



In our school we love deeply, respecting everyone and treating them with dignity;
we aspire with confidence, working hard and embracing challenge and
we serve God and the community, following the example of Jesus, to create a better world.

Ephesians 5:2 (NLT)

“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us”

Latymer All Saints C of E Primary School Educational Visits Policy

At Latymer All Saints C of E Primary School we believe that educational visits are an important experience for every pupil and are an integral part of our creative curriculum. Appropriately planned visits enhance learning and improve engagement and ultimately attainment, and so form a key part of what makes Latymer All Saints a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include:

- Enhanced opportunities for ‘real world’ ‘learning in context’ and the development of the social and emotional aspects of intelligence.
- Improved achievement and attainment across a range of curricular subjects.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communications skills.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Latymer All Saints C of E Primary School:

1. Adopts the Local Authority’s (LA) document: **‘Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE’**.
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

1. Types of Visit

There are three ‘types’ of visit:

- a. Visits/activities within the ‘School Learning Area’ that are part of the normal curriculum and take place during the normal school day.** The school learning area is designated as any location up to a 30 minute walk from the school grounds.
- b. Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theme parks, theatres, swimming (Year 5) etc.**
These visits are submitted by the Visit Leader to the EVC for checking or created collaboratively. The EVC then submits to the Headteacher for approval.
- c. Visits that are residential and involve an adventurous activity.**
These follow **b.** above, but the Headteacher then submits the visit to the LA for approval.

Special consideration is needed for:

Swimming Lessons:

Swimming lessons for Year 5 are carefully regulated to ensure safety at all times. Girls and boys have separate changing rooms which can be locked to prevent theft. Staffing, transportation and Risk Assessments are carefully planned.

Animal Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: associated documents. Refer to: Farming & Countryside Education:

www.face-online.org.uk

'Farm Visits' in national guidance: www.oeapng.info

Water Margin activities

This can be any activity where pupils are at the edge of a body of water, still or moving. Depending on the activity, at least one of the attendant adults may need to have life-saving skills.

Sleepovers:

'Sleepovers' count as education outside the classroom and should be treated as a 'school trip'. Any school facility used for sleeping must be equipped with an automatic fire alarm system with smoke detectors and manual call points. This includes school halls and classrooms. There should be a meeting with parents to inform of the plan so they feel comfortable and well informed. During the sleepover there must be at least one first aider present along with a designated member of staff.

2. Roles and responsibilities

Assistant Head for Curriculum (in consultation with the **Headteacher** and **EVC**) is primarily responsible for arranging and booking all school trips with educational establishments. However this responsibility can be delegated to the **Visit Leader**.

Visit Leaders are responsible for the planning of their visits. Visit Leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the **EVC** where necessary.

The Educational Visits Coordinator (EVC) is the **Assistant Head Teacher for Educational Visits**, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The **EVC** is the first point of contact for advice on visit related matters, and will check final visit plans/risk assessments before submitting them to the **Headteacher**.

The Headteacher has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the Local Authority (LA) for approval.

The Governing Body's role is that of a 'critical friend'.

The Local Authority is responsible for the final approval of all visits that are residential, and/or involve an adventurous activity.

3. Protocol for Educational Visits

A comprehensive guide to how trips are managed appears later in this document called '**Protocol for Educational Visits**'. (See Appendix 2)

4. Visit Leaders

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Supervision by a member of the SLT on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a Visit Leader, the Headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

5. Emergency Procedures

- A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the Visit Leader or visit leadership team (a leadership team is put in place for residential trips).
- The school has an **Emergency Procedure** in place to deal with a critical incident during a visit (See Appendix 8). All staff on visits must be familiar with this plan.
- When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

6. Parental Consent

Educational Visits Checklist and Parental Consent

- Latymer All Saints '**Protocol for Educational Visits**' forms part of the risk management process for visits and off-site activities (See Appendix 2).
- Consent form local visits within the school learning area (trip type **a**) is granted by parents completing and signing the '**CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**' form (See Appx 1). Once completed and signed consent is granted for activities within the School Learning Area that are part of the normal curriculum during normal school time. However, parents will be informed by text if children will be taking part in an activity within this area.
- Specific parental consent must be obtained for all other visits (trip type **b** and **c**). For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis.
- Parental consent for trips is currently granted by parents completing and signing a paper slip and returning it to the school. The school now has the capacity to accept parental permission for a trip via the online system **ParentPay**. The school will allow parental permission being granted by ParentPay as from 28.10.19 but will in the meantime still accept a signed letter of consent. Parents will be informed of this change in procedure and given instructions on how to use this feature of ParentPay. The transition to paperless consent will be complete by 06.01.20.

