilst on a visit, they must:

- brief volunteers and other staff members on the points highlighted in Section 9.2;
- provide all adults with a list of children for whom they have direct responsibility;
- share relevant medical / SEND information;
- share travel information.

9.2 Volunteers

The staff must ensure that any volunteers who are accompanying them on a visit are fully aware of the school's expectations of them. The party leader needs to tell volunteers that:

- they are representing Gordon Primary School on the visit and have a responsibility to uphold its good name;
- if they have any concerns they must draw them to the attention of the party leader immediately;
- if children in their group are not behaving appropriately they should give a quiet reminder. If this does not work then they should immediately refer to the teacher;
- if they are unhappy with a request from a member of staff at a centre being visited, they should accept it but inform the party leader at the earliest opportunity;
- they must never allow a member of their group to wander off and must regularly carry out a head count to ensure all children are present;
- they must supervise children when they are using the toilet by letting them go in pairs and waiting outside with the rest of the group;
- they may not necessarily be in the same group as their child;
- they must not treat their child or the children in their group any differently than the rest of the class;
- they must adhere to the spending limit imposed on all children and not give their child additional money to spend;
- they must follow the teacher's directions and ensure that the meeting times/meeting places/activities are adhered to;
- one adult should be prepared to remain with a child in case of emergency;
- adults must wear an official school identity sticker;
- volunteers must not use their phones in the presence of children and must not take photographs or videos on their own personal devices.

All volunteers must be given a copy of the Volunteers on School Journey Agreement **(appendix1)** prior to joining a school trip. The lead teacher will need to amend the form for each visit.

9.3 Children

The staff must explain the following points to the children:

- they are representing Gordon Primary School on the visit and have a responsibility to uphold its good name;
- if they have any concerns they must draw them to the attention of the adult to whom they have been assigned;
- the expectation of behaviour whilst on a visit is the same as when in school;

- they must never leave the group;
- they must follow the instructions of the adults supervising them, regardless of whether it is their teacher, a teaching assistant or a volunteer helper;
- they must wear high-visibility jackets if deemed necessary.

10, School Journeys

All children have the opportunity to go on a school journey (residential visit) in Year 6.

The EVC meets with the staff accompanying the trip and agrees / assigns roles to the staff. All staff are briefed on medical/SEND needs of the children, the programme and other necessary information.

Prior to the visit a meeting will be held where parents/carers are given full information including the name of the designated teacher in charge of medicines. Parents/carers are also given full and complete written details regarding the organisation and administration of the school journey, including:

- purpose;
- content of the programme, including details of all available activities;
- dates and times;
- destination, location and address, mode of travel and accommodation;
- the code of conduct expected of children;
- staffing details including names, experience and expertise of accompanying teaching staff and voluntary helpers, plus information regarding the training and experience of activity centre staff;
- special clothing or equipment required;
- insurance;
- emergency procedure for contacting parents/carers.

11, Parental/Carer Consent for School Journeys

A parental consent form is completed in advance for each pupil attending the event. It identifies any special requirements that the pupil may have including:

- whether the child suffers from allergies, if so what they are;
- whether the child is taking medication, if so what it is, the dosage and whether it can be self-administered. All medicines etc. should be given to the designated adult before departure and the parent / carer should collect them from that adult at the end of the journey.
- details of any contagious or infectious diseases suffered within the last three months;
- details of other recent illnesses;
- the name and contact details of the G.P.;
- specialist dietary requirements;
- whether the child suffers from travel sickness;
- whether the child has continence difficulties;
- whether the child can swim; and his/her swimming abilities;
- whether there are activities that the child may not participate in;

- any other information the centre staff should be made aware of;
- the family's primary telephone contact number and address;
- an alternative telephone number and address;
- whether the child is allowed to be given over-the-counter medication, e.g. paracetamol.

Additionally, the form should contain a section for obtaining parental agreement to the pupils receiving emergency medical treatment.

12, Non-Attendance on School Trips

The school reserves the right to exclude pupils from school visits if, following a risk assessment, seeking advice from external agencies (if appropriate) and the implementation of reasonable adjustments, the safety of an individual pupil or group of individuals cannot be secured to an acceptable level. Only the Headteacher can make the decision that a child cannot attend a school visit, and all of the above steps must be taken prior to that decision being made.

13, Monitoring & Review

The Headteacher delegates responsibility for reviewing the effectiveness of this policy to the EVC. This policy is reviewed every three years or sooner if deemed necessary by the EVC, the Headteacher or the Governing Body.

Appendix 1 – example of information for volunteers



Volunteers on School Visits Agreement

Thank you for offering to join Year ___ on their visit to the _____.

We are committed to providing a safe, supportive and engaging environment for all. We expect our volunteers to uphold this commitment to our pupils by agreeing to reflect our school values whilst on school trips.

To ensure the safety of the children whilst on the trip, please ensure you read and agree to the following points before you join the class. If you have any questions please speak to the Lead Teacher.

As a volunteer I agree to:

- Not use mobile phones whilst with the children.
- Not take photos of the children (including my own if applicable) on a mobile device. The staff will have a school device to take photos with.
- Always remain with the group. (If you have not had a Disclosure and Barring Service (DBS) check, please ensure you are not alone with any children at any time – this includes escorting children to the toilets.)
- Wear a school Hi-Viz jacket to ensure that I can be spotted by the children and adults in the group.
- Report any concerns I have to a member of school staff or the Lead Teacher.
- Encourage the children to engage with the visit by talking with them about what they are looking at.
- Assist the staff when crossing roads. Two adults are required to stand in the road to allow the children to cross (this includes Pelican/Toucan Crossings).
- Ensure the group walk along pavements and cross roads swiftly, safely and quietly.
- In the event of an emergency, follow all directions given by school staff or members of staff at the visit location.

Important Telephone Numbers

If you are separated for any reason from the group please first call the Lead Teacher on the number below:

Lead Teacher school phone number: _____

School office phone number: 020 8850 5486

Information for this visit (to be amended as necessary by the lead teacher).

We will be leaving school at 9:00am and travelling by train to Waterloo East station. We will walk from the station to the museum as one group. We will register at the school entrance to the museum and go straight into the lunch room. After lunch the two classes may need to split with one class going to the World War 2 gallery and the other to the World War 1 gallery.

At the end of the trip we will walk back to Waterloo East where we will be catching the 13:58 train back to Eltham.

The Lead Teacher for this visit is _____.

