



Visits and Visitors Policy

Infant and Junior Schools

All our policies are written to reflect, support and develop our core purpose statement

“A community that cares about excellence, wonder and learning for life”

We provide a safe and exciting space where:

There is community

-  There is a strong, friendly and respectful spirit within the immediate and extended communities, supporting learning and progress of and for all pupils
-  There is a sense of belonging

There is care

-  Everyone focusses on valuing and developing the whole child, nurturing a happy and kind atmosphere where asking for help and listening is what we expect of each other
-  We understand our actions and nurture respect for each other and the environment

There is excellence

-  There is a strong sense of ambition and high academic achievement along with excellent personal progress built around quality first teaching and research informed learning
-  There is enrichment and high expectations beyond the curriculum

There is wonder

-  Every experience is more memorable than the last
-  Learning powers are nurtured and grow and grow
-  The implementation of the curriculum is rich, vibrant and creative

There is learning for life

-  There is an unstinting dedication to diversity and equality
-  There is motivation for the preservation of our environment and a thirst to become a conscientious contributor to making the world a better place
-  Pupils leave us with a thirst for knowledge and love of learning, autonomous and self-motivated, ready for their next stage and beyond

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Legislation and Guidance

-  Equality Act 2010
-  SEND Code of Practice
-  Keeping Children Safe in Education 2023
-  PREVENT Strategy - HM Gov
-  GDPR Requirements - All information collected in relation to this policy will be stored in accordance with our Privacy Policy and will not be shared with third parties.
-  DfE (2018) ‘Charging for school activities’
-  DfE (2014) ‘Health and safety: advice on legal duties and powers’
-  HSE (2016) ‘Frequently asked questions – www.hse.gov.uk/services/education/faqs
-  HSE (2011) ‘School trips and outdoor learning activities’
-  The Royal Society for the Prevention of Accidents (2013) ‘Planning and Leading Adventurous Activities’
-  HSE (2016) ‘Frequently asked questions – Education’, ‘School trips’ www.hse.gov.uk/services/education/faqs.htm
-  UK School Trips (2017) www.ukschooltrips.co.uk/resources/298-school-trip-risk-assessment

This Visits and Visitors Policy links to other specific policies and action plans that the schools produce including:

-  Schools Improvement Plans
-  The Equality, Diversity and Inclusion Policy
-  The Safeguarding and Child Protection Policy
-  Health and Safety Policy
-  Charging and Remissions Policy
-  Behaviour Policy (Infant), Behaviour & Wellbeing Policy (Junior)
-  First Aid Policy
-  Supporting Pupils with Medical Conditions Policy
-  Special Educational Needs (SEN) Policy
-  Accessibility Plan
-  Early Years Foundation Stage (EYFS) Policy

Aims and Objectives

Intent

- Visits and visitors are welcome and make a positive contribution to the life and work of the school in many different ways. The learning opportunities and experiences they bring ensure pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.
- The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips. At the same time it is necessary to ensure that pupils are not withdrawn from timetabled classes over frequently.

Implementation

- There is a clear protocol and procedure for the admittance of external visitors to the school which is understood by all staff, the proprietor of the visiting organisation, visitors and parents and carers and conforms to child protection guidelines.
- Pupils are able to access the information they receive and to ensure that such information is sympathetic to the ethos and values of the schools and the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths or no faith and beliefs.
- The schools are deemed to have control and responsibility for their pupils anywhere on the school site, during normal school hours, during after school activities and on school organised (and supervised) off-site activities.

Impact

- All pupils at the Honeywell schools learn and enjoy extra-curricular experiences, in an environment where they are safe from harm.
- Clear protocol and procedures for the admittance of external visitors to the schools are understood by all staff, visitors, before and after school clubs providers and parents and carers, and child protection is maintained whether on the premises or during trips and visits off site.
- Our children taken on visits are complimented on their behaviour and good manners reflecting the ethos and values of the schools. This is a source of pride to pupils, parents/carers and teachers, and we intend that it shall continue.

Roles and Responsibilities

This policy applies to:

-  All teaching and non-teaching staff employed by the school
-  All external visitors entering the school site during the school day or after school activities (including peripatetic tutors, sport coaches, and topic related visitors e.g. business people, authors, artists, parent/carer volunteers etc.)
-  All parents/carers
-  All Governors
-  All members of the PTFA and those retained by the PTFA
-  All pupils
-  All members of the local community
-  Supply /agency teachers or cover adults and Place2Be Staff
-  Educational personnel (Local Authority Staff, Inspectors)
-  Building and Maintenance Contractors
-  Delivery agents

Head Teachers and Leadership Teams

The Head Teachers and Leadership Teams will:

-  Approve staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
-  Make sure staff, including the trained Educational Visits Co-Ordinators for each school, have received any necessary training
-  Work with the Governing Body to approve residential trips of more than 24 hours
-  Regularly revisit and update policy and procedures
-  Ensure the assigned staff member has had regular training from the local authority as an Educational Visits Coordinator
-  The School Business Manager, in the first instance, on arrival is the member of staff responsible for implementation, coordination and review of the visitors' procedures and protocols. This person will also be responsible for liaising with the school DSLs as appropriate and all breaches of these procedures must be reported to the School Business Manager.

Governors

Committee Responsibility: Pupil Welfare & Community

All visits involving absence on one or more nights, all journeys involving travel by air or sea and any to which particular risks are attached will require the approval of the Governing Body.

The Trained Educational Visits Coordinator will:

-  Be an experienced visits leader
-  Have the status to be able to guide the working practices of other staff
-  Be confident in assessing the ability of other staff to lead visits
-  Be confident in assessing outside activity providers
-  Be able to advise head teachers and governors when they're approving trips
-  Have access to training, advice and guidance
-  Have the skills, status and competence needed for the job
-  Understand the risks involved
-  Be familiar with the activity
-  Oversee the School Visits, Journeys & Outdoor Education and report to their respective Head Teacher
-  Monitor the planning of all School Visits, Journeys and Outdoor Education Ventures and advise their respective Head Teacher on the advisability of allowing them to proceed
-  Monitor the outcome of all Outdoor Education Ventures
-  Make recommendations of possible future Outdoor Education Ventures

- 🌳 Ensure the completion of all appendices including an Excursion Report
- 🌳 Complete school trip risk assessments and ensure that they have the required training. This duty falls to the head teachers if there is no coordinator.

After approval by the Educational Visits Coordinator, every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- 🌳 Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- 🌳 Assign staff and volunteer roles, as needed
- 🌳 Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- 🌳 Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- 🌳 Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- 🌳 Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- 🌳 Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Staff

All staff at Honeywell Schools are required to be familiar with the schools' Safeguarding & Child Protection Policy in relation to preventing unsuitable people from working with children and young persons in the education service. Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the appropriate way to prepare for trips, as well as how to act while taking part. Staff will:

- 🌳 Seek and obtain approval for all educational visits from their respective head teacher
- 🌳 Carry out any required risk assessments and work with the trip lead
- 🌳 Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- 🌳 Look out for the health and safety of themselves and those around them
- 🌳 Help manage pupil behaviour and discipline as required while on the visit
- 🌳 Share any concerns or worries with the trip lead and others, as appropriate

Pupils

Our schools' behaviour policies also apply to all educational visits. This includes the expectation that pupils will:

- 🌳 Follow instructions given to them while on the trip
- 🌳 Dress and behave as expected for the length of the trip
- 🌳 Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times.

Parents/Carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- 🌳 Provide all information required, such as emergency contact details and health/medicine information if applicable
- 🌳 Sign and return consent forms and any other documentation required in a timely manner – see Appendix 8
- 🌳 Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip
- 🌳 Not take photos on the trips they have volunteered for trips, especially for volunteers/parents accompanying so that we can avoid parents taking photos and sharing with WhatsApp groups. This is part of volunteers' briefings and appendix 8 when going trips which they then agree to abide by.

Staff Development

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times. One member of staff in each of the schools will be trained by the local authority as an Educational Visits Coordinator.

Visitors Invited to School

Where possible permission should be granted by the Head Teachers before any visitor is asked to come into school.

-  All visitors must use the buzzer at the Honeywell House door on arrival and must not enter via any other entrance, stating the purpose of their visit and who has invited them.
-  They should be ready to show formal identification where appropriate.
-  All visitors make themselves known to the receptionist or the office staff if the receptionist is not available and sign in using the photo Sign In App visitor management system in the office.
-  A member of the office staff will issue each visitor with a visitor's lanyard (green or red depending on enhanced DBS clearance)
-  A member of the office staff will also provide the visitor with a copy of the Safeguarding Information Leaflet, which identifies safeguarding procedures, explaining the fire safety procedures and then show the visitor where the toilet facilities are and where mobile phones and other valuables can be safely stored.
-  Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
-  At no point should a visitor be left on their own with children (if the visitor is meeting a member of staff) unless the visitor has a current enhanced DBS that has been verified by a member of the office staff
-  On departing the school, visitors should leave via the school office, sign out on the app and return their visitor's lanyard.

Visitors Whose Purpose Is to Work with Pupils in Some Capacity

-  Visitors may work with pupils in a variety of capacities, for example, to deliver a lesson (normally supervised by a member of staff), to meet with small groups of pupils or individuals or alternatively they may be working with a pupil on a one to one basis (e.g. Children's services, Place2Be or health professionals).
-  Staff must ensure that all normal visitor policy requirements are followed.
-  Any visitor who is not DBS checked (red visitor lanyard) must not be left alone with pupils at any point. This includes whole class or small group teaching or one to one interviews of pupils or escorting pupils around the building.
-  If a visitor has an enhanced DBS clearance (green visitor lanyard) they may work with pupils unaccompanied. At times this may be teaching a class or a one to one interview. This must be agreed in advance.
-  Regular visitors to the school must have an enhanced DBS clearance or the appropriate risk assessment is in place
-  Any visitor delivering a lesson or assembly must comply with the requirements of the Honeywell ethos and Equality, Diversity and Inclusion Policies.

Use of External Agencies and Speakers

We encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals and speakers who we engage to provide such learning opportunities or experiences for our pupils. The staff member of the visit or visitor in charge of coordinating and vetting the booking of the visiting speakers and staff members should seek permission giving a clear explanation as to the relevance and purpose of any visit and intended date and time to the School Visits Coordinator. Appropriate checks will be carried out on the suitability of the visiting speaker which may include internet searches and/or contacting other schools where the person has spoken previously. Although not always possible, we try to invite speakers from an established company, charity or other groups whose aims are well documented. We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the schools' values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our pupils. All external agencies and speakers will be expected to talk with the staff member in charge of coordinating the event about the

content of the presentation before the event. All information about the visiting speaker and the booking process will be recorded on the 'Risk Assessment for Visiting Speaker/Event form' (see appendix 2).

After the presentation a post event evaluation will be completed which will include feedback from staff, noting any contentious subject areas or comments and state whether the speaker should be booked again in the future. Our schools will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

-  Any messages communicated to pupils support fundamental British Values and our school values.
-  Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
-  Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
-  Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
-  Activities are matched to the needs of pupils.

We recognise, however, that the ethos of our schools is to encourage pupils to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. Therefore, by delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our pupils recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help pupils develop critical thinking skills needed to engage in informed debate. Visiting speakers will be made aware that their presentation will be brought to an early end, if the content proves unsuitable.

Specific Procedures Within Honeywell Schools for Visitors

All visitors must follow the procedure below:

-  All visitors must use the school intercom system at the entrance to Honeywell House to state the purpose of their visit and report to the school office.
-  No visitor is permitted to enter the school via any other entrance under any circumstances outside of dropping off or collecting times and gates should **not** be held open to allow additional adults to enter the site.
-  Deliveries to the kitchen must take place when the playground is empty and delivery personnel escorted to and from the gate by a member of school staff.
-  All staff and visitors must have a current lanyard which is colour coded and visible at all times:
 -  Blue for staff (enhanced DBS checked)
 -  Yellow for volunteers (enhanced DBS checked or appropriate risk assessment is in place)
 -  Green for visitors (enhanced DBS checked)
 -  Red for visitors without DBS clearance – these visitors must be escorted by a relevant member of staff at all times
-  All visitors will be asked to sign in on the Sign In App and read the Fire Safety information and Use of Phones with regard to Photography.
-  The Office should ensure that the volunteer/visitor leaves the site, personally escorting them after they have signed out via the Sign In App visitor management system.

Parents And Carers Entering the School

-  All parents and carers are welcome at drop off and pick up times
-  During the teaching day all parents and carers must use the school intercom system by the entrance to Honeywell House to state the purpose of their visit
-  All parent and carer helpers must report to the school office prior to helping in class and sign in
-  All parents and carers wishing to deliver any school items will hand it over at the office
-  All parents and carers collecting children for authorised appointments during school hours must report to the School Office via the Honeywell House entrance. Each child must be signed back into school on their return.

Unknown/Uninvited Visitors to School

-  Any visitor to the school site who is not wearing a visible lanyard should be challenged politely to enquire who they are and their business on the school site.
-  They should then be escorted to the school office to sign in using the app and be issued with a visitor's lanyard.
-  In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the one of the Head Teachers, School Business Manager or Premises Officer immediately informed.
-  The Head Teachers and/or members of the senior management team will consider the situation and decide if necessary to inform the police.
-  If any visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.
-  Schools have a CCTV system in place

Pupils on Educational Visits

We aim to ensure that all pupils:

-  Develop the ability to integrate socially.
-  Develop leadership skills, self-reliance, a sense of responsibility, initiative and resourcefulness.
-  Increase their self-confidence, dignity and feelings of self-worth.
-  Learn to work purposefully in a team with unselfishness and good fellowship.
-  Gain the necessary insight, skills and knowledge to pursue outdoor education in adult life.
-  Are enabled to meet challenges that are beyond their normal experiences.
-  Develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer.

This relates to all visits or journeys undertaken by pupils, under the supervision of the staff of the Schools, which take them outside the physical boundaries of the Schools. This does not include visits where a class are taken off site on foot for no more than the normal duration of the lesson. In these instances, the teacher must inform the office of the group they are taking out, the destination and the expected time of arrival back in school. Written consent from parents and carers for local visits is obtained at the start of the pupil's entry into the Schools.

This also includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within school e.g.: rock climbing, canoeing, sailing, and camping. There may also be a residential element. This covers the entire period between departing from and returning to the Schools' premises or into the care of the parents or carers – which ever happens first.

-  The leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake.
-  A deputy leader should be involved in the preparation and organisation of the visit, should it be necessary to take over the running of the visit.
-  Low risk activities are those conducted away from dangerous environments, in which the actual physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision.
-  High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. If a pupil with a disability, statement of special educational needs (SEN) or an Education Health and Care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day. We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

DUTY OF CARE

When teachers take a party away from School, they are 'in loco parentis'. The duty of care expected is that of a reasonably careful and prudent parent / carer applying his or her mind to the school situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to young people under the age of 18 and parental consent is required for off-site ventures for people under that age. The planning and organisation of all ventures, and particularly those of a residential nature, must include precautions to protect young people from abuses such as racial, sexual or physical harassment from either adults or other young people in the group. Staff should remember that the law now requires all adults who have significant contact with young people to disclose any cautions, bind overs, and convictions or pending convictions of a criminal nature. Whilst those adults who are already in the employment of the school will have made a declaration at the time of their appointment, it is essential that any voluntary adults who may be assisting are also asked to make a similar declaration and an Enhanced CRB Police check made. If a caution or conviction is disclosed, then the Head Teacher must be informed and a decision made on the suitability of the adult to take part in the ventures with young people.

SUPERVISION

With the exception of the Early Years settings, whose staff to pupil ratios are outlined on pages 28 to 30 of the statutory framework for the EYFS. The DfE's 'Health and safety: advice on legal duties and powers' 2014, states: "Schools need to consider their duties under health and safety law when planning trips abroad." The HSE's frequently asked questions on school trips, which says: "Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils." Finally, the DfE guidance states: "Where the LA is the employer (community, voluntary controlled, community special schools and maintained nursery schools), it may give a direction concerning the health and safety of persons (including pupils) on the school's premises or taking part in any school activities elsewhere. Under section 29(5) of the Education Act 2002 governing bodies of such schools must comply with any such direction from the LA." In light of this information, it is recommended to conduct thorough risk assessments of all relevant locations before embarking on a school trip, and contacting the LA to ensure any applicable health and safety policies or procedures are adhered to. They should be adjusted bearing the following points below in mind:

-  age, sex, special needs
-  nature of activities, high or low risk
-  experience and expertise of adults
-  duration

We will also try to, if possible:

-  At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
-  At least 1 supervising adult able to administer first aid is present on all trips
-  For EYFS at least 1 qualified paediatric first aider is present on all trips
-  Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
-  All supervising adults will be made aware of any medical issues or allergies at the start of the trip
-  Adults without a DBS check will not be left alone with pupils at any time
-  The trip lead will take regular headcounts and/or rollcalls

Volunteers

The role of the helper, whether parent / carer or specialist instructor, must be considered. In addition, the responsibility delegated to accompanying adults should be clearly understood by all. Thorough briefings to accompanying adults are vital. When a volunteer assumes the role of instructor, it is essential that he/she is appropriately approved for the activity and relevant insurances are in place. It is important to emphasise that the Trip Lead remains responsible for the group when its members are operating from a distance from the leader.

HEALTH & SAFETY

The Trip Lead is responsible for ensuring the safety of all members of the group. They must be fully conversant with the Emergency Procedures. The Trip Lead should take a copy with them on the visit. All reasonable measures will be taken to ensure the Health and Safety of all pupils and staff anticipating in School Visits, Journeys and Outdoor Education ventures. A risk assessment is to be carried out for all off-site activities whether it is a day visit to a local site, a residential visit to a centre or camp based on the model from Wandsworth Local Authority. Instructors will be appointed as required to ensure that appropriate safe instruction is given at all times, the cost to be included in the costing of the venture. If appropriate, pupils will wear the Hi-Viz jackets. A first aid kit should also be carried by all adults depending on the nature of the visit.

The safety of the children is the paramount concern. There are numerous and specific guidelines to follow depending on the outing/activity the children are undertaking. However, the general considerations need identifying:

-  Staff and adults should be aware of the safety considerations before any visit.
-  There will be a minimum of 1 adult to every 13 children on all school trips in the Infant school. In the Juniors the ratio will be determined in the risk assessment of each individual trip based on the journey and activities planned
-  A medical bag should be taken on all visits.
-  Children needing asthma pumps should be reminded to carry them and the school should have replacements in the medical bag. Epi-pens should also be carried by the class teacher, for any children who require them.
-  A register list of all the children attending the class/group outing should be available to all to staff.
-  Adults should be made aware of the children in their groups especially with regards to any SEN, behaviour or medical issues. Provision for SEND children should be accounted for separately.
-  That any coaches used to transport children are safe and reliable and that they are fitted with seat belts.
-  Staff accompanying the children should be listed with any relevant qualifications (i.e. First Aider)
-  There will be a member of staff with the required First Aid training on each school visit for Infant trips
-  Risk assessments for all potentially hazardous aspects of the trips should be undertaken before departure

Insurance Guidelines

Visits fall into a number of categories:

-  Regular sporting activities (fixtures, visits to swimming pools etc.) will automatically be covered by the school's general insurance policy. Notification to the Local Authority is not necessary and no separate payment need be made.
-  Low risk activities, which do not include an overnight stay, will be covered by the school's existing policy. No separate payment need be made.
-  Visits, which involve special hazards or where there is an overnight stay, may need additional insurance cover. The leader should obtain the advice of the School Business Manager. The cost of this cover must be included in the costing of the visit. The Leader must ensure that the insurance cover has been provided.
-  Visits or journeys, which require approval by governors should have the position on insurance, made clear in writing. Organisers must satisfy themselves that appropriate insurance exists.
-  Please note: no insurance for personal accident benefits are in place for pupils attending the school, whether on the establishment premises or taking part in recognised activities off-site.

Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

-  Serious and unexpected risk
-  Serious and life-threatening injury
-  Individuals going missing
-  A serious breach of safeguarding expectations

The trip lead will be familiar with these plans for each visit. In the case of an emergency, the trip lead or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations. An adult will

always accompany a pupil seeking medical treatment with a member of the emergency service until a family member arrives.

In a case of a pupil being unaccounted for, the trip lead will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our Health and Safety Policy, including required reporting to Ofsted and the Health and Safety Executive (HSE). Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents. There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

Medical Details

Medical details of any person participating in the activity who may require some form of medical treatment during the activity must be recorded and retained by the Trip Lead. These details must include type and dosage of medication, which may be required during the duration of the activity. Sufficient medication for the visit must accompany the group and be in the custody of the Trip Lead or pupils as appropriate.

Equipment

Where equipment is loaned to young people for activities subsequently and independently managed by those young people, an element of supervision is implied. People involved in loaning equipment must seek to ensure with the users that the nature of the activities to be undertaken is within their competencies.

Use of Transport

The number of passengers carried on a coach or minibus, whether operated under a minibus permit or not, must not exceed the seating capacity indicated on the vehicle. Where seat belts are fitted they must be worn. The number of persons seated must not exceed the number of seat belts provided. It is recommended that, where possible, pupils should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged. Before a member of staff uses their own car, a photocopy of their Driving Licence and fully comprehensive insurance policy (which indicates the car may be used for this purpose) must be given to the School Business Manager.

PERMISSION SLIPS WITH RESPECT TO THE UK GDPR

The DfE confirmed that it is at the discretion of the school as to when they seek permission for school trips – there is no single prescribed method. With respect to the UK GDPR, schools should include within their privacy notice any personal data they will be collecting and why – this includes any personal data obtained for school trips, e.g. names and addresses. We should direct parents and carers to our privacy notice when we send out the permission slips for school trips to ensure that the school is satisfying data subjects' right to be informed under the UK GDPR. Neither the UK GDPR nor the Data Protection Act 2018 stipulate any particular retention periods. Article 5 (1) of the UK GDPR states only that "personal data shall be kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed."

CHARGING

Charging depends on the nature of the activity. If the activity is a trip which is categorised by the DfE in its '[Charging for school activities](#)' guidance as an 'optional extra', there are some additional charges which schools can make. In relation to school trips and educational visits, 'optional extras' include:

 Education provided outside of school time that is not:

-  Part of the national curriculum.
-  Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
-  Part of religious education.

- 🌳 Transport – excluding that which is required to take the pupil to school or to other premises where the LA or governing body have arranged for the pupil to be provided with education.
- 🌳 Board and lodging for a pupil on a residential visit.

When calculating the cost of optional extras, an amount may be included in relation to:

- 🌳 Materials, books, instruments or equipment provided in connection with an optional extra.
- 🌳 The cost of buildings and accommodation.
- 🌳 Non-teaching staff.
- 🌳 Teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra.
- 🌳 The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

The DfE's guidance adds that any charges must not exceed the actual cost of providing the optional extra activity. There is nothing preventing us from asking for voluntary contributions towards the cost of the trip, including supply costs. These are not enforceable, but schools may receive a positive response. While these may not always meet the full cost, they could go a long way towards doing so. Additionally, all charges a school wishes to make and any information about voluntary contributions should be included in their Charging and Remissions Policy. Any changes made to school policies should be communicated to all staff members, pupils and parents and carers.

RISK ASSESSMENTS

A risk assessment should be carried out for all off-site activities. A pre-visit to venues is desirable and sites that are frequently visited should be re-assessed on a regular basis, at least annually. The frequency of assessment will depend upon a number of factors (e.g. weather, nature of group, experience of staff, location). The process is quite simple and should involve the following:

- 🌳 identify the hazards;
- 🌳 identify who is at risk;
- 🌳 decide the possible outcomes and their likelihood;
- 🌳 identify existing controls. Where these are seen to be inadequate, note the actions required to bring them to the necessary standard. Completed risk assessments are logged on the T drive in the Risk Assessment file and emailed to the Educational Visits Coordinator

PLANNING and PREPARATION

- 🌳 Before planning the visit in detail the Trip Lead should complete Section 1 of the "Application for the Approval of Educational Visits/Pre Visit Risk Assessment Forms". The Educational Visits Coordinator training, has oversight of all visits.
- 🌳 In the case of visits incorporating overnight stays and/or hazardous activities this should be at least a term before and in all other cases at least a month before.
- 🌳 The Educational Visits Coordinator will advise the Head Teacher whether the visit should proceed on the grounds of safety according to the policies and procedures provided by the Schools. In each school, **NO VISIT MAY PROCEED WITHOUT THE PERMISSION OF THE HEAD TEACHER.**
- 🌳 If permission is granted in principle, the Trip Lead shall then discuss the activity with the Educational Visits Coordinator and complete and submit Education Visit – Head Teacher Approval Form. When the form is returned, the Trip Lead must:
 - 🌳 Draw up a risk assessment form and action plan. If the trip or visit has taken place before, risk assessments are available on the schools' T drive to be updated.
 - 🌳 Gain consent.
 - 🌳 Arrange the school contact – a member of the SLT prepared to be accessible by phone during the visit if out of school hours, using one of the two school mobile phones available from the School Business Manager

-  A comprehensive itinerary of the journey/visit including contact details, must be compiled by the Trip Lead and issued to the: Deputy Head Teacher and/or Phase Leader and the School Office
-  Any major changes must be made known to all concerned.
-  Compile a register which should include: Name, class, Medical information, additional support, Emergency home contact names and telephone numbers
-  Pass a copy of the register to the Deputy Head Teacher who will inform the Trip Lead of the emergency contact arrangements at the School end. The leader will inform parents and carers, participants and staff of the procedures in the case of an emergency.
-  Two mobile phones are available for staff to use whilst off site to call the school. In case of an overnight visit, one phone can be taken home by the emergency contact.
-  The visit and staff should also be posted on the weekly briefing notes on the board in the staff-room.
-  A first aid kit should also be carried by all adults depending on the nature of the visit.

If permission is granted in principle the Trip Lead will:

-  Complete Excursion Check List and return to the Deputy Head Teacher.
-  Calculate cost and arrange funding or payments with the office to be collected via Parent Pay.
-  Investigate sources of financial support, particularly those pupils entitled to Pupil Premium
-  Confirm insurance cover requirements.
-  Book facility and receive written confirmation.
-  Check details such as; times, facilities for refreshments, toilets, hazardous areas, special clothing or equipment required.
-  Arrange transportation.
-  Ensure Risk Assessment is carried out.
-  Distribute a letter to targeted pupils parents / carers including the following information and Parental Consent Forms to be signed and returned, including the following information:
 -  Destination with full address and telephone.
 -  Dates and times of departure and return.
 -  Method of travel (travel company/coach company).
 -  Names of leader, deputy leader and accompanying staff.
 -  Cost and what it covers.
-  On receipt of Parental Consent Form:
 -  Compile register of pupils.
 -  Check staff student ratio.
 -  Ensure some adult in party has working first-aid knowledge.
-  A further letter to the parents and carers will include:
 -  Payment details.
 -  Date after which any deposit cannot be returned if cancelling.
 -  Medical information form to be completed, signed and returned.
 -  Kit list, equipment required.
 -  Amount of money advised to take, staff responsible if applicable.
 -  Rules, including safety and emergency procedures relevant to the trip.
 -  Emergency telephone contact number of parents/carers in the event of an emergency.
 -  Name and telephone number of the staff contact number at home accessible during the visit.

Alternatively some of the information is more effectively given and received during an evening meeting for parents and carers. **For a long residential or overseas visit a meeting is essential.**

REVIEW

This policy will be reviewed and adopted on a two yearly basis by the Pupil Welfare and Community Committee. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

SCHOOL RECORD KEEPING

APPENDIX 1: Visiting Speakers Agreement

All information collected in relation to this policy will be stored in accordance with our Privacy Policy and will not be shared with third parties unless it hinders the safety of the child.

We understand the importance of visitors and external agencies to enrich the experiences of our pupils.

In order to safeguard our children we expect all visiting speakers to read and adhere to the statements below.

-  Any messages communicated to pupils support fundamental British Values and our school values.
-  Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
-  Any messages communicated to pupils do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies.
-  Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
-  Activities are matched to the needs of pupils.
-  Visitors will also be accompanied by a member of staff at all times unless with an enhanced DBS verified by office staff.

Signed:.....

Date:

APPENDIX 2: Risk Assessment for Visiting Speaker/Event

Name of the Event and Speaker

Date of the Event

Nature of Event (talk, demonstration to the children, interactive learning etc)

Outline of the Content of the Event

Point of Contact (member of staff organising the event)

Sign and date to confirm the following:

-  That research has been carried out on the Speaker and the organisation they are affiliated to ☐
-  Confirm that the Speaker has signed the Visiting Speakers Agreement ☐
-  The Office has been informed of the Speaker in order that they can be added to the School diary ☐
-  You agree to ensure that the Speaker is accompanied at all times, whilst on the premises ☐
-  You have agreement of the Head Teacher ☐

Signed:

Date:

Post Event Evaluation

APPENDIX 3: Application for the Approval of Educational Visits

Class / Group: _____

Organiser: _____

1. Educational purpose of visit
2. Place to be visited

3. Dates and times

Time of Departure: _____ Time of return: _____

4. Transport arrangements: include the name of the transport company and vehicle registration number – if appropriate

5. Organising company/agency (if any): include licence reference number if the body is registered with the Adventure Activities Licensing Authority

Name: _____

Address: _____

Tel: _____ Licence No' if registered: _____

6. Proposed breakdown of cost and financial arrangement:

7. Details of the programme of activities:

8. Details of any hazardous activity and the associated planning, organisation and staffing:

9. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

(Please attach copies of proposed letter to Parent/Carer and save both in the Trips and Visits file on the T drive)

APPENDIX 4 Pre Visit Risk Assessment

1. What are the hazards?
2. Who might be affected by them?
3. What safety measures need to be in place to reduce risks to an acceptable level?
4. Can the trip leader put safety measures in place?
5. What steps will be taken in an emergency?

6. Who is appointed to be in charge of the first aid kit and first aid arrangements?
7. What is the distance to the nearest hospital?
8. What is the appropriate adult to pupil ratio for the visit?

APPENDIX 5 Educational Visit – Head Teacher Approval

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

Approval is given.

- a Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
- b Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.
- c Please check off that you have informed the following people in school:
 - ☐ the school office
 - ☐ the kitchen
 - ☐ music, French, PE teacher/individual tutors
 - ☐ your line manager
 - ☐ the SENDCo

Signed: _____ Date: _____

Head Teacher full name _____

A copy of the completed application form and details of any subsequent changes will be retained by the Head teacher copy will also be available for the responsible authority (LA and /or Governing body)

Please make sure a copy of the letter sent to parent/carers is handed to the school office so phone enquiries can be answered immediately.

APPENDIX 6: VISIT CHECKLIST

Trip Title:	Date of Trip:
Three Weeks Prior To The Trip or Visit	
1. Risk assessment paperwork signed off	_____
2. Following people in school informed:	
• The school office – Receptionist and Junior Finance Officer	_____
• the kitchen	_____
• Music, French, PE Teacher/individual tutors ie Wandsworth Music	_____
• the SENDCo [negotiate cover/access arrangements]	_____

3. Letter to Parents / Carers (3 weeks before trip) _____

Two Weeks Prior To The Trip or Visit

4. Liaison with other staff re duty cover etc. or support staff on trip i.e. Lunchtime _____
5. Let office know and pick up school mobile phone _____
6. Information – letter or Seesaw _____
7. Trip Information/meeting for Parent and Carer Volunteers – signed form _____
8. Coach/Tube /Bus Register _____
9. Excursion information (maps, brochures, timetables, phone numbers, etc.) _____
10. Money and Tickets _____
11. First Aid Kit _____
12. Special medication for individual pupils _____
13. Travel Sick supplies – eg Paper towels and plastic bags _____

On The Day

14. Check pupil clothing and (appropriate to weather and nature of trip e.g. rain coats) _____
15. Individual Medication/Spare clothing _____
16. Pick up packed lunches from Kitchen _____
17. Take iPad or school camera for photos _____

Post The Trip or Visit

18. Visit Report _____

APPENDIX 7 EXCURSION REPORT

Date: _____

Brief Description:

Weather Condition: (if important - best time to go)

Description of Route:

Chief points of interest: (include opening hours, resource person, telephone number, etc.)

Places for Lunch:

Toilet Facilities:

Cost Involved for Travel:

Special Problems and Possible Danger Areas:

General Comments and Evaluation:

Note: Please collect anything that would be useful in our files for future reference.

Appendix 8: Parent and Carer Volunteers' Guidelines (in school and during school trips)

Thank you for volunteering! We know the involvement of parents and carers in our children's education is vital and we encourage active participation in many ways. In whatever way parents and carers offer their time, we are always extremely grateful. The aim of this guide is to give you all the information you need to make your time both worthwhile and enjoyable and keep everyone safe.

Further Guidelines

Do	Don't
 attend our pre-visit meeting. You will be welcomed and briefed on what our expectations are on the trip  your best to ensure the health and safety of everyone in the group. Speak to the trip leader if you are concerned about the health and safety of the pupils at any time  follow the teacher's instructions and make sure that your group are also listening and following instructions  remember that you are responsible for your group of children at all times. We will give you a register with the names of all your pupils on	 initiate contact with pupils and we strongly discourage over-familiarity, even if you know the pupil already. Please do not lift, carry or move a pupil in any way.  be left in sole charge of a pupil (or group of pupils) without a school approved enhanced DBS adult. This will always be the member of school staff. If this is a non-school adult, it must have been agreed beforehand and will be included on the risk assessment  show preferential treatment to your child or their friends  try and administer first aid or medication yourself. Leave that to a school adult. We will tell you which school adult is responsible for first aid, and if you are unsure, please do ask  offer food to any pupils. Remember, they might have an allergy

it. Please conduct regular headcounts and make sure you can see them at all times  alert the teacher immediately if you have a concern, problem or there's an emergency. The teacher is responsible for contacting the school and the associated parents or carers  turn your phone off. We ask that you don't use your phone, so that you can stay focused on looking out for your group of pupils  make sure your pupils put on their seatbelts, if the trip involves coach travel  accompany your group back to the classroom/playground (as directed by the trip leader) at the end of the visit	 share any information you learn about pupils with anyone else. You are an acting member of the staff and are bound by the same rules we follow. We maintain confidentiality at all times, especially when dealing with information about pupils and their circumstances. School staff only will inform parents and carers of any issues that arise on a trip or visit.  take photos of any pupils or post any pictures on any social media. This is a must for child protection reasons  leave your group without telling anyone. You shouldn't leave your group at any time, but, if you have to, please let the trip leader know.  take a pupil(s) anywhere alone. This is for child protection reasons.  supplement pupils' spending money in any way or buy gifts for individual pupils or groups. If appropriate, pupils will be permitted to bring their own money on the trip.  Smoke, vape or consume alcohol during the visit you have volunteered for.
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Additional Information

- Volunteers may not always have their own child in their group. Please respect and value your child's independence and social interactions with their group and peers.
- Volunteers may not bring any siblings or additional children on a school trip.
- When walking in public places, volunteers should encourage pupils walk in twos rather than in a group, to always on the side furthest away for the road, tracks etc and be respectful of the public at all times
- If you have any good ideas on how we can improve something, please let us know – we are always willing to listen.

Thank you for your support.

I have read and understood the Parent, Carers Volunteer Guidelines on school visits and agree to follow them.

Volunteer's Name: _____ **Signed:** _____ **Date:** _____

Your Child's Name: _____ **Year group:** _____ **Visit:** _____

This slip, once signed, is to be retained by the trip leader with the visit paperwork.