



## **Educational Visits Policy**

***This policy was scrutinised at a Governing Board meeting on:***

***14 February, 2019***

*Governors requested further amendments.*

***This policy was finally approved at Governing Board meeting 8 on:***

***20 June, 2019***

**(Policy to be reviewed triennially).**

**Next review date – Board meeting No 5, 2022**

## ***Educational Visits Policy***

<b><u>DAY TRIPS</u></b>	<i>pages</i> 1-2
<b><u>RESIDENTIAL SCHOOL JOURNEYS</u></b>	3

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<b><u>APPENDICES:</u></b>	4-21
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- 1. Emergency Plan***
- 2. Parental permission form for day trips***
- 3. Parental permission form for residential trips***
- 4. Risk assessment for day trips, out of routine educational visits or residential visits***
- 5. Procedure notes for risk assessments***
- 6. Application for Approval of an Educational Visit (Residential School Journey)***
- 7. Example of card to be given out to members of the public***

## DAY TRIPS

***This policy is a supplement to Haringey's 'Educational Visits and Journeys – Guidance for Schools'. Copies are available in the Riverside 'School Policies and Procedures File' and the Deputy Headteacher responsible for trips out should be consulted by all staff engaged in planning, preparing or participating in day trips.***

### **Rationale**

School visits/trips form an important part of school life. All classes have regular sessions out into the community using the school minibuses, walking or local transport. These visits support the curriculum, provide opportunities to generalise skills taught in the class, and give our students a wider experience of the world about them

### **Purposes**

1. Support and reinforce the curriculum e.g. science, geography, history, RE
2. Develop independence skills e.g. road safety, shopping skills
3. Encourage independence in the community e.g. use of local facilities
4. Generalise skills in different contexts
5. Generalise appropriate behaviour learned in school
6. Widen our students experience of the world about them

### **Guidelines**

1. Parents' consent is obtained as part of the school's admission pack when the student starts school for regular and routine visits that take place within the school day. This includes consent from parents for transporting students in vehicles belonging to teachers or support staff.
2. Teachers or support staff using their own cars must have the agreement of their insurance company that they can transport students.
3. Parental permission should be obtained for day or out-of-routine visits.
4. Remote supervision – some students may practice independence skills e.g. travel training, shopping with reduced supervision. A risk assessment should determine how closely the student needs to be supervised. Parental consent must be obtained if this is to take place.
5. Insurance - the school has insurance via the LA for any off-site trip. The School Bursar sends in quarterly returns to the LA showing all visits that have taken place.
6. Use of the minibuses should be logged in the minibus log book which are kept in the Staff Workroom next to the minibus keys box, specifying name/class, which minibus is being driven, destination and date. This log book should also be signed on return of keys and fuel check filled in.
7. All drivers of the school minibus should do a visual safety check of the vehicle before setting out. All faults should be reported immediately to the Bursar.
8. Volunteers can enable a visit to go ahead which could not otherwise be adequately staffed but they are never left in sole charge of students. All volunteers must have an Enhanced Disclosure and Barring Service check (DBS).

**Teachers must:**

1. Write a termly scheme of work for educational visits, specifying learning objectives and outcomes and detailing places they will be visiting. This scheme of work can be incorporated into other curriculum areas if this seems more appropriate e.g. linking the geography module for 'Our Local Environment' or science – 'Animals and Mini-beasts' with educational visits.
2. Carry out an exploratory visit to the area or venue or gather adequate information in other ways.
3. Complete risk assessments for day trips, out of routine educational visits, (see appendices).
4. Ensure risk assessments consider the health, safety and welfare of all party members.
5. Plan and follow up the visit in a way that is meaningful to the students.
6. Ensure that there are enough adults to safeguard the students and that all party members are clear about the purpose of the visit.
7. Carry out on-going risk assessments i.e. discussions between group members and judgements made by staff during a visit to take account of changes in plans or circumstances.
8. If applicable, ensure that at least one member of staff has been trained in medical procedures e.g. administration of midazolam, tube feeding. All medicines taken out should be signed for (class administration of medicine book) and returned and signed at end of visit.
9. Inform deputy head immediately if there are any concerns about the trip which might affect future visits.
10. Ensure that all students are secured by appropriate means i.e. seat belts, car seats, clamps and belts for wheelchairs.
11. Fill in the Off-Site Visits Book (kept on Reception desk) specifying names of staff, number of students taking part in the educational visit and number of students from the class remaining in school; destination; time out and estimated time of return; purpose of visit.
12. Take a mobile phone with them.
13. For day out-of-routine visits ensure all students for whom it is appropriate are wearing (or carrying in their pocket) a badge stating school name and telephone number
14. Take a card with them that can be given out to members of the public if questions are asked about approaches to managing behaviour etc ( see appendices)

**For all day visits the teacher should, at least two weeks in advance:**

1. Inform the administrative assistant to cancel lunches or order packed lunches.
2. Inform the parents (for their permission, voluntary contributions, suitable clothes etc).
3. Inform the nurse to prepare any necessary medication.

## **RESIDENTIAL SCHOOL JOURNEYS**

***This policy is a supplement to Haringey's 'Educational Visits and Journeys – Guidance for Schools'. Copies are available in Riverside School Policies and Procedures File.***

### **Rationale**

At Riverside a number of annual residential school journeys take place in the summer term. These trips play an important role in developing social and independence skills. Skills are developed through the sharing of tasks, communal cooking for example but also leisure activities and off-site trips. Residential trips also enhance aspects of the formal curriculum.

### **Guidelines**

Planning and implementation of residential school journeys is informed by all the guidance outlined above in the Day Trips guidance plus, in addition, all the relevant documentation listed in the relevant appendices below in order to reflect the potentially higher risks associated with taking students on overnight trips. Specifically, residential school journeys cannot proceed without the signed authorisation of:

- The Headteacher
- The Chair of Governors
- The Council's Occupational Health, Safety and Wellbeing Manager

All plans and documentation for residential school journeys are scrutinised by these three parties, signed off and filed at the Local Authority and in school for inspection.

### **Venues**

- *4 trips to Noah's Ark Children's Venture at Macaroni Wood in Gloucestershire*
- *A trip to our link school in in Slovenia, 'Center za Korekcijo Sluha in Govora'*
- *2 trips to The Young Mariners Base, Cheshunt, Hertfordshire*

'Noah's Ark Children's Venture' is a fully self-catering facility at Macaroni Wood in Gloucestershire. For the year 9 and above students attending these trips the emphasis is on developing independence skills through communal shopping, cooking and the sharing of tasks. Leisure activities and off-site trips are included. Activities include barbecues and bonfires, cycling, animal-care and feeding, local geography field trips.

Students with high levels of independence can join a trip to our link school in Portoroz in Slovenia (Center za Korekcijo Sluha in Govora). The group fly to Trieste and thence to Portoroz by school minibus. Visits are made to parks, caves and art classes. Full details about the school's annual Slovenian trips can be found on the *Slovenian Blog* can be found on the school's website under the *News* heading.

Team 1 KS4 students undertaking the Duke of Edinburgh Silver Award visit The Young Mariners Base in Cheshunt in Hertfordshire. Woodside students also join this trip. On each DoE trip students are required to plan an expedition in the area, set up their tents, cook their meals and hike along the expedition route.

