



Brady Primary School

Educational Visits

Policy





'Inspiring teaching for ambitious learners'

Aims of Brady Primary School

"Inspiring teaching, for ambitious learners"

At Brady Primary School our ethos is built around our 4 core values of Dedication, Inspiration, Respect and Achievement. These help us to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self worth, self confidence, the ability to take responsibility for their own individual actions and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment, teaching and learning.

Equal opportunities

At Brady Primary school we believe that every child is entitled to equal access to the curriculum, regardless of race, gender, class or disability.

Inclusion

We are committed to promoting learning and teaching environments, for all, which embed the values of inclusive educational practices.

Through a child centered approach, we aim to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.





This Policy is used in conjunction with The London Borough of Havering's Educational Visits Policy and Guidance when planning and undertaking all Educational Visits at Brady Primary School.

The Named Educational Visits Coordinators (EVC) are:

- **Mr Michael Nunn (also Head)**
- **Mrs Charlotte Zaayman**
- **Miss Rachel Line**

Each individual educational visit will be assigned a **Party Leader** who will lead and monitor the visit throughout its duration.

In planning and undertaking a school visit it is **aimed that**:

- It promotes children's learning and provides them with first-hand experience of areas of the curriculum being studied
- It is enjoyed by both the children and adults who attend.
- **All** children and adults attending the visit do so within procedures that are safe and in which possible hazards have been identified, the risks assessed, planned for and carefully managed.

Preparation for Educational Visits

The following steps will be followed by all teachers/year groups prior to undertaking an Educational Visit:

- Decide on where the children will possibly visit and access necessary information, Take into consideration: suitability for age group, Medical needs of the children, cost, travel arrangements, facilities for disabled pupils
- Discuss proposed visit with the EVC/Headteacher and receive approval in principle
- Identify purpose of visit and specific educational objectives – How is it relevant to the curriculum the children are studying
- Make enquiries regarding travel arrangements – these should also be discussed with the Headteacher/EVC
- The person who will be assigned as the Party Leader, who can then assess possible risks, must make a preliminary visit to the venue if neither they nor the school have been before



Preliminary Visit

In making a preliminary visit teachers will assess whether the venue has:

- **Potential hazards** – e.g. steep steps, busy roads to cross, danger of water, unsuitable walking surfaces, possibility of contamination from animals or foliage
- **Health and Safety Standards** – First aid facilities which can be easily accessed and are staffed, fire evacuation procedures
- **Hand washing facilities** – availability of soap, hand drying facilities
- **Toilets** – including disability access
- **Lunch time facilities** – an area which is considered to be clean and safe in which children can have lunch, covered area for rainy days
- **Adequate security** e.g. gates which cannot be easily by-passed in a park, farm etc.
- **Meeting points** – which are easily accessible by all adults and children participating in the visit
- **Emergency Exits and meeting points**
- **Suitable parking points** - for coaches in order that children can be assembled safely and without being hurried, drop off points that take wheelchair access into account
- **Venue Risk Assessment** -If available, a copy of the Venues own risk assessment / Health and Safety Guidelines should be **acquired**
- **Alternative Safe Venue** – identify a location nearby in the event of a terrorist threat or alternative issue
- **EAL** – additional resources available for EAL children
- **Accessibility** – does the venue have arrangements for any children with additional needs

The Party Leader will ensure that possible risks are recorded on a Havering Risk Assessment Form, discussed with the Headteacher/EVC and that measures to control these are discussed and addressed. Children who are especially at risk from significant hazards will be identified and necessary action taken. The Party Leader will be expected to review risks throughout the visit and adapt plans and arrangements as they view appropriate and necessary.

Travel Arrangements

The Headteacher/Deputy Headteacher will ensure that travel arrangements made are suitable and that they are satisfied that:

- The coach company/operator has been used by the school before, or that it is one which has been recommended or highlighted by the borough as reliable
- Costs have been compared against other companies
- Coaches have suitable lap and shoulder seat belts
- Wheelchair access is available (if appropriate to specific children taking part in the visit)



Preparation for the Educational Visit

The EVC/ Party Leader will ensure that a letter, which has been approved by the Headteacher/Deputy Headteacher, is sent to the parents of all the children due to attend the visit, at least 3 weeks prior to the visit.

