

Education Visits Guidance

Academic Year 2022-2025



The Connect Education Trust are an inclusive Trust, and therefore we seek to ensure all pupils have equal access to educational visits.

All teachers should read annually the Educational Visits Guide from the Local Authority, and follow their recommendations. Where necessary the Water Margins booklet should also be consulted.

Three weeks before going:

Once a visit/venue has been chosen to support the learning of the pupils:

1. Check minibus availability if applicable and make a provisional booking. Please be aware that minibuses get booked up very quickly.
2. The Visit Leader (usually the Teacher) should complete an “Educational Visits Arrangements” form and get approval from the Headteacher.
3. Once approval has been given, each part of the form needs to be completed. A copy should go to the school office. Ensure the visit is on the school calendar.
4. Please inform the school office who will liaise with the kitchen re: ordering school packed lunches.
5. Transport: If you require train/bus/tube tickets you must inform the school office 3 weeks in advance, as this is the time required by Transport for London.
6. All money should be paid via the schools online payment service. Checks should be made on a regular basis to ensure that costs have been met. It is an expectation that all pupils should contribute something. If not enough contributions are received then the visit may be cancelled. The school may cover any shortfall; consent for this will be provided by the Headteacher. Refunds will only be given under exceptional circumstances (and may be partial).
7. Decide if parents should be informed or if consent should be sought (see: Educational Visits – When parents should be informed or consent sought). Letter templates are on shared. Letters must be approved by the Headteacher before they are sent home. The text service can be used as reminders before visits and to tell parents to look in book bags for letters if applicable.
8. If you are paying for the visit on the day speak with Connect Education Trust finance team who will advise you of the procedure for this.

1 week before going:

1. Complete a risk assessment. Please see the notes below.

2. Check to ensure pupils have made contributions and/or consent has been given.
3. Ensure that there are enough adults for the visit, and that they are still able to take part in the visit.
4. Parents wanting to keep the child at home/not go on the visit should be told that all pupils should take part in the visit – as all visits form part of learning in class.
5. Please be aware that the adults you wish to accompany the visit may have additional duties such as lunch duties or teaching groups. Please inform the Headteacher if this is the case. Please allow enough time to ensure that these duties are covered.

The day before the visit:

1. Ensure consent (if required) has been sought from all parents. If written consent has not been received verbal consent can be requested (this should be recorded on the reverse of the risk assessment held in the office).
2. Collect high visibility jackets.
3. Collect first aid kits. Remember inhalers and first aid kits.
4. Collect the off-site form. If two minibuses will be used record which pupils will be travelling on each minibus (this is on the reverse of the off-site form). Copy this and take with you.
5. If you are paying on the day, ensure that this has been sorted out with the ELT Partnership finance team.

On the day of the visit:

1. Complete the off-site form. State the number of pupils going on the visit and the class where pupils not taking part in the visit will be working in.
2. Collect Epi-Pens (auto injectors)
3. If pupils will be leaving in waves (1 minibus used to transport a whole class) then two off site forms should be completed.
4. Collect Packed Lunches (once packed lunches have been given out all spare lunches must be returned to the kitchen).
5. Ensure all pupils have appropriate footwear and clothing. Welfare may be able to provide additional footwear or clothing.

After the Visit:

1. Report any incidents (E.g. behaviour or medical) to the relevant person and return all medical equipment and medicines.
2. Share any concerns about the venue with the Educational Visits Coordinator.
3. Return all hi-viz vests, borrowed clothing, first aid kits and individual medication held in school.
4. Complete an expense form as soon as possible after the visit if any additional costs were incurred. *Consent from the Headteacher/ budget holder for costs to be reimbursed must be sought before the visit unless through an emergency.*

Risk Assessments

- Where possible it is good practise for staff to do a pre-visit 'Reccy', but also remember risk assessment is ongoing throughout the visit, and regular headcounts should be made. *Where the venue has an admission fees ask if you can visit for free.*
- There is a selection of Risk Assessments on shared for you to view and amend to your particular visit.
- Children with medical needs, SEND and challenging behaviour must be named on the risk assessment, with the steps taken to ensure inclusion.
- The risk assessment should be shared with the pupils, as part of their PHSE 'Keeping Safe' training.
- Once complete a copy of the risk assessment should be reviewed, signed and kept in the school office. *If a risk assessment has not been signed the visit will not be able to go ahead.*
- A copy of the Risk Assessment should be printed out and given to each adult, this should include a phone number for every adult and the names of the pupils that the adult is responsible for.

