



LLOYD WILLIAMSON
FOUNDATION

The
Lloyd Williamson
Schools Foundation

Educational Visits
Policy

General Statement:

The Lloyd Williamson Schools Foundation is committed to encouraging and supporting safe and educationally beneficial off-site trips and visits. Trips are arranged for whole classes, several classes together and sometimes the whole school. The School also offers an annual elective residential trip. Any other trips to be undertaken would be in negotiation with the Senior Management Team.

LWSF aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for students of all ages.

We believe that educational visits serve to:

- Broaden and deepen the learning experience
- Motivate curiosity and enquiry
- Develop empathy and quality in relationships outside of the school environment
- Extend and enrich the curriculum and the student's learning experience

Residential courses / trips (PGL) should encourage and foster self-discipline, organisation, empathy and recognition of interdependence.

LWSF is committed to providing all students as far as possible, including those with SEND, with at least one residential experience.

Visits should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed.

The scope of this policy covers a very wide range of potential activities, whether a short trip to a local museum or travelling long distances for a specific activity at a specially selected location. The same principles will also be applied to those types of visits that are purely for enjoyment and enhancement of life experiences, such as theatre etc. LWSF aims to promote benefits from students visiting venues and gaining first hand experience and/or partaking in activities is invaluable in their educational and personal development.

We also recognise that the selection of appropriate venues that can enhance the experience and enjoyment without compromising the health and safety of those who are involved, are crucial to the success of the visit.

The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and take into account the health and safety issues that may foreseeably arise during any visit. Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

RESPONSIBLE PERSON

Clare Smart (Educational Visits Co-ordinator)

1. The primary functions of the above named person are to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
2. This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported to the Principal.
3. In particular, the EVC has responsibility for ensuring that procedures for dealing with educational visits follow the requirements of this policy and are fully in place prior to the commencement of any educational visit.
4. The EVC will review educational visits and the feedback obtained facilitates, where practicable, development and improvement for future arrangements and visits.
5. The EVC can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

Practicalities

The Policy

- To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To not exclude any student with protected characteristics as defined by the Equality Act (2010).
- To ensure adequate provisions and arrangements have been included for all students with special needs during educational visits.
- To categorise each educational visit and to plan and organise accordingly. (Note: visit categories are summarised at the end of this policy document.).
- To co-ordinate all educational visits through our appointed Educational Visits Co-Ordinator (EVC).
- To ensure a suitable Trip Leader is appointed for each type of visit, irrespective of the nature and duration.

- To ensure that any selected Trip Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared in line with the school's safeguarding procedures.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To always provide effective levels of supervision appropriate to the numbers and age group(s) of the students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.
- To assist, wherever possible, those parents who may have difficulties in meeting all the costs of any specific visit.
- To exclude those whose behaviour represents a threat to the health and safety of themselves and those around them.

The Arrangements

The following arrangements and activities are in place to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks
- A set of procedures to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit.
- A reporting procedure for any accidents or incidents that may occur on the educational visit and for observed conditions that may lead to such incidents (forms in office).
- A system for providing feedback on the experiences of all educational visits that enables improvements and enhancements of future visits to be considered.
- First aid provision and trained first aiders appropriate to the assessed needs of any educational visit (all trips must have first aid cover).
- Adequate insurance arrangements appropriate to the nature of the visit covering (where appropriate): luggage and equipment, accident and medical cover and cancellation.
- Checklist systems to ensure the following are accounted for:
 - ⇒ Names of all students on the visit and accountability during the visit

- ⇒ Emergency contact details of parents
- ⇒ A list of provisions and equipment required for the visit, including specific medical and first aid provisions
- ⇒ Itineraries and schedules for all proposed travel and activities
- ⇒ Appropriate and adequate provision of information and instruction to all those who require them
- ⇒ Appropriate mobile communication methods, systems and equipment
- ⇒ Additional specific requirements based on the nature and location of the visit
- ⇒ The assessment and provision of a licensed transport provider and adequately maintained transport vehicles wherever and whenever required.
- ⇒ The assessment of appropriate modes of travel and provisions for alternative arrangements in the event of an emergency

NB: On outings that involve going on a bus/mini-bus LWSF will only allow children to sit in the front if it has been agreed on a consent form. The minibus driver and at least one member of staff will accompany the children in the minibus. All those on the bus will wear safety belts, except where, for example on tfl, they are not provided.

Responsibilities:

Board of Trustees

Trustees may support the Head Teacher in reviewing plans for final approval higher risk or overseas events which require a greater level of management and approval.

Principal / SMT

The principal will ensure trips are suitably planned and managed. They will delegate the responsibility for leading a trip to a qualified trip leader or initial approval of a trip to the Educational Visits Coordinator (EVC); the principal will hold a duty of care to everyone involved.

Educational Visit Coordinator (EVC)

As stated previously.

Trip Leader

1. Where so instructed and delegated by EVC, to plan the proposed visit considering the health and safety risks that may arise before, during and after the visit.
2. To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.

3. To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.
4. To ensure that the needs of all those included on the visit are assessed and provided for.
5. To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
6. Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly.
7. To ensure parents are provided with all the necessary information about the educational visit, any equipment etc they need to provide, and the standards of conduct expected of their child(ren).
8. Where appropriate, invite parents to any briefing sessions.
9. To brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
10. To finalise all details and arrangements with the EVC.

Teaching staff involved with educational visits

1. Support the Trip Leader in all requirements and follow instructions.
2. Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
3. Assist in general control and discipline requirements.
4. Inform the Trip Leader of any concerns, observed or otherwise.
5. Do not to force students to partake in any activities during the visit that they may not wish to do.

Parents/Carers

1. Must provide emergency contact details prior to the educational visit.
2. Sign and return a consent form for PGL. Parents agree to more general trips in the Terms and Conditions.
3. Provide any relevant information known to them regarding the (current) health of their child.
4. To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned.

Students

1. Must dress and behave sensibly and strive to meet the expectations placed upon them.
2. Must follow the instructions given to them by any accompanying adults.

3. Must not take any unnecessary risks or place their fellow students at unnecessary risk.
4. Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.

Categories of Trips:

We recognise three categories* of trips:

- Category A – these comprise activities that present no significant risk and where any element of risk is similar to daily life;
- Category B – higher risk activities where the trip leader has either undergone a familiarisation process or induction, or where the trip leader has specifically booked a designated person who has undergone training specific to the task;
- Category C – higher risk activities where a trained person is necessary to lead the activity and where the school has checked the credentials and qualifications of the designated trained person.

*A list of activities under each category is given at the end of this policy. Any activity commissioned by the school, and not on this list, will be categorised by the Senior Management Team.

Procedures for Category A and B Trips:

The member of staff designated as the trip leader, in negotiation with the EVC, will be responsible for assessing the level of risk involved on the trip. A health and safety risk assessment (which will take account of all perceived risks, emergency procedures and first aid needs) will be required prior to organisation of the trip. An **Educational Visits Checklist** must be filled out and handed in to the EVC in advance of the trip. Where the trip involves numerous classes and teachers, one teacher will be designated as the trip leader, with overall responsibility for overseeing the trip.

LWSF will ensure that at least two members of staff will be with a group of more than two children. In cases where there are two children or less, staffing will be at the discretion of the Senior Management Team, or the staff involved.

As a measure of good practice, the LWSF will aim to adhere to the following ratios for trips and visits:

1:2	6 months-3 years old
1:4	3-4 years old, Sprites (Reception)

1:6	Pegasus (Yr1), Dragons (Yr2), Unicorns (Yr 3)
1:10-15	Griffins (Yr 4), Minotaurs (Yr 5), Centaurs (Yr 6), Chalkers (Yrs 7-9) & Hydras (Yr10 and upwards)

A list of the children and staff going out must be taken on the trip and checked before departure from the school, throughout the outing and before returning to the school. A copy of the list with at least one contact mobile number must be handed into the office on departure.

All nursery children and children in Sprites and Pegasus going on a school trip must wear a 'badge' with the name of the school and the telephone number written on it. This should **NEVER** have the child's name on it.

Road Safety for Category A and B Trips:

The Lloyd Williamson Schools will use public transport where possible and will discuss with the group of children going on the trip the Health and Safety implications of travelling by bus or tube.

The main principles of road safety will be established and gone over in class before the children set off.

When walking near a road the children should **ALWAYS** hold hands. When an adult accompanies a child, the child should walk on the **inside**, away from the kerb. When an adult is walking with two children, there should be one child either side of the adult. When there are more than two children, an adult should be at the front, children should follow in pairs with the second adult following at the rear. In large groups, the children should always be in pairs with staff at the front, the rear and spread out in the middle of the line – never together talking to each other. Children should only talk to their partner – teachers should pay attention to children not looking where they are going or turning to talk to children behind them.

When crossing roads staff should always follow the Green Cross Code and encourage the children to do the same. Staff should always use a pedestrian crossing if one is available. Never take a risk, always **wait** until it is safe to cross.

When walking along pavements staff should always be aware of other pedestrians and not allow the children to spread out too far. When using double buggies staff should not travel two abreast.

At least one first aid kit will be taken on each outing. If a child has an accident, the staff will assess each case and make the appropriate contacts, which are calling the school so that parents can be informed and, where necessary, first calling the

emergency services by dialling 999. First aid will be administered where appropriate. At least one member of staff will remain with the children and at least one member of staff will attend to the injured child and remain present at all times.

On outings that involve going on a bus/mini-bus LWSF will only allow children to sit in the front if it has been agreed on a consent form. The minibus driver and at least one member of staff will accompany the children in the minibus. All those on the bus will wear safety belts.

Category C Trips (typically PGL):

LWSF usually organises a five-day trip to a centre for outdoor education with PGL Holidays. Parents/Carers are informed about the trip with details of: location, cost, designated leaders from the school, activities and assurances of qualified staff at the centres involved. Parents/Carers sign a consent form for their child/children to participate in activities on the trip. From information given to them by the school, parents/carers will have a clear understanding of the nature of any activities undertaken on the trip. The children and staff travel to the location by bus, organised by the school. All above guidelines for Category A and B trips will be followed once the children and staff have left the school.

Children with Additional Needs:

Staff will always conduct a Health and Safety Risk Assessment specifically for children with additional needs, so that they have equal access to all trips and as many activities as practicable. The trip leader will discuss the needs of specific children with parents/carers and Learning Support Assistants and make arrangements as appropriate, depending on the trip and the individual needs of the child.

Categories of Trips

Category A:

Includes visits, journeys and environmental studies for which the element of risk encountered is similar to that encountered in daily life. For example:

- Environmental and country walks
- Field studies – non-technical
- Historic sites
- Local sports tours
- Sites of commercial interest
- Walking – only on routes accessible by an ordinary ambulance

Category B:

Higher risk activities:

- Camping – only in areas accessible by an ordinary ambulance

- Cycling – only on roads or off-road terrain accessible by an ambulance
- Farm visits
- Low level initiative challenges
- Orienteering
- Swimming lessons off site
- Zoo visits

Category C:

High-risk activities with potentially hazardous activities. For example:

- Abseiling
- Archery
- Ballooning
- Bivouacking
- Boating
- Building sites
- Camping in remote locations
- Canoeing
- Caving/potholing
- Field studies in hazardous environments: streams, rivers, beaches etc
- Flying
- Gliding
- Horse riding
- Mine exploration
- Mountain biking in remote locations
- Mountain walking/scrambling
- Activities in reduced/poor visibility conditions
- Overseas trips
- Parachuting
- Parascending
- Rafting
- Rock climbing
- Sailing
- Skiing and snow-boarding
- Wind-surfing
- Winter mountaineering

Post-Trip Reviews: Understanding the Value of Reviewing What Happened

Staff involved (and sometimes students) will liaise with the EVC and / or Principal to review how the whole trip worked. This conversation will include the travel and activities involved, as well as how the work to plan the trip, liaising with the EVC and Principal for approval and how venues and providers, when applicable, were received by staff and pupils. A review may also look at the risk assessment(s) and

emergency plans after having attended the trip to see if everything was suitably assessed.

Monitoring and Evaluation:

The senior management team will regularly evaluate the effectiveness of this policy. Reviews will take place on a regular basis or as necessary.

The Co-Principals are committed to keeping the policy up to date with initiatives, guidelines and legislation.

Updated September 2023

Next review due September 2025

**Lucy Meyer
Co-Principal**