The letter will specify:

- Place to be visited
- Brief details of how it is relevant to the curriculum being studied at the present time
- Dates, departure times and time of expected return
- Transport arrangements
- Voluntary contribution to cover costs
- The need to wear school uniform, other suitable clothing, pocket money, etc.
- The need for an agreement to be signed and returned to school by the parent before their child can be taken on a school visit. **A verbal agreement is not acceptable.**

Organisational Arrangements

The Party Leader will ensure that:

- At least one qualified first aider is available to accompany the visit (If 2 coaches 1 should be on each coach)
 - The children in each class attending are organised (in most cases) in groups of:
 - 1 adult to six children in Reception
 - 1 adult to eight children in Years 1 – 2
 - 1 adult to twelve children in Years 3 - 6
- Please Note: Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should discuss the ratios with the Headteacher/Deputy Headteacher, taking into account the activity to be undertaken and the age and maturity of the pupils.
- Each person accompanying the visit, who will be responsible for a group of children, is given a list of the children's First and Surnames in their group
 - Children with specific medical needs are placed in a group led by a qualified First Aider
 - Class Teachers have provided them with two copies of the groups in which their class has been organised and which adult will be supervising each group during the day (one copy of this will be left in school alongside other details related to the educational visit).

On the day of an Educational visit a member of the Leadership Team will always be on the school premises to receive the children back at school or to inform parents in case of unexpected delay.

The Party Leader will, prior to the visit, ensure that:

- All pupils are aware of the nature and purpose of the visit
- All pupils are aware of expectations with regards to conduct and behaviour
- There has been suitable preparation work for the visit in terms of the work children have carried out in school and activities and tasks that the children will undertake whilst on the visit
- Specific learning objectives have been agreed and planned by all teachers and are the same for all classes attending. (Worksheets are not always suitable and their effective use – if they are to be used – should be considered by teachers)



- Identification with the name of the school is ready; to be worn by each individual child on the day of the visit. (Hi-vis jackets)
- A pre-visit meeting is arranged to which all adults helping on the visit are expected to attend
- A parental/carer agreement slip, agreeing to their child attending the trip, has been received by teachers/office staff (the party leader will check 3 days before the visit and arrange reminders for children with no consent.
- There is attendance of at least one qualified first aider
- The school mobile phone is prepared ready to take and its number is given to the Group Leaders accompanying the visit
- A risk assessment is completed and ensure all staff attending the trip are familiar with it.
- The borough EVC form, available online at www.haveringvisits.org.uk has been submitted at least 2 weeks prior to the trip.

On the day of the visit the Party Leader will check that:

- Any lunches due to be made by the school kitchen have been collected
- Once the children are on the coach, ensure that all children have been counted and that numbers present correspond with numbers in the register
- All medication and First Aid equipment has been collected from the office.
- All children have seat belts attached to their seat, functioning and are used
- No children to sit in the front row. (Unless approved by the Headteacher/Deputy Headteacher)
- Adults to be evenly dispersed throughout the coach where possible.
- They have informed the venue of the party's arrival and school name.
- They have confirmed their safe arrival with the school
- When they are ready to leave they contact school with their estimated time of arrival
- They contact the school 5 minutes before their arrival.

Group Leaders

Group Leaders, in most cases, will be school staff. Once helpers have been established by the Party Leader in discussion with the EVC/Headteacher, they will be asked to attend a very short meeting prior to the visit in which the Party Leader will:

- Outline and discuss the visit risk assessment and give each member of staff a copy.
- Highlight details relating to the visit
- Outline the roles of supervising adults and ensure that all adults are comfortable with their roles and procedures to follow in the event of an accident /incident that required the attention of the Party Leader
- Prepare and provide all Group Leaders with an information sheet detailing:
 - o An agenda which outlines the events of the day,
 - o e.g. proposed arrival, departure times, meeting points, rules in the shop!
 - o Significant features to look for, leading questions to ask, places to visit etc., relevant explanatory notes.
 - o Guidelines with regards to informing the Party Leader of any child displaying signs of illness, separation from the group, behaviour that is inappropriate or any other emergency that may arise.



- o Children and staff on each coach with details of the named first aider on each one

Party Leaders, in consultation with class teachers, will make an evaluation of the school visit on the EVOLVE website (www.haveringvisits.org.uk), review the risk assessment and make amendments in the light of the visit.

Medical Arrangements

Prior to the visit the Party Leader will ensure that:

- At least one first aid kit per coach is available for the visit
- Individual children requiring medical attention during visits e.g. inhaling of asthma pump etc, are identified and that any additional information has been acquired from their parents, (particularly with regards to children who may have allergic reactions to various products)
- Necessary equipment /medication is taken on the visit and made available at all times, including Health Care Plans if a child has one
- Children requiring medical attention during the visit will be placed in the group of a qualified first aider / or class teacher who are aware of the child’s needs and are suitably prepared to offer medical assistance if required
- Change of clothes, buckets and bottles of water to be taken
- Parents of children requiring travel sickness pills have given these to the party leader

Chair of Governors Date

Headteacher Date

Date of Policy: Autumn 2023

Review Date: Autumn 2025