Adult: Pupil Ratios

This is not defined by LA specifically, as each visit requires its own risk assessment according to need. Where there are children with SEND/EBD additional adults may be required. Children with medical needs (for example epi-pen or a diabetic pupils) will need an adult with specific training.

Typical agreed guide is:

(E.g. day visit to a museum or art gallery where there are no pupils with additional requirements and the visit is not of a higher risk)

- Under 5's 1:2
- KS1 1:6 (technically under 8's so best fit for Foundation and Y3)
- KS2 1:10 (minimum 3 adults per visit)

It is the visit leaders' responsibility to decide on the number of adults needed for each visit. Please speak with the Educational Visits Coordinator or a member of the senior leadership team for guidance.

First Aid and Medical

- This must be assessed for each class – it is the class teacher's responsibility to know the medical needs of their class and to take the right medication on the trip.
- First Aid kits and sick bags can be borrowed from Welfare. Please make sure they are returned afterwards.
- Paediatric first aid trained staff are required for visits involving early years.
- For Year 1 and above it is not a requirement to take a qualified 'first aider' with you, however if there are pupils with medical needs an appropriate member of staff should be taken. Welfare staff will be able to advise.

Toilet Arrangements

Staff supervision is required for this. No unchecked (DBS) adult should be supervising. Pupils should use the toilets in pairs.

Travel by Minibus

- Note on the reverse of the off-site form which pupils will be travelling in which minibus and keep a copy to ensure that the list is adhered to.
- All pupils must wear seat belts, over the shoulder.
- For pupils under 135cm the black plastic slider that forms part of the seat belt should be lowered to shoulder height. No pupils under 135cm should sit in the front seats of the minibus.
- All bags should be placed under the seats and exits must be kept clear.
- Please follow instructions given by the minibus driver.

Late Returns/ After School/ Evening Trips

- Remember to check with the office/HT/EVC of this to ensure school will be open, and there will be someone to receive the pupils.
- It is a good idea to have recent contact details for the senior leadership team and the site manager with you, in case the office is unmanned.
- Where the visits return is delayed parents should be informed (e.g. via text message). Contact the school to arrange this.

Notes

- It is good practice to meet beforehand with accompanying adults, so they are aware of main focus of the visit, and any risks or special roles and responsibilities. Please provide them with information sheets and groups lists etc. Groups should remain together within a specified area.
- Plan in enough time prior to departure (approx. half an hour) to allow children to go to the toilet children and ready. Delays can mean missed deadlines for activities, speakers etc.

Educational Visits – When parents should be informed or consent sought.

Type of visit	<ul style="list-style-type: none"> -Local visits (within walking distance of school) and wholly during school time. -Children from reception to year 6. 	<ul style="list-style-type: none"> -Visits wholly during school time. -A contribution is required. -There are special requirements (footwear, lunches, etc). -Children from reception to Year 6. 	<ul style="list-style-type: none"> -The visit involves a higher risk activity. -The visit is not wholly during school time. -Children from reception to Year 6.
Consent/ Inform	No parental consent required	No parental consent required, but parents informed	Parental consent required
How parents should be informed and/or consent sought	<ul style="list-style-type: none"> -Parents to be informed by text message or via online parent communication tool if no contribution is required and there are no special requirements (footwear, lunches, etc). -Parents to be informed by letter or via online parent communication tool if a contribution is required and there are special requirements (footwear, lunches, etc). If only a paper copy of a letter has been sent out, a text message should also be sent to parents informing them that their child has a letter about a visit. 	<ul style="list-style-type: none"> -Parents to be informed by text message or via online parent communication tool if no contribution is required and there are no special requirements (footwear, lunches, etc). -Parents to be informed by letter or via online parent communication tool if a contribution is required and there are special requirements (footwear, lunches, etc). If only a paper copy of a letter has been sent out, a text message should also be sent to parents informing them that their child has a letter about a visit. 	<ul style="list-style-type: none"> -Parents to be informed by letter if consent is required. -If only a paper copy of a letter has been sent out, a text message should be sent to parents informing them that their child has a letter about a visit. -If written parental consent is not received by the day of the visit then verbal consent can be sought. This should be recorded on the risk assessment held in the office. If no consent is received then the child cannot take part in the visit.

