

## **Rationale**

Every year many visits are made from Bigland Green Primary School for a wide variety of purposes. These visits range from a half-hour walk around the school, the local market, the River Thames, visits to various museums to a week long residential trip to Gorsefield in Stanstead. The range of activities is similarly wide and varied.

The purpose of this policy and accompanying information is to ensure that every trip made from this school combines the safest possible environment for pupils and the greatest possible educational benefit, both in terms of the National Curriculum/EYFS statutory guidelines, and in personal and social development.

The aims of this policy are to:

- provide a framework whereby trips of all kinds may be planned, costed and undertaken;
- draw attention to the DfE and Local Authority guidelines for health and safety;
- set out a series of steps to be followed when planning a trip/visit, and;
- ensure that all trips are of the maximum benefit to pupils' education in its widest sense.

The objectives to:

- develop the child's knowledge, skills and understanding of the wider world outside school and home;
- emphasise links between various areas of the curriculum, and to put into practice skills learnt in the classroom;
- develop the child's confidence in encountering unfamiliar situations and learn new vocabulary;
- develop the child's ability to work with a group, to follow instructions and to complete tasks in co-operation with others;
- ensure that pupils learn the importance of considering the feelings and needs of others, and;
- nurture self-reliance, autonomy and leadership.

## **Pupils' Experiences**

As each child moves through the school, visits will be arranged to complement the breadth of the curriculum and to emphasise aspects of the programme of study which lend themselves to such an approach. Within the constraints of the various codes of practice, pupils will be encouraged to be increasingly self-reliant; for instance, pupils in Key Stage 1 will look after their own lunch box and coat, while pupils on the Year 6 residential trip will have sole responsibility for aspects such as personal hygiene and looking after personal possessions.

## **Management**

Teaching staff are responsible for preliminary planning of trips and any plans must be discussed with the Headteacher at an early stage. The Headteacher has overall responsibility for the suitability and safety of trips, and the Governing Body has ultimate responsibility for the safety of pupils and staff.

## **Equal Opportunities**

All trips will, wherever possible, be accessible to all pupils in the class, enabling them to gain confidence, acquire skills and build positive experiences.

Educational visits should fulfil the needs of all pupils. Pupils with IEPs may need additional supervision or support whilst on a visit and this will be provided if possible. Bigland Green Primary School is committed to:

- increasing the extent to which disabled pupils can participate in the school curriculum, including the extent to which disabled pupils can take advantage of education and associated services, particularly in respect to educational visits.

## Implementation

Teachers must follow the guidelines for educational visits which are detailed in this policy. They must also familiarise themselves with the relevant sections of the LBTH Corporate policy on Health and Safety (A copy is kept in the school office).

### Guidelines for planning an Educational Visit

1. Identify the educational aims and objectives of the visit at an early stage preferably at the beginning of each academic year. When travelling to a distant location the question should always be asked, whether the same objectives might be achieved more simply and cheaply closer to home.
2. Staffing regard must be paid to the experience of the staff, the nature of the visit and the age and needs of the pupils. Staffing levels stipulated are minimum levels.
  - a. Day Visits
    - i. KS2 Pupils – one adult per 8 pupils, minimum 4 adults
    - ii. KS1 Pupils – one adult per 6 pupils, minimum 5 adults
    - iii. Nursery & Reception – one adult per 4/5 children or as appropriate
  - b. Residential Visits
    - i. Endeavour to achieve one adult per 8 pupils with a minimum of 4 adults. Mixed parties should if possible be accompanied by at least one man and one woman.
3. Suitable parents should be encouraged to participate in visits as additional adults.
4. Visit the venue beforehand. This is an essential requirement unless you are very familiar with the location and the itinerary or had a recent visit.
5. The office staff will assist in completing (a) a booking form (b) travel ticket for using public transport, and (c) order of pack lunches from the kitchen. These should be done at least 3 weeks in advance (minimum) if possible earlier.
6. Only ask for a voluntary contributions form parents towards the actual cost of the trip. There is no maximum contribution but it should be reasonable and affordable.
7. Check that the proposed date does not clash with anything else, then enter the date in the School Diary which is kept in the school office.
8. Inform parents through the school newsletter at least a week in advance, requesting contributions and communicating links with the planned learning for the term.
9. Parental approval of trips involving a higher level of contribution, e.g. residential trips, should be sought two terms before the trip takes place.
10. Any letters sent to parents must be approved by the Headteacher before being sent out.
11. Parents must be reminded of appropriate clothing and footwear for the trip/visit.
12. Ensure that all accompanying adults have undergone the appropriate level of Police Check or equivalent.
13. Teachers leading trips must familiarise themselves with the relevant codes of practice.
14. The appropriate Risk Assessment form must be completed and submitted to the Headteacher at least 7 days prior to the visit taking place.
15. Special medical requirements of the pupils should be known and catered for. Check that First Aid provision is ready and available.
16. First Aid equipment, 'sick buckets', refuse bags, etc will need to be available.
17. All adults accompanying the party, whether school staff, parents or other adults, must be made fully aware of the purpose and itinerary of the trip and of their own area of responsibility. Each helper should have the mobile number of other helpers, the number of the school, a list of all the pupils on the trip and a list of the pupils in their group. A short preliminary meeting should take place to inform parents of these issues and to address any other concerns.
18. In the case of a residential trip, a preliminary meeting for parents must be arranged to explain the purpose and organisation of the trip, go through any rules and answer any questions or concerns.

## Guidelines for Conducting a Visit

1. Before leaving the school ensure that:
  - a. Pupils (and adults) have used the toilets should there be a need
  - b. Pupils and adults have the right clothing and footwear
  - c. A head-count has been made
  - d. The group leader has all the necessary documentation/equipment (e.g. tickets, risk assessments, emergency contact details, lunches etc.)
  - e. The designated first aider has a first aid kit and all the required medications
  
2. Pupils must walk along the pavement, towards the inside, with adults on the outside keeping the pupils away from traffic. There must also be one adult leading at the front, and another following at the rear. The adult at the front must wait to allow the group to 'catch up' before crossing any roads. This also needs to be done periodically to ensure that the pupils are in one group.
  
3. Leading a party on a train
  - a. Stand back from the platform
  - b. All pupils should stand with their group leader
  - c. Do not get on the train until everyone is ready
  - d. The teacher should be the last to board the train, and only release the door once everyone is aboard
  - e. Stand on the right on escalators
  - f. Pupils must be aware of what to do if they are left alone on a platform, or if they are on a train and separated from the party
  - g. A head count must be carried out before and after boarding a train
  
4. Conduct of pupils on a coach
  - a. The teacher should ensure that, wherever possible, access to a coach should be directly from the pavement. It is often better to use Cannon Street Road than Bigland Street to board on coaches.
  - b. Pupils should wear seatbelts whenever the coach is moving whilst travelling in a coach
  - c. Pupils should behave in a sensible and controlled manner
  
5. Visits to the toilet
  - a. Pupils are never allowed to go to the toilet unaccompanied. One adult should be inside the toilets and one outside. However, when small groups break up with a leader, like at an Art Gallery, common sense has to be used if a child wishes to use the toilet
  
6. A head count must be carried out on arrival and at departure as well as at other times that seems to be necessary.

Date approved	Signature	Review
5 December 2017		As required