



# Sacks Morasha JPS - Educational Visits Policy

## September 2022

### Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Sacks Morasha Jewish Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom.

The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Local Governing Body (LGB), Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety;
- co-operate with their employer;
- carry out activities in accordance with training and instruction;
- inform the employer of any serious risk.

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

### Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area;
- Day visits to museums, galleries and places of educational interest;
- Shabbatonim;
- Sporting activities including swimming sessions;
- Residential visits;
- Inter-school tournaments, competitions and events;
- Musical events.

## **Aims and expectations**

Most classes in the school will have one educational visit each term, although there may be fewer in Reception. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from the EVC, on behalf of the Headteacher, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year for specific groups of children, such as the KS2 Choir or sports teams. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

## **Planning and Preparation for a trip**

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of all these activities and trips. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture.

Where possible, dates for educational visits will be set at the beginning of the calendar year, or at least half a term in advance, to enable office staff to book tickets and transport as applicable.

## **Procedure**

The best practice to be adhered to in the arranging of school trips is as follows:

- Class teachers will run through the outline of the proposed trip or activity with the EVC, including approximate costings, staffing, and travel options;
- Once the outline is approved, Michelle Nieman, with support from Naomi Goldberg, will be asked to book the entire trip on the agreed date(s).
- Michelle Nieman, with support from Naomi Goldberg, will calculate a cost per pupil, inclusive of transport and ticketing. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school Outlook diary.
- In cases where school lunches are affected, Signature Education must be informed by Naomi Goldberg asap.
- The EVC should receive a Risk Assessment form from the organising staff at least two weeks prior to departure. This will be provided by the office staff.
- Parents will be informed of the dates of any trips or events, as much as possible, through the termly calendar and newsletters.

- Once all the details of the trip have been confirmed, Naomi Goldberg will coordinate writing to parents via Parentmail, using the Shop and Forms as required.
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process including using previous trip attendance as a factor.

### **Risk assessments**

A full risk assessment must be completed at least two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available from Michelle Nieman e.g. for the Tube or bus.

The risk assessment must include details of any specific medical issues, additional support for individual children (including children with SEND) and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC and the school office. Michelle Nieman and EVC will inform the CST of any proposed trips.

### **Parental consent**

In accordance with the Home School Agreement, most parents give blanket permission for their child to attend school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity by Parentmail. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for Residential trips or trips that take place outside of school hours

### **Ratios**

All trips are individually risk assessed to ascertain the safe level of adult supervision required. Below are the recommended minimum adult to pupil ratios that our school is committed to implement.

These are adhered to unless there are exceptional circumstances and/or permission has been given by the EVC or Headteacher following an assessment of risk taking into consideration the nature of the trip.

- Reception - 1:4
- Years 1 – 3 - 1:6

- Years 4 – 6 - 1:15
- Adventurous activities e.g. Go Ape - 1:10
- Residential visits – 1:10

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

### **Residential trips**

In the case of residential trips, parents will be informed well in advance of the trip via a Parentmail. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary.

Emergency telephone contacts must be verified for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.

The school will ensure that adults of each gender accompany the children on residential visits.

### **Payments for trips**

When planning educational visits, teachers will always consider the cost implications for parents.

Excessively expensive trips will be avoided wherever possible. All payments by parents for school trips are made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via Parentmail.

In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to. Please note that this must be arranged with Transport for London **at least** two weeks prior to the trip.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips.

Please also refer to the JCAT Charging Policy on the school website for further information.

### **Behaviour on school trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school.

We expect our pupils to behave courteously to all members of the public that they meet.

It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education.

Children will always be reminded of the behaviour expectations before going off-site on their visit. Children will be asked to sign a Code of Conduct for all residential trips.

### **Trip Safety**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils, if possible.
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit.
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible.
- For EYFS trips, at least one first aider must accompany children.
- Supervising adults must know of any special medical details relevant to any pupil.
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip.
- Children to be briefed about the importance of staying with their partner/group/adult helper.
- Any adult who has not been DBS checked should not be left alone with children during any activity.
- Adults must never travel alone with a child in their own vehicle.
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
- Regular headcounts to be taken.

- An adult with security training, or a member of the school's security team, will accompany a trip, especially when venturing out into the public domain or when signalled as a risk on the risk assessment.
- All adults attending a residential trip will read and sign 'Roles and Responsibilities: Teachers on a residential trip' before departure and as a condition of their attendance.

### Emergency procedures

The trip leader must always include details of 'Emergency Arrangements' on the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child.
- If a child has been left on the tube/train, they are to get off at the next station and wait on the platform as far away from the tracks as they can.
- Speak only to adults in uniform, e.g., TfL staff, police etc. **but under no circumstances go with them.**

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

## **Other Relevant Policies and Documents**

This policy complements and supports a range of other policies, including:

- Child Protection Policy
- First Aid Policy
- JCAT Charging and Remissions Policy
- JCAT Safeguarding Policy
- Behaviour Policy
- Special Educational Needs and Disability (SEN) Policy
- Supporting Children with Medical Conditions

## **Key people**

- Mrs Rachel Barbanel: Headteacher
- Mr Justin Kett: Deputy Headteacher, Educational Visits Coordinator
- Mr Scott Aaron: Governor with responsibility for Safeguarding

## **Policy Monitoring and Review**

A copy of this policy is available to all staff and parents and is published on the school website.

This policy is reviewed every two years.