Assessment of risk and number of adults	<ul style="list-style-type: none"> -Risk assessment completed by the morning of the visit and signed by Educational Visit Coordinator. Copy stored in office. -Children with SEN/EBD/medical needs should be highlighted on the risk assessment, with measures taken to ensure inclusion recorded. -The risk assessment should be used to determine the number of adults required to support for the visit. 	<ul style="list-style-type: none"> -Risk assessment completed at least two days before the visit and signed by the Educational Visit Coordinator. Copy stored in office. -Children with SEN/EBD/medical needs should be highlighted on the risk assessment, with measures taken to ensure inclusion recorded. -The risk assessment should be used to determine the number of adults required to support for the visit. 	<ul style="list-style-type: none"> -Risk assessment completed at least two days before the visit and signed by Educational Visit Coordinator. Copy stored in office. -Children with SEN/EBD/medical needs should be highlighted on the risk assessment, with measures taken to ensure inclusion recorded. -Where the visit is considered to be high risk Local Authority approval is required. This can take two weeks. -The risk assessment should be used to determine the number of adults required to support for the visit.
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Examples of visits:

Bug hunt in local Park	-Parents to be informed by text message/ via online parent communication tool
Shopping for ingredients at a local shop	-Parents to be informed by text message/ via online parent communication tool
Local market during school time	-Parents to be informed by text message/ via online parent communication tool

Visit to a Mosque during school time	<p>-Parents informed of the purpose of the visit by letter. Reasons for the visits explained.</p> <p>- If only a paper copy of a letter has been sent out, a text message to be sent to parents informing them that their child has a letter about a visit.</p>
Visit to a church to take part in a carol service.	<p>-Parents informed of the purpose of the visit by letter. Reasons for the visits explained.</p> <p>- If only a paper copy of a letter has been sent out, a text message to be sent to parents informing them that their child has a letter about a visit.</p>
Paradise Wildlife Park	<p>-Parents to be informed by letter as a contribution would be required and the children would need suitable clothing.</p> <p>- If only a paper copy of a letter has been sent out, a text message to be sent to parents informing them that their child has a letter about a visit.</p> <p>-Consent would not be required if the visit is wholly within school time. If the children are to return to school after 3.15pm then consent would be required. If written parental consent is not received by the day of the visit then verbal consent can be sought. This should be recorded on the risk assessment held in the office. If no consent is received then the child cannot take part in the visit.</p>
Science Museum	<p>-Parents to be informed by letter as a contribution would be required and the children would need suitable clothing.</p> <p>- If only a paper copy of a letter has been sent out, a text message to be sent to parents informing them that their child has a letter about a visit.</p> <p>-Consent would not be required if the visit is wholly within school time. If the children are to return to school after 3.15pm then consent is required. If written parental consent is not received by the day of the visit then verbal consent can be sought. This should be recorded on the risk assessment held in the office. If no consent is received then the child cannot take part in the visit.</p>

Ice skating	<p>-Parental consent required as this would be considered as presenting a higher level of risk. If written parental consent is not received by the day of the visit then verbal consent can be sought. This should be recorded on the risk assessment held in the office. If no consent is received then the child cannot take part in the visit.</p> <p>-Letter to inform parents of contribution required and suitable clothing.</p> <p>- If only a paper copy of a letter has been sent out, a text message to be sent to parents informing them that their child has a letter about a visit.</p>
<p>Snow Dome</p> <p><i>As this visit presents a high level of risk Local Authority approval is required. This can take 2 weeks to receive.</i></p>	<p>-Parental consent required as this visit would potentially present a higher level of risk. If written parental consent is not received by the day of the visit then verbal consent can be sought. This should be recorded on the risk assessment held in the office. If no consent is received then the child cannot take part in the visit.</p> <p>-Letter to inform parents of contribution required and suitable clothing.</p> <p>- If only a paper copy of a letter has been sent out, a text message to be sent to parents informing them that their child has a letter about a visit.</p>
Residential experience	Please see the Educational Visits Coordinator.