## Appendix 1

### Emergency Plan

Riverside School Tel no. 020 8889 7814

#### Immediate Action in the Event of an Emergency

*Establish the nature and extent of the emergency*

*Account for the entire party and protect them from immediate danger*

*Call emergency services and render first aid*

*Phone school, the person in charge will make the organisational decisions*

<b>At the Incident</b>	<b>Contact the school</b>
<ul style="list-style-type: none"><li>• Call 999 and give details of the incident including:<ul style="list-style-type: none"><li>- Time of incident</li><li>- Numbers, names and details of injured or missing</li><li>- Action taken</li><li>- Contact number for group leader</li></ul></li><li>• Restrict access by students and staff to telephone</li><li>• Remove remainder of party to safety and give reassurance and support</li><li>• Ensure that a member of staff accompanies student(s) to hospital</li><li>• One adult should remain at incident to liaise with emergency services</li><li>• Refer press to LA Emergency Planning Officer. DO NOT MAKE STATEMENTS TO THE PRESS</li><li>• Legal liability should not be discussed</li></ul> <p><b>At School</b></p> <ul style="list-style-type: none"><li>• Complete accident form</li><li>• Write report of events, times and contacts while still fresh in memory</li></ul>	<ul style="list-style-type: none"><li>• Give school contact as much information as possible. To include:-<ul style="list-style-type: none"><li>- Time of incident</li><li>- Names of injured or missing</li><li>- Details of injuries</li><li>- Action taken</li></ul></li><li>• Establish lines of communication between leader/school/LA</li><li>• Group leader should inform Head Teacher</li></ul> <p><b>School Action</b></p> <ul style="list-style-type: none"><li>• School to contact LA Emergency Planning Officer</li><li>• Head Teacher should contact parents of those involved giving a full factual account of the incident. For serious incidents all parents should be contacted in order to give reassurance</li><li>• Media should be referred to the LA Press Office</li><li>• Notify insurers.</li></ul>



**School Day Trip**

**A school day trip is planned to**

**The trip will be on:**

**Other important details (e.g. return time):**

**Please send in £ ..... towards the cost.**

**A packed lunch will be provided for those students who normally eat a school dinner. We will be checking your child's medical and dietary details before we leave.**

**I give permission for my child ..... (name) to go on this day trip and, should it be necessary, to receive any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.**

**Signed: ..... (Parent) Date: .....**

**(Please return this permission letter to .....**

**Appendix 3**



**School Residential Trip**

A school residential trip is planned to:

The trip will be from: .....(first day/date) to: .....(day/date of return)

*The attached letter gives full details.*

**Does your child have any medical needs or problems? (e.g. medication to take)**

Give details (i.e. dosage, time of dosage in any 24 hour period)

.....  
.....

**Does your child have any special dietary needs?**

Give details .....

.....

**Please also indicate any particular sleeping patterns or problems  
(e.g. incontinence pads needed? sleep-walking? night-wakefulness?)**

.....

I give permission for my child ..... (name) to go on this school journey and, should it be necessary, to receive any emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.

Parents are advised that some activities may contain an element of risk. Students will be supervised by staff with appropriate qualifications and experience but parents are asked to remind their children of the importance of following the instructions of staff at all times.

Parent ..... (Parent)    Date: .....

**(Please return this permission letter to Riverside School Office)**

**Please note that all relevant pupil details, including, medical and contact details, will be taken on the trip for staff reference.**

**Appendix 4** RVS\_drive – Proformas – Blank Risk Assessment proforma

**Riverside School**

5-page Risk Assessment for **Day Trip** or **Residential Trip**. (*Circle as appropriate*)

**Trip to** .....

**Date(s)** .....

**Class(es)** .....

**Party Leader** .....

**Deputy Party Leader** .....

**Insurance Arrangements** .....

*(Ensure the correct weighting has been paid for with reference to the level of risk attached to activities. See insurance form for details.)*

1. **Are there sufficient funds available to deal with emergencies?** .....
2. **Have all parental consent and contact details been collated for the trip with copies left at school?** .....
3. **Have all control measures been noted and ticked as appropriate?** .....
4. ***Residential trips only* - Is a completed Application for Approval form (*signed by LA and Chair of Governors*) attached?**

**Checked & Signed** ..... **Party Leader**

Checked & Signed ..... SMT Adviser (if appropriate)

Checked & Signed ..... Headteacher

**Risk Assessment**

Risk is the likelihood of harm from a particular hazard.

Risks can be assessed as **extremely unlikely, possible but unlikely, likely.**

To be acceptable, risk from serious hazards (where the outcome could be death or serious injury) needs to be reduced to extremely unlikely. Risk from minor hazards (where the outcome would be minor injuries e.g. – cuts and grazes) can be accepted at a slightly higher probability, such as possible, but unlikely. However, all reasonable control measures should be put in place to reduce risk for all hazards.

If the risk is not to an acceptable level, the activity should not go ahead until further control measures are in place to achieve this acceptable level.

<u>Hazard</u>	<u>Who is at risk?</u>	<u>Control measures</u> <i>(What has been / will be done to address / reduce the risk?)</i>	<u>Procedure check</u> <i>Sign or N/A</i>	<u>Assessment rating of risk</u> <i>(After control measures are in place)</i>

A) <b><u>Pupil / Staff Medical Conditions (Individuals)</u></b>	Name and condition	<p>Details of conditions and medication carried from parent consent/guidance sheet</p> <p>Medication to be administered by named member of staff</p>		Extremely unlikely
B) <b><u>Serious accident, injuries or medical emergencies</u></b>	All staff/learners	<p>High staff to learner ratio to ensure adequate cover for remaining group in case of an emergency. Key staff on trip will carry personal mobiles at all times. Trip leader and deputy have been fully briefed as to nearest A and E department. At least one trained first-aider on trip.</p> <p>Names : 1) 2) 3)</p>		Extremely unlikely

<u>Hazard</u>	<i>Who is at risk?</i>	<u>Control measures</u> <i>(What has been / will be done to address / reduce the risk?)</i>	<u>Procedure check</u> <i>Sign or N/A</i>	<u>Assessment rating of risk</u> <i>(After control measures are in place)</i>
C) <b><u>Sun exposure</u></b>	All staff/learners	All learners to be protected from over		Extremely unlikely

		exposure through application of sun screen (when parental permission is confirmed) and/or through hats and protective clothing.	
<b>D) <u>Safeguarding</u></b>			
<b>i) Individuals</b>	i) List names of learners subject to a Protection Plan :  1) 2) 3)	i) Party leader and deputy are familiar with details of all learners' history and have insured a 'need to know' sharing of information with colleagues on trip.	Extremely unlikely
<b>ii) All</b>	ii) All learners	ii) All staff trained in child protection and safeguarding issues. All and any concerns will be reported to one of the school's NSCA's (Nominated Safeguarding Children's Advisers) (head teacher and deputies) by telephone.	Extremely unlikely
<b>E) <u>Challenging behaviour</u></b>	Names of learners with behaviour plans	Behaviour plans discussed with all staff beforehand and carried on trip. All staff on trip familiar with principles and strategies for good behaviour management as outlined in school's current Behaviour policy. At least one member of staff on trip will be fully Team Teach trained and accredited. 1) 2) 3)	Unlikely

<u>Hazard</u>	<i>Who is at risk?</i>	<u>Control measures</u> <i>(What has been / will be done to address / reduce the risk?)</i>	<u>Procedure check</u> <i>Sign or N/A</i>	<u>Assessment rating of risk</u> <i>(After control measures are in place)</i>
<b>F) <u>Transporting of learners</u></b>	All learners	Minibus drivers fully trained and qualified. Minibuses serviced, MOT'd etc. Seat belts worn at all times.		Extremely unlikely
<b>G) <u>Planned activities</u></b>				
<b>i) Low risk activities</b>	All learners	Low risk activities planned and assessed as low risk by leader and deputy with reference to host site health and safety manual. (list attached)		Extremely unlikely
		Low risk off site activities (list attached)		Extremely unlikely
<b>ii) High risk activities</b>	All learners	High risk activities (list attached) may be undertaken (if none state none).		Extremely unlikely
<b>H) <u>Day trips returning after end of school day</u></b>	All learners	State below system and adults who will ensure a signing-out register is taken for learners taken home by parents. Also state parent gathering point for waiting beforehand		Extremely unlikely

<u>Hazard</u>	<u>Who is at risk?</u>	<u>Control measures</u> (What has been/will be done to address/reduce the risk?)	<u>Procedure check</u> Sign or N/A	<u>Assessment rating of risk</u> (After control measures in place)
<b>I) <u>Emergency plans</u></b>				
<b>i) In the event of staff sickness</b>	All learners	Deputy to take charge if leader becomes ill. Sick staff to be replaced by school –head teacher to organise.		Extremely unlikely
<b>ii) In the event of poor weather</b>	All learners	Planned outdoor activities to be replaced with alternative indoor activities.		Likely
<b>iii) If venue becomes off-limits</b>	All learners	If residential venue becomes off limits an alternative venue to be sourced if possible. If not, party would return to school.		Extremely unlikely
<b>iv) If water services are cut off</b>	All learners/staff	Leader to insure that enough drinking water would be sourced in case of emergency. Site warders will arrange for supplies through local council.		Extremely unlikely
<b>v) If there are lost / abducted learners</b>	All learners	<ul style="list-style-type: none"> <li>• Notify the police. (team leader)</li> <li>• Immediate contact with head teacher to trigger Critical Incident Plan.</li> </ul>		Extremely unlikely

	<b>NB : All learners to carry identity cards/stickers as appropriate with school telephone number and leader's mobile number at all times.</b>	
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## **Appendix 5**

### **Procedure notes for Risk Assessments**

The purpose of a risk assessment is to create a safe and healthy environment for all. It is a process of checking for things which could harm people's health and safety and then deciding whether you have enough precautions in place to prevent harm to people or whether you need to do more

### **It is a legal requirement to complete a risk assessment and to manage the risks identified**

It is useful to think of the process of risk assessment in five stages

1. Identify potential significant hazards. A hazard is anything which has the potential to cause harm e.g. crossing busy roads, slippery rocks, long exposure to strong sunlight
2. Identify the people who are at risk e.g. all students, staff, volunteers, college students
3. Record the existing measures which control the risks e.g. staff have completed an exploratory visit, buoyancy aids provided. The existing measures may be contained in a policy document or guidance provided by an expert body in which case it is acceptable to refer to the policy or section of the guidance document
4. Decide how to control the hazards that are not sufficiently controlled under 3. list the hazards and the additional control measures e.g. long exposure to sunlight – group members to wear long sleeved shirts and sunhats, sun barrier cream to be used on all exposed skin
5. Ensure that you continually monitor the hazards during the visit

**Appendix 6**

**Form HSV1**

**APPLICATION FOR APPROVAL OF AN EDUCATIONAL VISIT (RESIDENTIAL SCHOOL JOURNEY)**

- **Parts 1 and 2 must be completed for all visits**
- **Part 3 must also be completed for Category 3 residential visits, overseas visits and visits involving adventurous activities, as well as visit to Pendarren (Director's requirements since June 2012).**

The group leader should submit this form, when completed, to the Head or EVC at least six weeks before the proposed visit. For most visits approval in principle will already be in place and the Head will be kept updated about the progress of preparations. The group leader should obtain the consent of parents.

When approval is given, one copy of the form should be retained by the Head or EVC and another by the group leader. The Head or EVC should be informed of any subsequent changes in planning, organisation or staffing. If required, the Head should seek approval from the school governors or the Director of Children's Services.

**PART 1 – THE VISIT**

School/group:

Group leader:

**1.1 The purpose of the visit and specific educational objectives:**

**1.2 Places to be visited:**

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**1.3 Dates and times:**

Date of departure:	Time:
Date of return:	Time:

**1.4 Transport arrangements: include the name of the transport company. In the case of mini buses include the registration number of the vehicle and the names of all drivers.**

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**1.5 Proposed cost and financial arrangements:**

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**1.6 Insurance arrangements for all members of the proposed party, including voluntary helpers:**

Insurance company:	Policy no:
Address:	Type of policy:

**1.7 Facility to be visited:**

Name:
Address:
Telephone no:
Name of facility contact person:

**1.8 Details of the programme of activities:**

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**1.9 Risk Assessments:**

Have risk assessments been completed for all aspects of the visit?	<b>Yes /</b>
<b>No</b>	
Please attach copies of risk assessments.	

**PART 2 – THE PARTY**

**2.1 Size and composition of group:**

Age range:	
Number of boys:	Number of girls:
Adult to pupil ratio:	Leader/participant ratio:
Names of students with special educational or medical needs, as well as staff with medicals requiring attention (provide a descriptive for students and staff):	

**2.2 Accompanying school staff (Please indicate people having responsibility for First Aid and first aid qualifications):**

Name: visit,	Experience, qualifications:	Responsibilities during

**2.3 Accompanying other adult supervisors:**

Name: visit:	Experience, qualifications:	Responsibilities during

**2.4 Details of contact person in the home area. This person should hold all the information about the visit or journey in case of emergency:**

Name:	Available 24 hours?: <b>Yes / No</b>	
Address:		
Telephone no:	Fax no:	Mobile no:

**2.5 Existing knowledge of places to be visited. Is an exploratory visit is intended? Accompanying staff knowledge of venue:**

Has an exploratory visit taken place?	<b>Yes / No</b>
If no, why not?:	
Extent of knowledge of venue:	

**PART 3 – TO BE COMPLETED FOR CATEGORY 3 VISITS - RESIDENTIAL VISITS, OVERSEAS VISITS AND VISITS INVOLVING ADVENTUROUS ACTIVITIES, AS WELL AS PENDARREN.**

**3.1 Accommodation to be used:**

Name:	
Address:	
Telephone no:	Fax no:
Name of Accommodation Manager:	

**3.2 Organising Company / Agency. Include Tour Operators, Travel Companies and providers of adventurous activities. If more than one, use additional sheet:**

Name:	AAAL Licence No: (If applicable)
Address:	
Telephone no:	Fax no:
What will this company provide?	
Enclose copy of contract if applicable.	

### **3.3 Details of activities:**

Description of activities:
Who has completed risk assessments?
Enclose copies of risk assessments.

## **PART 4 – REQUEST FOR APPROVAL**

**Group Leader's request approval for this visit on the basis of the information given.**

<b><u>Signed by Group Leader:</u></b>	
Signature:	Position:
Full name (print):	Date:

## **PART 5 – APPROVAL**

**I have studied this application and am satisfied with all aspects of the visit, including its planning, organisation and staffing. Approval is given.**

- a) Please ensure that I have all relevant information, including a final list of group members, details of parental consent and a detailed itinerary, at least seven days before the party is due to leave.**

- b) Your report and your evaluation of the visit, especially details of any incidents, should be with me as soon as possible but no later than 14 days after the party returns.

<b><u>Signed by Headteacher:</u></b>	
<b>Signature:</b>	<b>Date:</b>
<b>Print name:</b>	<b>Head / EVC</b>

<b><u>Signed by Chair of the Governing Board:</u></b>	
<b>Signature:</b>	<b>Date:</b>
<b>Print name:</b>	

For Category 3 visits - residential visits, overseas visits and visits involving adventurous activities (as well as Pendarren):

<b><u>Signed by Council Occupational Health, Safety and Wellbeing Manager on behalf of the Director of Children's Services:</u></b>	
<b>Signature:</b>	<b>Date:</b>
<b>Print name:</b>	

A copy of the application form and details of any subsequent changes should be retained by the Headteacher.

The form must be sent to the Council Principal Health, Safety Advisor (for Category 3 visits) for LA's approval. (10 Station Road Wood Green N22 7TY preferably by email at [fabrice.terrochaire@haringey.gov.uk](mailto:fabrice.terrochaire@haringey.gov.uk))

**Appendix 7** RVS\_Staff – proformas – Riverside School Student Outings Card ( detailed)

Riverside School Cards (detailed)

<p><b>Riverside School</b>  Staff from Riverside School are currently fully involved in working with our students; many of whom who experience learning disabilities and/or autism. If you would like further information or would like to discuss matters, please telephone the Headteacher on  <b>020 8889 7814</b></p>	<p><b>Riverside School</b>  Staff from Riverside School are currently fully involved in working with our students; many of whom who experience learning disabilities and/or autism. If you would like further information or would like to discuss matters, please telephone the Headteacher on  <b>020 8889 7814</b></p>
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