Transport

- The Headteacher and Chair of Governors will take a view on any current risk, with reference to advice from the Local Authority and the Government. Parents will be kept informed about whether classes will be travelling into London or not and whether public transport will be used.
- Public Transport: Free Transport For London (TFL) tickets must be booked at least 14 days in advance. When travelling via public transport, where possible, the Visit Leader must contact a member of staff at the station to inform them that they are on a school trip then inform staff of their destination and ask to be escorted to the correct platform. Visit Leaders must ensure all children and staff only board once transportation is stationary (minding gaps) and all groups have alighted on to the public transport. Once the children have

boarded the transport, they must be seated wherever possible, all staff and adult volunteers should give priority to the children. In particularly busy stations it might be necessary for classes to stagger the journey and leave at different times (Visit Leaders should manage this by planning how the year group will be split prior to departure).

- TFL – provide tickets to pupils for 3 x trips per term. If more trips are required by public transport then tickets must be bought in advance.
- If at any point whilst using the transport a group of children are left behind with an adult, the rest of the staff and children on board must get off at an agreed station rendezvous and wait until the rest of the party arrives (usually this would be the next point of change or the destination station). If a problem occurs and classes / groups become separated the Visit Leader must inform the school as soon as possible, so that school can liaise with the other classes / groups if necessary.
- Local coach companies are used for certain trips where public transport is not a viable option.
- No member of the school staff may use their private car to transport pupils on any occasion.
- Staff must accompany pupils in a taxi where a small group need to travel together.
- On occasion authorised members of the school staff can drive the LA minibus to transport groups of children
- Insurance for individuals taking part in school trips is provided by the Local Authority.

General

- Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day (trip type a) follow the Operating Procedure below.
- As previously stated these visits/activities do not require additional parental consent to that already sought (See Appendix 1) and do not normally need additional risk assessments / notes.

Operating Procedure for School Learning Area (including All Saints Church and Pymmes Park)

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Water (Pymmes Park has two lakes and a brook – children must be warned to keep a safe distance from the water's edge before entering the park).
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Play equipment.

These are managed by a combination of the following:

- The Headteacher or EVC must give verbal approval before a group leaves.
- Parents have been informed of the trip via text.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Emergency Asthma pump is taken
- The staff pupil ratio is adhered to (See Appendix 3)
- All pupils wear yellow vests
- Pupils have been trained and have practised standard techniques for road crossings in a class / group. Where appropriate, pupils are fully briefed on what to do if they become separated from the class / group. All remotely supervised work in the School Learning Area is done in pairs.
- Pupils' clothing is checked for appropriateness prior to leaving school.
- A list of children in school but not on the trip goes to the office and a member of SLT (See Appendix 7).
- Appropriate personal protective equipment is taken when needed.
- Staff to dynamical risk assess potential
- Staff to check area on arrival for hazards.



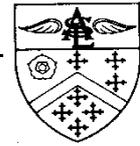
Latymer All Saints CE Primary School

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Website: www.latymerallsaints.enfield.sch.uk



Headteacher: Katy Brennan

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises (**local area**); and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include **visits to the local area** during the school day which are part of the school’s curriculum. E.g. All Saints Church, Pymmes Park etc. (the local area is designated as any location up to 30 minutes walking distance from the school).
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Additional Parental consent will still be requested from you for any trip or activity involving public transport or coaches before it takes place. Also additional Parental consent will be requested if the trip is longer than the normal school day and children are expected to arrive back later than 3.15pm

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

.....

.....

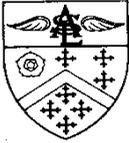
Child’s name _____ Class _____

Parent’s Name _____ Parents Signature _____ Date _____

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 we serve God and the community, following the example of Jesus, to create a better world.

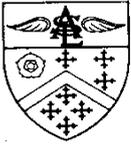
Ephesians 5:2 (NLT)

“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us”



Protocol for Educational Visits

- AHT for Curriculum to arrange and book trip with educational establishments. This responsibility can be delegated to a Visit Leader.
- AHT for Curriculum to start the **School Trip Notification Form** (Appendix 3) and send it to the relevant Visit Leader and AHT for Educational Visits (EVC).
- AHT for Curriculum to complete a purchase order form detailing the cost for the trip (where applicable) and send it to the School Business Manager.
- Visit Leader to complete the **School Trip Notification Form** (Appendix 3) including the checklist of tasks and accompanying adult information and return to the EVC at least two weeks before the date of the trip. Any issues should be discussed with the EVC prior to this.
- For local visits (within the school's learning area – trip type (a) parent consent is given by signing and completing the '**CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES**' (Appendix 1).
- **On the day of the trip the following must be completed and checked by the Visit Leader:**
 - Parent consent is given for the children going on the trip.
 - Children not going on the trip but in school must be assigned to other classes and the office and SLT notified using the '**Children not going on trip form**' (Appendix 7).
 - First aid kits and medication (asthma pumps etc.) for those with medical needs have been collected from the Welfare room.
 - Emergency asthma pump to be taken on the trip.
 - Lunches collected from the kitchen.
 - Tickets for transport.
 - Tickets for entry to venue.
 - Completed **EVOLVE** risk Assessment (with attached ESRA) to be taken on the trip. (ESRA – Appendix 4).
 - Sufficient adults in line with school guidance (See Appendix 3).
 - All adults briefed on the day – including procedure for groups if they become separated.
 - All adult helpers have read '**Guidance for supporting adults on trips**' (Appendix 6).
 - Parents / adult helpers sign the '**Accompanying adults consent form**' or '**Accompanying adult 1-1 consent form**' – depending on the nature of their role. (Appendix 5.1 or Appendix 5.2)
 - Ensure parents have made arrangements for other siblings to be picked up at 3.15pm if arriving back after this time and
 - Contact numbers for adults in the groups.
- If there are any issues whilst on the trip, the Visit Leader must contact the school to notify the Head Teacher or Senior Leadership Team (SLT). **In the event of an incident that involves serious injury or fatality, and/or is likely to attract media attention**, the Visit Leader should adopt the **Emergency Procedure** (Appendix 8) and follow the guidance on the **Emergency Card** (Appendix 9).



SCHOOL TRIPS NOTIFICATION FORM

Year Group _____

Destination _____

Date _____

Travel costs _____

Entry costs _____

Other costs _____

Link to curriculum:

Visit Leader _____

Timings: Depart School at: _____

Arrive back at: _____

Costing: _____ per child

Any **SEND** issues please discuss with Deputy Head Teacher.

Visit Leader must carry out the following:

- Pre-visit has been made
- Inform the **OFFICE** (in order for them to set up ParentPay)
- Check **TICKETS** for activity.
- Organise **TRANSPORT**
 - Coach (through office) *or*
 - Public transport (TFL website etc.)
- Send out **PARENTS LETTER (copy to OFFICE)** (at least 1 month in advance)
- Notify the **KITCHEN** of trip (at least 2 weeks in advance)
- Notify **WELFARE** of trip (at least 2 weeks in advance)
- Fill in a blank **ESRA** (event specific risk assessment)
- Compete accompanying adult form (see next page)
- Create **EVOLVE** risk assessment (at least 2 weeks in advance)

Checked by SLT: (signature)(date)

**Details in blue to be completed by SLT*

Adults for Year __ trip to _____

<u> </u> Red	<u> </u> Blue	<u> </u> Yellow

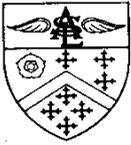
1-1	
adult	pupil

Ratios of adults to pupils
(not including 1-1 support)

	Adults	Children
EYFS	1	6
KS1	1	8
KS2	1	10

(Non-staff) Please check the adult / parent helpers:

- Are 18+
- Are aware what time the trip leaves and returns
- Have arrangements in place for children that need to be picked up after school if the trip returns after 3.15pm?
- Have read the **'LAS Protocol for Parents Accompanying Children on School Trips'**
- Have signed the **'Accompanying Adult Consent form'** or **'Accompanying Adult 1-1 Consent form'**



**LATYMER ALL SAINTS PRIMARY SCHOOL
EDUCATIONAL VISITS**

LASEV1

YEAR GROUP/CLASS		VISIT LEADER	
RELEVANT TOPIC:			
Date of visit		Date of pre-visit	Pre-visit made by

LOCALIZING DETAILS

Name:	
Address:	
Phone no.:	
Contact name:	

LASEV2

**LATYMER ALL SAINTS PRIMARY SCHOOL
EVENT SPECIFIC RISK ASSESSMENT (ESRA)**

Visit details.

