



Educational Visits Policy

Date agreed by Governors	Autumn 2019
Reviewed	Autumn 2021
Reviewed	Autumn 2023
Reviewed	Spring 2026
Next Review	Spring 2028

Linked Documents
Health & Safety Policy
Teaching & Learning Policy
National Curriculum 2014
Education Act 1996
Outdoor Educational Advisers' Panel (OEAP) National Guidance
Health and Safety on Educational Visits DfE 2018
Charging for school activities DfE 2018
Evolve Advice – The Educational Visits Specialists



The United Nations Convention on the Rights of the Child (UNCRC) articles which inform this policy are:

- Article 3: The best interest of the child must be top priority in all decisions and actions that affect children
- Article 12: Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
- Article 15: Every child has the right to meet with other children and to join groups and organisations.
- Article 19: Governments must do all they can to ensure children are protected from all forms of violence, abuse, neglect and bad treatment.
- Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

School's Purpose: To prepare pupils for lifelong success

School's Vision: At Godwin Junior School we:

- Value everyone
- Instil a love of learning
- Seek and encourage talent
- Inspire resilient learners
- Develop responsible global citizens
- Nurture confident, articulate individuals

1. RATIONALE

At Godwin Junior School we believe that young people benefit enormously from taking part in educational visits. In particular, they have the opportunity to undergo a wide range of experiences not available in the classroom and such visits help to develop children's skills and confidence as well as enhancing their learning. Longer visits in particular encourage greater independence. Ofsted's report on Learning Outside of the Classroom, has also shown how learning beyond the classroom has contributed significantly to raising standards and improving pupils' personal, social and emotional development.

Educational visits are an essential element of good primary practice and as such provide stimulus and support to work being covered as part of the school curriculum. The purpose and objectives of visits and types of visits will vary from trip to trip but will benefit pupils through links with the curriculum and creative and personal development. It may be that a visit provides an effective stimulus at the start of a unit of work or alternatively teachers may decide to use an educational visit at any time during a topic to enhance and support the curriculum.

Health and Safety measures should help young people to do this safely, not stop them. No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures will reduce the potential for and number of accidents, as well as lessen the seriousness of those that occur.

As a school we follow the DFE published advice and local guidance provided by The Educational Space (on behalf of the Local Authority) and other relevant guidance, which includes health and safety support, advice and assistance.

2. PROCEDURES

The Governing Body is responsible for ensuring that pupils benefit fully from visits and those experiences are positive and remain as free from harm as possible. The Governing Board delegates to the Head Teacher the responsibility for establishing the school's detailed procedures, consistent with the Local Authority (LA) guidance.

These detailed procedures will encompass the following:-

- ☐ Approval of an educational visit
- ☐ Arranging and obtaining consent

- ☐ Charging policy
- ☐ Levels of acceptable supervision and ratios
- ☐ Insurance arrangements
- ☐ Competence of visit leaders
- ☐ Planning procedures including risk assessment
- ☐ Conduct and safety
- ☐ Information to parents/carers and young people
- ☐ Emergency procedures, including first aid arrangements and Plan B
- ☐ Specific arrangements including those for young people with special educational needs (SEN) and/or disability, residential visits, visits abroad and any visit involving particular risk e.g. outdoor and adventurous activities (OAA)
- ☐ Evaluation and monitoring

The Governing Board requires the Head Teacher to maintain, monitor and review the educational visits procedures, when necessary, amend them and refer back to the Governing Board as appropriate.

The Governing Board delegates the approval of all educational visits as detailed below to the Head Teacher:

- i. Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session)
- ii. A half or whole day visit that requires the use of transport
- iii. A half or whole day visit that requires one or more night's residential accommodation
- iv. A day visit abroad
- v. A visit abroad requiring one or more nights residential
- vi. An out of school hour's learning (OSHL) activity (e.g. a sports fixture at another school)
- vii. Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes etc.)

It is a requirement of the LBN that every maintained school and setting has an Educational Visits Co-ordinator (EVC). Currently, this post is held by the Deputy Head Teacher, Tehira Aslam. It may be appropriate that, for example, the administrative duties are shared with another member of staff, but the named EVC should always lead the work.

An EVC is a named individual who undertakes the following duties:

- Ensuring educational visits meet the employer's and school's requirements
- Supporting the Head Teacher and the Governing Board with approval and other decisions
- Assessing competence of prospective leaders and staff
- Ensuring risk assessments meet requirements
- Organising training and induction
- Overseeing the organisation of emergency arrangements
- Reviewing systems, monitoring practice and evaluating.

3. ARRANGING AND OBTAINING CONSENT

The law states that schools, colleges and other establishments that a child attends as part of their day-to-day education or training do not need consent for the child to participate in offsite visits that take place during the establishment's normal hours, and which are a part of its secular curriculum (Education Act 2002 section 29). They do need consent for visits that take place outside normal hours.

While parents/carers do not have the option to withdraw their child from the curriculum, except for religious or sex education, we follow good practice and give them sufficient written information on visits or activities that are taking place.

If a curriculum visit involves an adventure activity or other higher-risk activity, then parents/carers might understandably be concerned. This is addressed by providing information and reassurance about how the risks will be managed at an information meeting.

At the beginning of their child's time at Godwin, all parents/carers complete a 'School Visits Parent/Carer Consent Form'. This provides evidence that parents/carers have consented in advance to all visits and activities which require their consent. However, these blanket consent forms are turned into informed consent prior to any visit.

Consent for Other Matters

In addition to gaining consent for participation in certain visits, it may be necessary to ask parents/guardians for other consent, such as:

- Consent for a child to receive emergency medical treatment, including administration of an anaesthetic or blood transfusion, in the event of an emergency when parents/guardians cannot be contacted
- Consent for the school to share personal data such as contact details, medical and behavioural information with third-party providers (under the terms of the school's Privacy Policy)
- Consent for the use of photographs of a child by the school or by any provider
- Agreement to any financial or other terms and conditions

4. CHARGING

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities maintained by local authorities in England. Charges for school activities maintain the right to free school education and establish that activities offered wholly or mainly during the normal teaching time should be available to all young people regardless of their parent's/carer's ability or willingness to help meet the cost.

Charges for day trips will be voluntary and no child will be omitted or treated differently because of insufficient funds. However, an activity or visit may be cancelled if there are insufficient contributions. Any charge made will not exceed the price of the activity.

Charges for residential journeys out of school time may be made for transport, board and lodgings as well as the full cost when a visit is deemed as an "optional extra".

4. LEVEL OF ACCEPTABLE SUPERVISION AND RATIOS

We ensure that the staffing of visits enables leaders to supervise participants effectively. Decisions about the staffing and supervision take into account:

- The nature and duration of the visit and the planned activities
- The location and environment in which the activity is to take place
- The nature of the group, including the number of participants and their age, level of development, ability and needs (behavioural, medical, emotional and educational)
- Staff competence
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

At Godwin, each educational visit will contain at least one teacher/HLTA and two or more additional adults per 30 children. One will be the designated leader and one of the attending adults will be a trained First Aider. In addition, one or more members of staff may accompany the group following the risk assessment. If a visit is a local one, e.g. to a neighbouring school which has its own first aiders, then additional adults do not need to be first aiders. Some children with SEND (learning difficulties, ASD, EBD, disability etc.) may require closer supervision and these adults do not usually count as part of the ratio for the whole group.

Some educational visits, such as escorting small groups of children to local sporting events or for enrichment activities, may not be led by a teacher but by an experienced member of staff.

6. INSURANCE ARRANGEMENTS

The Council arranges public liability insurance. This insurance covers all activities in, and off the school site whilst pupils are in the care of school staff.

7. QUALIFICATIONS AND EXPERIENCE OF VISIT LEADER

A suitably experienced member of staff will lead the visit and be empowered to act on the Head Teacher's behalf for the duration of the visit. To ensure that Early Career Teachers (ECTs) gain experience, opportunities will be provided for them to shadow more experienced teachers during their Induction Period or alternatively during their first term. Other experienced staff, such as another teacher and/or teaching assistants, will accompany them on their initial educational visit.

8. PLANNING PROCEDURES

Education visits will be planned in accordance with The Education Space issued guidance and with the permission of the Head Teacher.

We expect all children to undertake Educational Visits to enrich and extend their learning. In support of this expectation all classes should aim to undertake a minimum of one educational visit per term which is linked directly to an area of the curriculum they are studying.

Educational visits will include planning and preparation, aims and objectives, preliminary visit, completion of a risk assessment and final approval. Visit Leaders will use the checklist to support them planning a visit **(see Appendix 1)**.

When planning a visit and undertaking a risk assessment, Visit Leaders and the EVC will use the

STAGED approach to guide the thinking process.

S is for staffing:

- Do you have sufficient staff?
- What are their competencies?
- What's your staff contingency plan?
- Do they have any needs to be considered?

T is for transport:

- How are you travelling?
- Do you have qualified drivers?
- Are you stopping at services?
- Are you using public transport?

A is for activity:

- Is this provider-led and do they hold an LOtC (learning Outside the Classroom) Quality Badge?
- Are the staff appropriately qualified and trained if school-led?
- Do you have the right clothing and equipment?
- Are the learning outcomes clear?

G is for group:

- Have the behaviour, medical, educational, emotional etc. needs been considered?
- Group dynamics and rooming?
- Team development?
- Are the pupils competent to do what you are asking of them?

E is for environment:

- Is this urban or rural?
- Is this near water or in challenging terrain?
- Is it summer or winter?

D is for distance:

- How far are you from school and how accessible for the emergency services are you and therefore, how far are you from help?

These are just some considerations, but not an exhaustive list.

The following guidelines support the planning and implementation of educational visits organised at Godwin Junior School. Although no amount of planning can guarantee that a visit will be completely incident free, following these planning procedures will reduce the potential for and number of accidents and lessen the seriousness of those that do happen.

1. The Visit Leader should verbally seek approval from either the Head Teacher or Educational Visits Co-ordinator (EVC) before under-taking a preliminary visit.
2. A HLTA will liaise with the EVC and Class Teachers to book all the educational visits.
3. All planned visits begin with a preliminary visit which highlights any potential hazards that should be addressed on the risk assessment with the appropriate action required.
4. Check the school diary to ensure that the day is fairly free and that no other classes have educational visits arranged for the selected date/dates.

5. A pink visit authorisation form (available in the office) (**see Appendix 2**) will be completed (by the HLTA) well in advance of any planned visits and given to the EVC/Head Teacher for authorisation. This should be at least 15 working days beforehand, so that an application can be made for travel tickets.
6. The EVC/Head teacher will pass the form to the school office so that travel tickets can be ordered when necessary and letters informing parents/carers can be prepared and issued.
7. The Senior Admin Officer will pass a copy of the authorisation form to the EVC, who is responsible for deployment of Teaching Assistants (TAs). The agreed ratio is a minimum of one adult for every 15 children for a local visit and dependent upon the age group, or a minimum of 1:10 for visits that involve a longer journey with public transport. Additional adults may be required for health and safety reasons for specific pupils with SEND and/or behavioural difficulties.
8. The EVC will liaise with the Inclusion Leader concerning which adults will accompany the children on the day.
9. One of the adults accompanying the group will usually be a trained First Aider who will carry a Godwin first aid bag. If there is no first aider for a local visit, then a member of staff will carry the bag. All children carry their own asthma pumps.
10. A Risk Assessment Form (**see Appendix 3**) is completed and emailed to the EVC at least two weeks before the visit.
11. It is considered good practice for pupils to also carry out risk assessments for an educational visit (see attached example). This can be carried out in pairs, small groups or as a whole class, dependent upon the age group of the pupils.
12. Money should be paid directly by the parent/carer to the school office and a receipt obtained.
13. At present, free school packed lunches can be provided for all children, although many like to bring their own packed lunch. The First Aider on the visit must complete a School Packed Lunch Request Form (**see Appendix 4**), highlighting allergies and hand it to the cook. This needs to be done at least 1 week prior to the visit date.
14. The First Aider checks, in advance (minimum two days before), that all medication is within date and in school.
15. The Visit Leader will carry out a pre-visit briefing to staff/additional adults and pupils.
16. It is good practice for children to carry out their own risk assessments for some visits (**see Appendix 6**).
17. All adults are to be given a copy of the risk assessment by the Visit Leader, travel arrangements and groupings. In addition, any information about the venue and exhibits/events would be useful. Adults exchange their mobile 'phone numbers in case of the need to contact each other during the visit.
18. All pupils are provided with a blue wristband with Godwin Junior School contact details.
19. On the morning of the visit, the following are collected from the office:
 - travel tickets (if applicable)
 - Godwin wristbands
20. On the morning of the visit, the First Aider collects the first aid bag and any necessary medication.
21. A School Incident Form must be completed if a medical incident (involving the Emergency Services or hospital) occurs on a visit. This is available from the school office. The form should be kept with a copy of the Risk Assessment and a record of the event and copies sent to the LA.

9. CODES OF SAFETY AND CONDUCT

Children will be briefed prior to each educational visit. This will include the purpose of each educational visit, code of behaviour and supervising adults.

10. VOLUNTEERS

It is not normal practice for parent/carer helpers to accompany their child on an educational visit. However, this will be reviewed for each visit and volunteers and parents/carers may accompany the class if it is considered appropriate and beneficial. If a parent/carer is requested to accompany their child due to health and safety considerations, they will not be given any responsibility for other children.

11. INFORMATION TO PUPILS AND PARENTS/CARERS

Information about specific visits is given to parents/carers and pupils in advance. This includes details about the venue, date, timings, clothing, packed lunches and costs, including a statement about voluntary contributions, if appropriate.

The Senior Admin Officer has standard letters for this purpose. The Visit Leader will include specific requirements for the letter on the pink Educational Visit Request Form. Please see section 15 for children with Special Educational Needs and Disabilities.

12. MEDICAL CONSENT

As part of parental consent, parents/carers are asked to agree to their child receiving emergency treatment, including anaesthetic or blood transfusions, as considered necessary by the medical authorities.

Children with specific medical or special educational needs will be listed as part of the visit's Risk Assessment e.g. asthma, language and communication difficulties. In addition, consideration of how the risk will be minimised will be recorded.

13. EMERGENCY PROCEDURES INCLUDING FIRST AID ARRANGEMENTS

In the event of a medical Health Care Plan being in place for a child, the leader and first aider will be familiar with its emergency procedures and will carry a copy of this document during the duration of the visit.

A trained First Aider will usually be one of the teaching assistants accompanying each educational visit. They will carry a first aid bag and any medication as required, e.g. EpiPens etc. Children need to carry their own asthma inhalers.

For all activities whether they take place during normal school hours or take place outside normal school hours, the Head Teacher, lead medical staff and/or EVC should be aware of any relevant medical information and emergency contact information for all participants, including staff.

In the event of an emergency, the school emergency plan will be carried out **(see Appendix 5)**. For visits that take place outside the school, the Visit Leader will carry the Evolve Emergency Cards for School Visits and refer to it.

A serious accident or incident could be defined as a fractured arm or leg or any other illness or injury requiring medical treatment and/or hospitalisation. It could be a civil emergency due to terrorist action or a natural disaster due to a flood. This may or may not have resulted in a loss of life.

The Visit Leader and the HT/EVC know to request support from the Local Authority in the event that an incident overwhelms the school's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

The Education Space

Tashanna Egbochue (Head of Safeguarding and Compliance)

During work hours: 020 8249 6973 or 07807 727366

Out of work hours: 07807 727366

14. RISK ASSESSMENT

There are three types of risk assessment normally recognised in educational visits.

Ongoing/dynamic

Often unwritten risk assessments undertaken in real time in response to changing situations. These will be carried out by the Visit Leader and additional responsible adults. In some cases, significant changes to the plan may be recorded retrospectively, often during the evaluation processes. This process relies on a well prepared and competent visit team.

Event-specific

Risk assessments which are specific to a particular visit. It is important that the event-specific planning helps to identify key people or issues and how these will be managed to reduce the likelihood of incident or harm.

Generic

Risk assessments, which are determined by the school (e.g. coach travel risk assessment), are normally used unamended

Generic risk assessments may only give an impression of what might take place on a visit. So, for example, the risk assessment for a field study visit may have assumed good weather, but on arrival, the weather conditions and water level may be different. Therefore, some event specific and dynamic risk assessment will be required.

A Risk Assessment will be completed by the Visit Leader and assessed by the Educational Visits Co-ordinator two weeks prior to the educational visit. This will include a preliminary visit unless previously agreed with the Head Teacher, such as for regular visits to the swimming pool.

15. EQUAL OPPORTUNITIES/ARRANGEMENTS FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS

We will make every effort to ensure that school activities are accessible to all, irrespective of

special educational or medical need, ethnicity, gender, faith etc. Venues, whenever possible, will be selected that are accessible to all children or where reasonable adjustments can be made. Teachers are advised to check accessibility information both on the venue's website and also via <https://www.accessable.co.uk>

Arrangements for children with Special Educational Needs and/or disabilities will be considered as part of the Educational Visits risk assessment.

Consideration will include the capability of the pupil, possible adaptation of the activity, additional or different resources, and necessity of additional supervision, particularly if a pupil is supported in the classroom. In the case that public transport would not be appropriate, arrangements can be made for the child to travel to and from the venue in a taxi cab, supported by a member of school staff and ideally accompanied by a friend.

It may be appropriate that a parent/carer accompanies their child, particularly if there is a health and safety concern. If a parent/carer is not able to accompany their child where deemed necessary then the child will remain in school and take part in alternative activities which would be linked to the visit or follow their individualised plans for educational visits to build their independence and safety skills to support their learning.

This decision would be taken by the Head Teacher.

16. RESIDENTIAL VISITS

Residential visits will only take place in borough-approved Activity Centres that have a LOTC (Learning Outside the Classroom) Quality Badge and in the receipt of the Centre's Risk Assessment Procedures. All other procedures are as per day educational visits.

Residential, adventurous or overseas visits need to be signed off at employer level. This is the Educational Visit Adviser at Newham Local Authority. The school needs to be aware of LA's policy for submitting more complex visits - many recommend that complex visits are submitted at least four weeks before departure.

17. RESIDENTIAL VISITS/VISITS ABROAD

As 16 above but additional hazards to consider and include on the Risk Assessment form are:

- Transport (alternative routes if public transport not available)
- Accommodation (fire, balconies, security etc)
- Consider hazards at each location to be visited (city centre, lake, beach, country/coastal walk, farm etc)
- For visits abroad consider the hazards specific to the country (contact Foreign Office)
- Activities undertaken (rock climbing, swimming etc)
- Hazards during 'informal activities' (evening, recreational activities)
- Changeable factors (weather)
- Appropriate Passport/Visas
- EHIC cards to cover medical treatment in EU countries
- Parent/Carer Consent Forms
- A trained First Aider MUST be one of the staff members who accompanies children on a

residential visit.

18. TRAVEL

Four methods of travel are usual:

- By foot - ensure children have adequate supervision and clothing.
- By bus - ensure adequate supervision and that time and distances are known.
- By train - ensure adequate supervision and that time and distances are known.
- By coach - arrangements made by School Office Manager. A creditable company must be used.

If applying for free travel, applications must be made no later than **21 days** in advance of the visit. Inform the Senior Admin Officer who will organise the travel application. This information is required on the Educational Visit Request Form.

- Accompanying adults are responsible for ensuring the appropriate behaviour of pupils.
- A member of support staff should be situated at the front of the line, another in the middle of the line and the teacher at the end of the line so the teacher can see the whole class.
- Pupils must keep in their seats at all times whilst the bus, train or coach is in transit and until the accompanying teachers and TAs say otherwise. If there are no seats available, they should hold on to a 'hand hold'.
- Pupils must not eat on a bus, train or coach. However, they may drink water, particularly if it is hot.
- Children must be supervised by accompanying adults on and off the bus, train or coach by accompanying teachers.
- When off the bus, train or coach, children should be organised in an orderly line.

Travelling on trains

When entering or leaving trains delegate a responsible adult to:-

- keep the group together and well away from the edge of the platform.
- be at the front of the group to organise seating and keep the group together; if standing is necessary ensure all children have hand holds.
- warn children about movement of the train and the need to "hold on".
- stand at the open door to ensure it does not close before all party are boarded
- ensure no child is left on the platform.
- leaving the train – check no child is left on the train and ensure there is a safe place to assemble the group.

It is beneficial to split a large group into smaller groups, and assign particular pupils to each adult. TFL is able to provide assistance at many stations on the network and can be contacted on the main switchboard number 0343 222 1234 (option 5 and then option 1).

19. MONITORING AND EVALUATING

We will internally monitor all visits through;

1. The Educational Visits Co-ordinator (EVC) will check all Risk Assessment Forms thoroughly.
2. The EVC/ HT will ensure that suitable training is available for all teaching staff and full time support staff

3. EVC/HT will ensure that ECTs are able to either shadow another teacher on an educational visit such as during their Induction Period or that they are accompanied on their first visit by experienced members of staff
4. EVC/HT to ensure suitable adults as Visit Leaders, additional adults and for First-Aid support.
5. Senior Admin Officer to maintain and monitor the Educational Visits file. This is located in the school office.
6. EVC/HT to ensure that the school follows the London Borough of Newham Guidelines when responding to an incident during an off-site visit.
7. Post the visit; staff will evaluate the educational visit and communicate any unforeseen additional risks to the EVC and teachers in their year group, detailing any factors that may improve the safety of the visit and minimise risks.



GODWIN JUNIOR SCHOOL – EDUCATIONAL VISITS CHECKLIST



Suggest at least a term before - Visit Leader/HLTA:

1. Check suitability and availability of venue (some popular venues are booked up a year in advance)
2. Check links to the Integrated Curriculum (Visit Leader)
3. Get oral approval from HT/EVC (HLTA)



Suggest at least a term before - HLTA:

1. Book venue. Check available dates in school diary & liaise with HT/EVC beforehand (HLTA)
2. Record EV into diary; after consultation with EVC, add number/names of adults, preferably from own year group; one TA needs to be a first aider.
3. Check journey on TFL website
4. Complete pink authorisation form
5. Hand pink form to EVC/HT to sign. EVC/HT will hand pink form to the office so that travel tickets can be ordered and letters written.



At least 2 weeks before - Visit Leader:

1. Arrange a pre-visit to venue beforehand
2. Consider/prepare activity for pupils
3. Complete risk assessment (email to EVC at least two weeks before EV and BEFORE letters are sent to parents/carers). Risk assessment needs to be checked by EVC; remember to include arrangements for specific individual pupils e.g. SEND, behaviour, learning, medical etc. Consult Inclusion Lead for special provision.
4. Check TAs/First Aider with EVC. Visit Leader to inform staff involved in the visit
5. First Aider to inform school cook of when EV will take place and how many children require packed lunch including dietary requirements.



Week before - Visit Leader:

1. Prepare activity to be completed by pupils
2. Ensure that letter to parents/carers has been given to pupils and return slips are sent to the office
3. Prepare information pack for adults; risk assessment, groupings, maps, pupil activities (at least 2 days before)
4. The First Aider checks, in advance (minimum two days before) that all medicine is within date and in school
5. Ensure that children complete their own risk assessment (small groups/whole class)



On the morning -Visit Leader:

1. Hand out information packs to adults
2. Ask additional adult to collect train tickets and Godwin wristbands from the office (to be counted and returned after the visit)
3. Ask First Aider to collect first aid bag with appropriate medicine, inhalers etc.
4. Take Ipad to take photos (ensure that it has been charged beforehand)



GODWIN JUNIOR SCHOOL

EDUCATIONAL VISITS
VISIT AUTHORISATION - PART ONE



Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

DETAILS			
Venue:			
Class: Date: Time leaving: Time arriving:	Class: Date: Time leaving: Time arriving:	Class: Date: Time leaving: Time arriving:	Class: Date: Time leaving: Time arriving:
Adults (incl 1st aider):	Adults (incl 1st aider):	Adults (incl 1st aider):	Adults (incl 1st aider):
Transport/Journey/Route:		Tickets Required: ☐ Yes ☐ No	
Cost:	Budget (if applicable):		
Reason for visit:			

LETTER	
☐ Letter required Or ☐ Letter attached	Letter information:

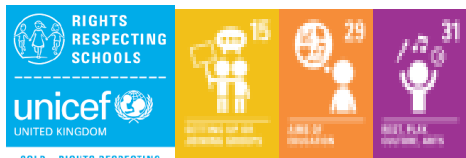
AUTHORISATION	
Form completed by:	Date:
Trip Authorised by:	Date:

Please check the school diary to avoid double booking
To be completed as soon as visit is planned and at least 6 weeks prior to visit.

EDUCATIONAL VISITS
VISIT AUTHORISATION - PART TWO

HEALTH & SAFETY		
☐ Risk Assessment Complete	Date:	☐ Risk Assessment to EVAC
☐ Medical Requirements Checked	☐ First Aider Nominated	

ORGANISATION	
☐ Details entered in school diary	☐ Adults informed (as per school policy)
☐ Lunch requirement organised	☐ School cook informed
☐ Travel tickets in school office	☐ Letter issued



Godwin Junior School – Educational Visits: Risk Assessment



Assigned to: All locations (swimming, residential visits and sporting events will also need their own venue's Risk Assessment)

The Health and Safety at Work etc Act 1974 (<https://www.legislation.gov.uk/ukpga/1974/37/contents>) places overall responsibility for health and safety on educational visits with the employer (Head Teacher). This Risk Assessment is used as a guide to support all Educational Visits to ensure appropriate control measures are in place to lower risk for activities or events where children are leaving the school site.

Date of visit:	Name and contact number:
Visiting (name of venue):	Reason for visiting:
Group Leader:	Class:
Time leaving school:	Time arriving back at school:
Name of staff who made the preliminary visit?	Date of preliminary visit:

Event Specific Risk Assessment

<u>Staff</u>	Leader	1 st Aider	General TA	Additional adult	Additional Adult	Parent

Transport – How are you getting to the venue? What route will you be taking? What public transport will you be using? Are there any planned stops? Please include details of the journey.

Activity - What are the learning outcomes? Do you/the children have the right clothing and equipment? Are staff appropriately qualified and trained? Has a session been booked and what time? Where will children have lunch?

Group – Has the medical, educational, behavioural and emotional needs been considered? Have you carefully considered group dynamics? Do the children know what to expect? What reasonable adjustments have you made?

Medical Needs:

See attached list

Special Educational Needs:

Behavioural/Emotional Needs:

Group 1 - Leader	Group 2 - 1 st Aider	Group 3 - General TA
Name:	Name:	Name:
Mobile:	Mobile:	Mobile:

Environment – Is there anything specially needed for the visit? eg suitable shoes, water bottles, raincoats etc Is there anything special that needs to be considered due to the environment? eg being close to a body of water, animals etc

Distance – How far are you from school? How accessible for the emergency services are you? What would you do in an emergency?
The Visit Leader must carry the emergency procedures key ring

Generic Risk Assessment

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Untrained staff organising educational visits	Staff Children Public	1. Each school must have a trained Educational I Visits Coordinator (EVC) to assist or prepare a thorough Risk Assessment. 2. The EVC must ensure all external visits are properly coordinated. 3. In the absence of an EVC the Head Teacher (HT) is responsible for ensuring that all external visits are properly Risk Assessed. 4. Staff organising trips and visits must ensure that the venue and activities are safe - A risk assessment must be obtained from the venue for any activities that are being performed during the visit. 5. All educational visits must be planned organised and checked in accordance with the School Educational Visits Policy. 6. All completed educational visits risk assessments must be signed by the EVC or HT at least 14 days prior to any school educational visit for reviewing. 7. No children are permitted to attend educational visits without signed appropriate pupil consent forms being obtained.	High	Tehira Aslam on: 1/9/26

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Walking and Crossing roads	Staff Children Public	1. Staff to use safe crossings and supervise the children as they cross 2. Children to walk in organised pairs with adults spaced	Medium	Tehira Aslam on: 1/9/26

Being hit by a vehicle		between the children at regular intervals with an adult at the front and rear of the group. 3. Children to cross the roads between two adult markers, in an organised and calm manner with an adult being maintained at the front and rear of the group.		
-------------------------------	--	--	--	--

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Using public transport: coach/bus/train	Staff Children Public	1. Children to be supervised stepping on and off the bus/coach/train. Adults to stand in the doorway of the train as children board/disembark to ensure group stays together. 2. Children to sit in pairs, when available seatbelts to be fastened at all times while travelling. 3. Staff members to head count and check seat belts are fastened (when available) before departure 4. Staff to be at the front, back and middle point on the bus/coach/train 5. Travel sickness resources and First Aid Kit on hand as required. 6. All staff on hand to supervise children if they become ill – First Aider to lead on this. 7. No food or drink to be consumed on public transport.	Medium	Tehira Aslam on: 1/9/26

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Medical: Slips and trip Injuries	Children Staff	1. All educational visits must have a named First Aider available at all times 2. A First Aid kit appropriate to the needs of that group must be available during transit and on site 3. Staff to explain the need to maintain sensible, calm	Medium	Tehira Aslam on: 1/9/26

Administering Medicine		behaviour whilst on the visit 4. Children to follow directions and instructions from staff to prevent accidents and to safely complete the visit 5.Children to be reminded to walk at all times and navigate escalators, steps and stairs carefully 6. Children should wear suitable footwear 7. Staff should check the area and routes being used for foreign objects (including needles and animal faeces in the park), and trip hazards 8. Children and staff may fall or slip whilst on the visit. First Aid to be administered by the First Aider as required. 9. Medication to be kept and administered by First Aider at all times. Children to carry their own inhalers 10.All health and medical issues must be recorded in the school Accident/illness report book. 11. First Aider (and Visit Leader)to be fully aware of any medical and Health Care Plans (HCP) to ensure full compliance with any health requirements.		
-------------------------------	--	---	--	--

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Behaviour	Children Staff Public	1. Strategies have been put in place to manage behaviour – eg social story shared, fidget toy, calming strategies in place, carefully placed in a group, choice of adults who know child/ren well etc 2. Individual children to be monitored by the group leader/ additional adult 3. Expectations to be clearly relayed to all children. 4. Reasonable adjustments have been made to avoid children being placed at a substantial disadvantage.	Low	Tehira Aslam on: 1/9/26

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Safeguarding Venue staff Contact with members of the public	Children	1. Children to be supervised at all times by a member of staff (all of whom have an enhanced DBS) 2. Children to be warned that they must stay with adults and in areas specified at all times 3. Children to be supervised by an appropriate ratio of adults to ensure contact with the public is minimal and always under supervision (usually 1 adult to 10 children) 4. Children to be told not to engage with members of the public. They must report all incidents. 5. Children to remain in their group 6. Adults to routinely head count to ensure all children are accounted for. 7. Mobile phones to be carried by all adults and phone numbers shared ahead of the visit Fire Protection 1. In the event of a fire, activities must cease and all staff and children will proceed to the designated Fire Evacuation Point/ safe area 2. Staff to check and register children 3. Further instructions to be given, dependant on the situation, by the Head Teacher.	Medium	Tehira Aslam on: 1/9/26

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Loss of child	Children	1. All children to wear a Godwin wrist band with the school name and phone number printed on them. 2. Children are to be regularly head counted/kept in small	Medium	Tehira Aslam on: 1/9/26

		groups and checked before entering/leaving areas 3. Children will be made aware of the meeting point if they get left or are lost: At a bus stop - just wait there – someone will come back for them On a bus – inform the driver and get off at the next stop At a train/tube station - Inform a member of TFL staff by pressing the emergency button on the help point On a train – get off at the next stop and inform a member of TFL staff by pressing the emergency button on the help point If at a venue - contact a member of staff at the venue or security staff		
--	--	---	--	--

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Toileting	Children	1. Children to go to toilet as required 2. Ensure thorough hand washing 3. Children to go to toilets in groups and be supervised by a member of school staff 4. School staff to ensure that they are responsible for supervising children to the toilet	Medium	Tehira Aslam on: 1/9/26

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Weather	Children Staff	1. In the event of extreme weather conditions, hot, cold or wet, the EVC or Head Teacher will decide if the event should continue 2. Staff and children should wear sunhats and apply sun cream if the weather dictates 3. Staff and children should have access to fluids to prevent	Low	Tehira Aslam on: 1/9/26

		dehydration 4. Suitable clothing and footwear should be advised prior to the event 5. Staff should ensure that children have correct footwear and clothing to prevent injury or discomfort.		
--	--	---	--	--

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Sharp objects Animal faeces Plants, insects or animals	Children Staff	1. Staff should check the area and routes being used for foreign objects (including needles and animal faeces in the park), and trip hazards. Keep children away from any rubbish/hazards 2. Pupils should be briefed on trying to stay calm if a dog runs towards them 3. Children briefed on not stroking dogs/cats for safety reasons 4. Children to be briefed not to touch unfamiliar plants; check known allergies and carry required medication	Medium	Tehira Aslam on: 1/9/26

Add another box if appropriate

Hazard Description	Who might be harmed?	Control measures	Risk rating	Last amended
Plan B Emergency	All attending	1. Things may change due to unforeseen circumstance – consider an alternative plan (dynamic risk assessment) 2. Children to be made aware of need for safety and behaviour requirements before and throughout the visit	N/A	Tehira Aslam on: 11/9/26

		3. First Aid Kit will be kept with the first aider and inhalers with the children 4. Follow the emergency procedures as stated on the Emergency Procedures Keyring. 5. In an event of an emergency, the group leader must immediately contact the school for further instructions on 02085347601 If there is no answer, phone the Head Teacher on 07941739484 or EVC on 07930543450 if the Head is not available		
--	--	--	--	--



Educational Visit - Packed Lunches Request

To be completed by the general TA who is First Aid trained a week prior to the visit date.

Class:	Date of visit:	Time required:
Where are the children going?		

Pupil Name:	Allergies/Intolerance
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

Total number of packed lunches required _____

Name: _____

Signature: _____

Date: _____

Appendix 5

Emergency Procedures

The sequence of actions depends upon the nature of the emergency.

Immediate Action

1. Ensure your own safety
2. Remain calm – assess the situation
3. If possible, delegate actions to other staff so you can keep an overview, and to allow concurrent activity
4. Ensure the safety of the group and make sure everyone is accounted for and adequately supervised
5. Call relevant emergency services if necessary
6. First Aider to carry out first aid to their best ability

First Aid

The aims of the first aid are to

1. Preserve life:
 - a. Casualties need to be able to breathe – if they are unconscious put them into a safe airway position
 - b. Try to find and stop any serious external bleeding
2. Prevent the condition worsening:
 - a. Protect the casualty from the environment – keep them warm and dry.
 - b. Monitor their condition
3. Promote recovery:
 - a. Talk to them, reassure them, hold their hand, provide emotional support

Missing Person

If someone is missing:

- Urgently check any hazards nearby, particularly water
- Check the activity area and the last place they are known to have been
- Depending on the circumstances, try to contact them by shouting or blowing a whistle and then listening
- If a child is missing for more than a short time, or an adult is missing for long enough to cause concern, alert the venue security, emergency services and your Emergency Contact (**Head Teacher on 07941739484 or Educational Visits Coordinator on 07930543450**)
- Check any key points to which they may have gone
- Continue the search process until emergency services take over or the person is found.
- In consultation with the Head Teacher, decide whether to continue with the visit/activity while the search continues under the control of the emergency services or another member of staff

Other Urgent Action

Call the Emergency Contact at school (or if unavailable Newham's emergency contact number **Tashanna Egbochue (Head of Safeguarding and Compliance) During work hours: 020 8249 6973 or 07807727366. Out of work hours: 07807727366**

) if any of the following apply:

- You need support
- The emergency services are involved
- The incident is serious
- Someone is missing
- The press/media are involved

They could need the following information:

- Who you are, which school you are from and what your role is within the group
- The number you can be called back on
- The nature of the emergency and details of the incident
- What help you need
- Whether the emergency services are involved
- How many casualties there are and their status
- The number of people in your party
- Your location and where you plan to move

Liaise with, and take advice from, the emergency services if they are involved.

Address the urgent needs of the group:

- Ensure adequate supervision
- Ensure they understand what to do to remain safe
- Physical needs eg shelter, food and drink, transport
- Emotional need eg remove from the scene, provide reassurance and emotional support, give them useful things to do

Start a written log of actions and conversations held, with times

Further Actions and Follow-up

Take stock again and re-plan the next phase

Deal with any casualties who are in the care of the emergency services:

- Allocate a member of staff to accompany them to the hospital
- Keep track of who is where.

Consider the needs of yourself and fellow staff

Liaise with the school – handover what you can to them, to reduce the stress on you.

Continue the written log with all details of the incident of the actions taken, including names and contact details of any witnesses.

Address the further needs of the group, for example

- Information about the incident and what is happening
- Toilets
- Transport

Refer all media, parental or other enquires to the school.
Keep receipts of any expenses incurred.
Report the incident using the school's emergency procedures.

Appendix 6



Pupils' Risk Assessment



Article 12: Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Visit to:	
Class:	
Who is writing this risk assessment?	
We need to protect everyone on our visit. This includes:	
How are we getting there?	
We could be at risk from:	We will protect ourselves by:
What will we do if things go wrong? If _____ then we will _____ _____ _____ If _____ then we will _____ _____ _____	