



Educational Visits Procedures and Good Practice

Reviewed and Adopted: January 2016

Reviewed by: SLT and EVC Leader

Next Review: January 2019



Hazelwood Schools

Guidelines and Expectations for the organisation and conduct of educational visits.

Planning

- The curriculum map details suitable educational visits for each year group. Any additional visits should be discussed with the co-ordinator.
- Ensure that an educational visit is still relevant and appropriate.
- Be clear as to the visit's educational aims.
- How will the visit be organised? Are there alternatives? Plan B?
- Are there any special considerations particular to the class and/or year group? i.e medical needs, SEN needs, behavioural issues, split classes.
- Consult the office as to provisional dates and possible costing.
- The office is responsible for all bookings of coaches and venues, please liaise in a timely fashion.
- Lead teacher to review, or conduct, a risk assessment as appropriate.

Expectations before confirming a trip:

- Complete and submit an **Educational Visit Proposal Form** and seek approval from the Headteacher before booking any trips.

Countdown for Teachers

Timings <i>(Weeks Before)</i>	Actions
Term before	Complete educational visit proposal form and give copy to Nicky Ross (HT)
4	Check the school calendar to ensure there are no clashes with other school events & email Linda Hollyman to confirm this.
4	Once the visit has been agreed, book the activity/trip/event.
4	Enter the event in the whole school calendar.
4	E-mail Melanie Gonsalves to book TFL tickets.
4	Initial letter to go out to parents (if there is a cost involved).

Timings <i>(Weeks Before)</i>	Actions
2	Letter to go out to parents (without cost)
2	All teachers involved in the trip engage in the risk assessment process and visit site if they have not been before.
2	Complete risk assessment and email a copy to EVC (James Canniford) All Trips – All Travel – Tfl – Walking - Specific
2	Identify accompanying adults and parent volunteers.

Timings	Actions
1	Identify Children with specific medical needs (who are included on the 'Specific RA') and ensure that first-aid packs are prepared (see Jenny & Carol in the Welfare Room)
1	Locate high visibility jackets.
1	Ensure mobile phone is fully charged and all adults have the number for the designated leader.
1	Reconfirm parent/adult helpers and ensure that all volunteers and staff are briefed about the trip. Eg. Running order, risk assessments, Plan B etc.
1	Familiarise all involved with the emergency evacuation card to be sure of the correct procedures in case of emergency.
1	Check reply slips and contact any parents of children without.
1	Identify free school meal children (Doreen Plume) and arrange packed lunches.

Additional Adult Volunteers

All parents supporting on trips must first of all have completed an induction meeting, with the Deputy Headteacher, to understand school procedures, policy and confidentiality issues. Parents must also hold a current DBS clearance before supporting on any trip.

To ensure the health and safety of all children, we ensure that children are not in the same groups as their parents or supporting adult UNLESS there is a medical concern and that parent is the only one going on the trip who can administer the medicine.

No parents are to be allowed to take a group off on their own. Instead, at all times, they must be paired up with another group that is being led by a Hazelwood staff member.

On The Day Checklist

Actions
All staff and parent volunteers have been given a copy of the Risk Assessments and briefed about the structure of the day.
Remind staff and Parent Volunteers about the contingency plan in case of emergency.
Ensure all Parent Volunteers have signed the Additional Adult Guidance form
Check that Free School Meals are collected and that all children have a lunch.
Ensure that a contact details form has been completed and given to the office.
Print off Visit Leaders Action Card and take on visit.

The majority of these actions can be completed in the parent briefing during the week preceding the trip. Ensure that all of these actions can be ticked as complete on the day before leaving for your trip

Whilst on the Visit

Stick to the planned aims and content of the visit as communicated to, and consented by, the parents.

After the Visit

Hold a debriefing session to evaluate the visit with all members of school staff who participated as to how the trip was conducted and any changes or considerations that may be needed for future trips. Complete a **Visit Evaluation** form.

Expectations Summary

Every educational visit **must** complete the required forms and receive clear approval from the co-ordinator as detailed above, and summarised below:

- 1- An **Educational Visit Proposal** form.
- 2- A **Specific Risk Assessment** and engagement with the **Generic Risk Assessments**.
- 3- An **On the day checklist** form, including **Additional Adult Guidance forms**.
- 4- A post-trip **Evaluation**.

After an educational visit the EVC will collate, monitor and store all of this paperwork.

HAZELWOOD SCHOOLS

Activity / visit leader's action card

<i>Immediate action in an emergency</i>	<i>Tick</i>
<i>Assess the situation and take immediate action to ensure the safety of pupils and staff.</i>	
<i>Establish if anyone is injured and how.</i>	
<i>Call the emergency services if necessary.</i>	
<i>Be aware that you and others may be suffering from shock.</i>	

<i>Next steps</i>	<i>Tick</i>
<i>During school hours contact the headteacher or nominee: 020 8886 3216</i>	
<i>Outside school hours contact the headteacher or nominee: 07966088193</i>	
<i>Give clear details of what has happened and who is involved.</i>	
<i>Discuss with the Headteacher or nominee who should inform parents and next-of-kin of pupils and staff.</i>	
<i>Avoid speaking to the media – if necessary direct them to your local authority press office staff: 0208 379 4406* or 0208 379 5147*</i>	
<i>Staff and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).</i>	
<i>Make notes of what has happened and your actions.</i>	
<i>Keep in contact with the Headteacher or nominee.</i>	

**If out of hours or unable to get response call Borough Contact Centre 0208 379 1000*