Venue	:		Amount of children and year group	:	
Date of visit	:		Date of risk assessment	:	

ISSUE	HOW TO MANAGE IT
List significant hazards which may result in serious harm or affect several people. Consider venue activity, group, transport, behaviour, health and safety, special needs etc.	What procedures will we have? (Control measures)

Programme for the day.

	Place and time:	What is happening? Risk assessment



LATYMER ALL SAINTS PRIMARY SCHOOL
Accompanying Adult Consent form

School Visit to: _____

Date of visit: _____

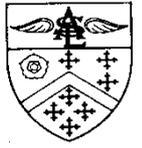
Classes and number of pupils: _____

Visit Leader (teacher in charge) _____

1. I agree to act as adult voluntary escort for the purpose of the visit. I have been acquainted with the arrangements for the visit and with the nature of my duties.
2. I understand that the teacher in charge will be responsible for the conduct of the visit and I am willing to undertake any reasonable duties as a voluntary escort, which that teacher or any other accompanying teacher may ask me to perform.
3. I accept that the teaching staff are responsible to the school and Authority for the safety of the children and I agree for that purpose that I will be under the supervision of the teaching staff and will obey any instructions they give, including any instruction affecting my own child.
4. I also accept that the Authority will be under no liability for any injury, illness or loss which I may sustain as a result of this visit or in the performance of my duties as an adult voluntary escort.
5. Arrangements have been made for siblings that attend the school to be picked up 3.15pm.
6. I have read and agree to the Protocol for Parents Accompanying Children on School Trips document.

Name _____ Signature _____ Date _____

Signed _____
Headteacher Visit Leader Date



LAS Protocol for Parents Accompanying Children on School Trips

We are very grateful to parents / carers who support Latymer All Saints Primary School when attending trips /events /activities outside of school. Without this support the visits would be unlikely to go ahead. There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. The following must be maintained in the interest of all.

1. Mobile phones must not be used during the time with the children (Without the permission of the Visit Leader).
2. Parents or other helpers will not escort any child or children to the toilet.
3. Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present.
4. No photographs of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using a school camera.
5. Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in an event of an accident.
6. Parent helpers will follow the instructions given by the Visit Leader.

In the event of an emergency the Visit Leader will have responsibility for contacting the school, appropriate emergency service and or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the Visit Leader.

Before the visit a short meeting will be held to explain to all helpers the following:

- Purpose of the visit including proposed learning outcomes
- Role and responsibility of supporting adults
- Any particular needs of individual children or group of children
- Difficulties or possible problems that may arise as highlighted from the risk assessment
- Notification of appropriate clothing to be worn
- Expectations with regard to confidentiality
- Access to information related to specific needs of individual children and/or staff
- Expected level of behaviour
- Parents will be expected to sign the 'Accompanying Adult Consent form' or 'Accompanying Adult 1-1 Consent form' to confirm they agree to these procedures

SUMMARY

This summary sheet is for adult helpers who attend school trips to support our children. Ensuring adult helpers read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils. As an adult helper for the school you have a duty of care towards the pupils. This means you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Visit Leader / Designated Person for Child Protection (DSP), Mrs Brennan or Miss Boardman. The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- Witnessing behaviour which gives rise to concern.

If any of these points give cause for concern then:

- Refer to the Visit Leader so appropriate safeguarding protocol is followed
- Inform the DSP
- Maintain confidentiality and DO NOT discuss your concerns with anyone else

Please note if the trip returns after 3.15pm you have made arrangements to have for siblings to be picked up. Please speak to the Visit Leader prior to departure regarding this matter.

Once again thank you for volunteering today.

October 2019



Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact/s for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the Visit Leader and class teachers will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the Visit Leader and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The Visit Leader and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

For visits that take place outside the School Learning Area, the Visit Leader will carry an LA Emergency 'Card' (See Appendix 9)



Emergency Card - Latymer All Saints (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s) i.e. The Headteacher or SLT.

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
5. (999 or appropriate local number if abroad, Europe 112, North America 911)
6. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

London Borough of Enfield Emergency Contact 020 8379 2222 or if abroad: +44 208 379 2222

Be prepared to give:

- Your name
- School / establishment name / year group
- Phone number and back up numbers
- Exact location
- Nature of the incident
- Number in the group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, Headteacher, Deputy Head Teacher or EVC and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to another teacher, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad