



Educational Visits Policy

Ratified:

Date of Policy: September 2024

Date of Review: September 2027

Signed by Headteacher: _____ Date: _____

Signed by CoG: _____ Date: _____

Kobi Nazrul Educational Visits Policy:

Please note that this policy and the procedures documented are subject to change due to changes to local and national guidance.

(Including Residential Trips, Charges & Grants)

This policy is in line with our Child Protection and Safeguarding Policy

At Kobi Nazrul Primary school we believe that educational visits should be used to:

- Support and enhance the provision of the curriculum
- Enrich all children's educational experiences.

Educational visits will therefore be planned for on a termly basis and may last either some or all of the school day.

An Educational Visit will be defined as:

- Children taken off-site, accompanied by the minimum recommended number of approved adults, to a venue that will meet the criteria set out above
- Visiting performers, professionals and instructors, to the school, who will meet the criteria set out above
- A residential visit (See separate section)

The Headteacher and Governing Body are committed to ensuring that each visit is safe, represents value for money and that all costs associated are reasonable within the scope of the majority of our families.

Charges:

Where there is a charge for any part of or all of the visit then a 'Voluntary Contribution' will be requested from the parents/carers of each child. If a contribution is not made the trip may have to be cancelled. The voluntary contribution will be calculated for each visit and may include any of the following:

- The charges of any commercial provider
- Any transport cost
- Entry charges to facilities including those for adults who are supervising and/or accompanying the children
- Any equipment hire
- Refreshments
- Staffing and instruction
- Spending money

If the overall cost of the trip or visit, including transport, exceeds £10 per child the school will consider subsidising the excess costs. However, it may have to be changed or cancelled if it is deemed too expensive.

Families who have genuine financial hardship will be offered support on an individual basis depending on circumstances. The headteacher, or the member of staff with delegated responsibility, will make this decision.

Procedures:

(Detailed guidance given to staff can be found in Appendix 2)

- In line with current guidance permission is not needed for visits within the M25 taking place during normal school hours. These visits are classed as local visits. An electronic message will be sent to parents at least a week before a local visit to inform them and allow time for them to express any queries or concerns. Parents will be asked to sign to give permission for local visits when their child is first admitted to the school
- Parents will be asked to give permission for visits taking place outside normal school hours or for Residential visits.
- ALL EYFS visits need permission from parents/carers. A letter will be sent electronically and responses collected. Written responses are required. NO VERBAL RESPONSES WILL BE ACCEPTED
- Visits are mainly planned on a termly basis linked to our topics. However over the course of the year opportunities may arise that will enrich the learning of children e.g visits to banks or sports competitions. Over the course of the year all children should have experienced at least 1 walk around the local area with a specific focus and 1 museum/ theatre visit.
- All educational trips must be authorised by the Headteacher or Deputy Headteacher.

• A RISK ASSESSMENT MUST BE CARRIED OUT AND THE APPROPRIATE FORMS COMPLETED TO ENSURE THE SAFEGUARDING OF ALL THOSE TAKING PART IN THE TRIP. An initial plan should be submitted at least 2 weeks before the planned visit and a pre-visit to complete the risk assessment at least a 3 days before.

Risk assessments for residential visits and activities needing Local Authority approval must be completed at least 4 weeks prior to the visit.

- It is the responsibility of the administration team for collecting and recording when a voluntary contribution has been made

Residential Visits:

At Kobi Nazrul Primary school we believe that a residential trip, at least once in a child's primary career, is of sound educational value.

The choice of venue is carefully selected on the following criteria:

- Safety record of the venue
- Staff qualifications
- Distance from school should be manageable.
- Quality of accommodation
- Outdoor facilities should be challenging and varied
- Value for money

Resources:

- The school trip should be adequately resourced with staff, equipment and finances

Charges:

- The total cost per child will be calculated using the same criteria as stated in the Educational Visits section for voluntary contributions.

Governors:

- Will be consulted on the payment of grants and kept informed of the planning of residential trip
- Will agree the level of pupil to teacher ratio,
- Will agree individual cases for special consideration recommended by the Headteacher e.g. financial hardship for parents of more than one child.

There must be an additional risk assessment of children who have special educational needs or may be at risk due to SEMH needs and have expressed a desire to go on a residential trip. The adult leading the visit will conduct a site visit which will be used as part of the risk assessment. The DHT will complete the EVOLV risk assessment at least a month before the visit.

The school reserves the right to withdraw a place if a child's attitude and/or behaviour is deemed to be detrimental or a risk to the wellbeing and safety of the rest of the party.

The residential trip must be planned, authorised and booked at least 4 months before departure so as to give parents time to pay by instalments.

Parent/carer volunteers:

- At Kobi Nazrul we value the support of our parents/ carers. Each year we ask for volunteers who train to support educational visits. A list of current volunteers is kept on the school network. All volunteers are asked to sign an offsite volunteer agreement. (see Appendix 3).

Appendix 1

Information for staff:

Train Travel on Trips at Kobi Nazrul

Train travel in London is free for school parties when booked in advance, quick and accessible. We are fortunate to be situated within easy walking distance of **Whitechapel Station** (**Hammersmith and City, District, Circle, Overground**), **Bethnal Green Underground Station** (**Central Line**) **Shoreditch High Street** (**Overground**) and **Bethnal Green National Rail Station** and **Liverpool Street Station**. Trip Leaders should consider train travel as an option when planning trips for children in Years 2-6.

When planning trips you should plan to the following stations in the first instance:

Overground services should be accessed from **Whitechapel Station**

Central Line services should be accessed from **Liverpool Street Station**

Hammersmith and City, District, Circle, **Overground** and **Elizabeth Line** services should be accessed from **Whitechapel Station**.

Before the Trip

- If leaving from **Whitechapel Station, Aldgate East Station or Liverpool Street Station** make every effort to inform station staff of your travel that morning so they have forewarning of your arrival.
- Nominate one staff member as '**First On- First Off**'. This adult will get on the train first and the children will be instructed to follow them. They will go to one end of the carriage and begin to seat the children if there is room.
- Nominate one staff member as '**Last On- Last Off**'. This adult will get on the train last and check the entire party are on the train. They will make sure that the children are still at the back of the platform ready for counting.
- **Make sure you have a register of all the children actually going on the trip that day.**
- Explain the procedure to the children and explain the following rules the day before the trip, on the morning of the trip and, if possible, before the return journey is made.
- **Hands free at all times**
- No reading of discarded newspapers (they are often not age appropriate and distract children from your instructions).
- No handheld bags (everything children carry must be in bags on their backs). There are two trip bags available in the office to borrow if children come with hand held bags.
- No eating or drinking ever.
- Staff will have allocated children to oversee getting on and off trains. All children will be told the following:

- “If you are left on a train you get off at the next station and a member of station staff will help you.”
- “If you get lost in the station do not get on a train or leave the station. Seek help from uniformed staff.”
- Sit down if possible, stay in your seat and don’t offer your seat to anyone. (Adults will nominate children to give up their seats to members of the public less able to stand. Children are not to offer their own seat).
- When they get off the train, they are to ‘mind the gap’, get to the platform wall or fence and **stop moving**, so they may be counted easily.
- If there are lifts or escalators on the trip, ensure children are warned about this in advance of departure and know the procedures.

On the Trip

- At staffed stations asked to be accompanied to the platform. Ask the member of staff to ring ahead to your destination station so that you may be met upon arrival and escorted to the exit.
- Consider your carriage carefully. Nearest the driver is usually best and safest. The middle carriages are usually the most crowded. This is not always the case but choosing an ideal carriage should be part of your risk assessment,
- When the train pulls in, if it is too full, wait for the next one. Make sure that children and staff know you will make a final decision when you see the train as to whether the party will board.
- The whole party should travel in one carriage. **‘One Class- One Carriage’.**

Disembarking

- Before the train pulls into the destination station, make sure adults and children are warned and, if possible, show them the door by which they are to disembark. It is useful to note, when you do your risk assessment, the side on which the train doors will open.
- If there are sufficient adults then two doors may be used to exit the train, but a member of staff must be at each doorway checking children exit safely, ‘mind the gap’ and ensuring that the doors cannot close. **The emergency stop should be pressed immediately by any adult who is concerned at any time.**
- Children should know that on disembarking the train they should move to the back of the platform and be still so that they can be counted more easily. The ‘First On-First Off’ designate should supervise this.
- The ‘Last On- Last Off’ designate is to indicate to the teacher upon disembarking that they are the last member of the party off the train.
- If the children are not moving around, then it is usually possible to have all children counted by the time (or soon after) the train has left the platform and that should be the trip leader’s goal. The trip leader is responsible for the final count.

New Trains Without Doors Between Carriages

All Metropolitan Line, DLR and Overground trains and some District, Circle and Hammersmith and City Line now have trains that do not have doors between the carriages. It is still obvious where the limits of the carriages are though and the 'one class, one carriage rule' should still be observed. Although it is usually ideal to have all children sitting down on a journey, this should not happen if it means children being strung out between carriages.

Escalators

Children should stand 'on the right' when travelling on escalators. The children are not to walk up or down escalators but stand still. The children should be supervised by '**First On-First Off**' and '**Last On-Last Off**' designates getting on and off the escalator. These rules must be explained to children before departure.

Lifts

Where the only means of exit from a station is by lift (e.g Russell Square, Hampstead, and Covent Garden) the party should ideally wait for a lift in which they can all fit. All lifts of this type on London Underground are big enough to accommodate a whole class of children.

Other lifts should only be used by children and their supervising adult where there is a medical need for 'step-free access' and this should be in the risk assessment.

*Please remember that some children are scared of lifts and escalators. It is also plausible that some younger children may never have been in big lifts or on escalators before which is why it is important to warn children beforehand.

National Rail Travel from Bethnal Green and Liverpool Street Station.

Bethnal Green National Rail Station is always unstaffed. It means that support would take much longer to come should it be needed to be summoned. If travelling from this station, trip leaders should use the first carriage nearest the driver and when doing the risk assessment, the trip leader should make sure that they know where the first carriage stops on the platform. This would be the case for the return journey back to Bethnal Green as well.

Travelling on National Rail is not free when travelling outside of Zone 6. However, the school has several Family Railcards which can be used to buy discounted tickets. Please discuss the purchasing of National Rail tickets with the administration team well in advance of the trip.

Appendix 2:

Updated procedures for planning Educational visits:

Educational visit identified:

- Having identified a potential visit, check the online calendar for suitable dates without potential clashes of events then speak to DHT about number and names of accompanying adults. When this is agreed please complete a calendar request.
- Calendar request- for visits taking place within school hours and within the inside of the M25- please put in the name of the venue, class and local visit. For visits which require DHT to complete EVOLVE or for visits leaving before or returning after the normal school day please add 'parental permission required' to the calendar request. For visits where a voluntary contribution is being asked for please add 'parental contribution requested' to the calendar request. This ensures that the admin team are aware that they may have additional parental queries when notification is sent out.
- ALL EYFS visits require permission.

Trip planning: (At least 2 weeks before the visit)

- Complete planning form at **least** 2 weeks in advance (4 weeks for residential visits or adventurous visits – put into electronic file and email DHT/EVC to inform them that it has been done.
- Check medical needs and that any medication required is in date. If not please liaise with inclusion leader/DHT to ensure medication is brought in.
- If a voluntary contribution is asked for please email a letter, 2 WEEKS BEFORE the visit, to both the SBM and finance officer. Please put the name of the visit, date and class in the subject bar. This gives time for parents to contribute. Please check the amount is consistent with the amount being asked for similar trips.
- If the visit is a residential visit or involves adventurous activities check if the provider has a LOTC Quality badge. For any queries about this, please speak to DHT/EVC.
- At the trip planning stage identify and agree with DHT/ Inclusion leader any adaptations to travel/ additional support for specific individuals that may be needed. Please ensure this is recorded on the trip planning form.
- Agree who will liaise with the admin team if alternative transport is needed. Agree who will communicate adaptations with parents. This should be done at least 2 weeks prior to the visit.
- Inform class teachers if you are taking staff that work with them at the trip planning stage.
- Contact any parent volunteers and add them to the calendar/ Trip planning
- Book travel permits
- Inform kitchen of packed lunch requirements – 2 weeks in advance- this must be signed by DHT

Risk assessment and informing parents:

- When a visit is within the designated local area and within normal school hours please send an email to the SBM and Finance officer **a week before** the visit with a copy of the communication to go to parents.
- Visit the venue and complete detailed plan and risk assessment **at least 3 days in advance** (4 weeks prior for adventurous visits), put into electronic file and email DHT/EVC to inform that it has been done.

Final planning and day of the visit:

- **1 week before the visit-** if permission is needed check that parents have completed **google form**. Phone permission or verbal permission is **NOT ACCEPTABLE**.
- **2 days before-** confirm attendance of any volunteers. Inform DHT/EVC of any issues. (Agree time of safety briefing- this should have been noted on the trip planning form.)
- **Day before the visit-** collect first aid kit and check contents, collect Hi-vis and collect and re-check medications
- **On the day of the visit** -make sure that children present are grouped with a responsible adult and that they are aware of your expectations of their conduct during the trip. They should also be made aware of what to do if they are separated from their group.
- **On the day of the visit-** Ensure that you have First Aid Kit/children's medicines if needed. Liaise with DHT/EVC with regards to any last minute staffing changes.
- Ensure that all adults and children are fully aware of the itinerary and trip details (Safety Briefing) **On the day**
- **As you leave-**Ensure all adults have a copy of the final risk assessment and have signed to say they have received it.
- **Complete risk assessment acknowledgement form and leave with the admin team.** Please ensure all parts are completed.

Appendix 3:

Off-Site Visits Volunteer Agreement

School trips are an integral part of learning at our school and give our children opportunities which may be outside of their usual experiences.

As a volunteer helper, you will have an important role to play in the success and safety of this school trip.

Role of the volunteer helper

- To be responsible for and look after in equal measure, all the children in your group.
- To stay with your allocated group of children, ensuring their well-being and safety for the duration of the trip.
- To promote polite, respectful behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the rest of the school party, be it walking, entering or exiting from transportation or following the teacher.
- To contact your child's class teacher/member of staff if there are any issues of first aid, safety or behaviour.

Working alongside school staff

School staff expect volunteers to:

- Comply with all of the above whilst being under direct line management of school staff.
- Show a commitment to their group, an interest in the focus of the visit and assist children in learning by helping them read signs, labels, information, asking questions that encourage children to think about and gain maximum benefits from the visit.
- Follow instructions given by school staff.

What is not permitted

Volunteer helpers are:

- Not allowed to bring additional children or siblings on the school trip.
- Not allowed to re-organise visit groups.
- Not allowed to smoke or drink alcohol.
- Not allowed to take photographs of any children.

- Not allowed to buy/give their group treats e.g. ice-creams, biscuits, sweets - before, during or after the trip.

Dress Code

The Governing Body are sympathetic to cultural and religious dress, however it is crucial that volunteers, like staff, meet expectations of suitable clothing and footwear. All adults in school should not wear clothing that could have implications for the health and safety of themselves, or others in their care. For example, when assisting a PE lesson or playground games, clothing must not present a trip hazard or catch on equipment or apparatus. Similarly, all adults in school should not cover their faces in such a way as to preclude children from seeing the movement of their mouth when speaking as children need to see facial expressions in order to pick up verbal and non-verbal clues.

First Aid

You will be informed if any child in your group has/needs medication. If medication needs to be administered, this will be supervised by a staff First Aider. All medicines and first aid boxes are carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you become separated from the rest of the school party, please telephone one of the contact numbers you have been given or the school.

Agreement

- I have read the Volunteer Off-Site Visit Agreement.
- I agree to the terms and conditions as stated in the Volunteer Off-Site Visit Agreement.
- I will support the children in enjoying the trip.
- I will treat any information I may hear about children as confidential and will not discuss any aspect of this outside of school.

Signed:

Name:

Date:

