



**Bishop John Robinson**  
Church of England Primary School

## Educational Visit Policy

**B**e the best we can;

**J**oin in Learning, Play and Prayer;

**R**emember God's Word

*"Jesus is the Anchor of my Soul." Hebrews 9:16*



The Diocese of  
Southwark

  
**ROYAL** borough of  
**GREENWICH**

## Mission Statement

We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this, we teach everyone *"Whatever you do, work at it with all your heart"* (Colossians 3:23) by;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. The bible teaches us God will *"Instruct us in the way of knowledge and wisdom and lead us along straight paths"* (Proverbs 4:11). To achieve this we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJR because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. Play is the foundation for learning compassion and the Golden Rule *"Do to others as you would have them do to you"* (Luke 6:31). To promote positive play we;

- Have dedicated staff who promote play EVERY PLAYTIME
- Promote the importance of play through PLAY DAYS
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We should *"Always be joyful. Never stop praying. Whatever happens, give thanks, because it is God's will."* (Thessalonians 5:16-18). We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way they should go, And when they are old they will not depart from it"* (Proverbs 22:6) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

In all aspects of school life, our school vision is key to ensuring that Bishop John Robinson CofE Primary School offers the best education money can't buy. Our history and naval links, our entire spiritual and ethical ethos, and our approach to the school's curriculum is rooted in our individual and corporate identity: *"Jesus is the anchor of my soul."* (Hebrews 9:16).

## **Introduction**

At Bishop John Robinson we believe in providing children with opportunities to learn and develop outside the classroom.

## **Aims**

The aims of our school trips are:

- to provide hands-on relevant learning for pupils,
- to enable all children to learn and develop their skills to the best of their ability
- to teach children about their developing world, including how their environment and society have changed over time
- to teach children to have an awareness of their own spiritual development, and to understand right from wrong
- to fulfil all the requirements of the National Curriculum and the principles of Every Child Matters
- to promote a positive attitude towards learning and a desire to achieve
- to enable children to be creative and imaginative developing their own thinking
- to enable children to be positive citizens of our multi-cultural society who are tolerant and respect other's values
- to provide equal opportunity for all

## **Responsibilities for Visits**

- The Governing Body should ensure that risk assessments are carried out, appropriate safety measures are in place and that training needs have been assessed.
- The Head Teacher should ensure that all necessary actions have been completed before the visit begins and that the group leader is competent to monitor the risks throughout the visit.
- The EVC is Karen Ripley who will support colleagues with visits and learning outside the classroom. The EVC will check final visit plans and risk assessment documents before submitting them to the Head Teacher.
- The group leader (generally a member of teaching staff), should have overall responsibility for the supervision and conduct of the visit. The group leader is responsible for planning the visit but must involve accompanying colleagues and children in the process. Staff must make appropriate checks of any third party providers. Staff must obtain outline permission for the visit, from the Head Teacher/ EVC, before beginning to plan or making any commitments. The group leader must ensure that a member of staff accompanies the visit who is first aid trained and must provide at least one first aid kit per class.
- Staff must act as employees of the school, whether the visit is conducted within or outside normal school hours. They must ensure the health and safety of everyone in the group, help with control and discipline and act as any reasonable parent would do in the same circumstances.

- Other adults acting as supervisors on the visit should be clear about their roles and responsibilities. They must ensure the health and safety of everyone in the group, follow instructions from the group leader, help with control and discipline, and discuss concerns related to pupil health and safety with the group leader.
- Pupils: The group leader should adequately prepare pupils prior to the visit. It should be made clear to pupils that they must: follow instructions from all adults; dress and behave sensibly and responsibly; be sensitive to local codes and customs; not take unnecessary risks; be responsible for reporting dangerous or threatening situations.
- Parents: should be able to make an informed decision on whether their child should attend the visit. The group leader should ensure that parents are given sufficient information (in writing) and are invited to any briefing sessions.

### **Types of Educational Visits**

- (a) *Day Visits*: take place largely during the school day and include excursions within the locality of the school; visits to museums, art galleries, theatres, historical sites, villages, towns, open countryside and seaside locations; visits to other schools, centres, halls and sporting facilities.
- (b) *Residential Visits, provided by external providers or adventurous activities*: take place usually over more than a one-day period and include visits within the UK and abroad, water sports etc.

### **Planning and Risk Assessment**

When planning and preparing an educational visit, the group leader and teacher supervisors must:

- Complete an Educational Visit Approval Form (Appendix C) and signed approval from the Head Teacher and EVC.
- Make a preliminary booking with the venue.
- Complete an educational visit checklist.
- When the booking is confirmed, ensure this is entered onto the school diary.
- Prepare and send out a letter to parents.
- Conduct an **exploratory visit**.
- Ensure the ratio of adults-to-pupils is appropriate for the needs of the group.
- Organise for adult supervisors to attend the visit. This may include non-teaching staff, governors, parents or carers.

- Ensure that adequate first-aid provision is available.
- Complete a written **Event Specific Notes**, and hand in to EVC this must be completed two weeks before the date of the visit (Appendix A)
- Ensure that all adult volunteers that act as group supervisors are informed about their roles and responsibilities and have seen and signed a code of conduct for volunteers on an educational visit form (Appendix B)
- Provide all group supervisors with a list of the pupils they are responsible for on the visit and any needs that the children may have.
- Prepare pupils for the visit. This may include discussions about behaviour, uniform and food requirements, transportation and pre-visit lesson work.
- Nominate a teacher in charge of emergencies (usually the group leader) and a deputy contact.

### Supervision

As a guide, adult-to-pupil ratios for educational visits are:

Nursery/Reception = 1:3

Years 1-3 = 1:6

Years 4-6 = 1:10

However, this is dependent on the behaviour / medical needs of the class and the experience of the member of staff leading the visit.

### Charging for Visits

In all schools (other than independent schools) the education provided wholly or mainly during school hours is free. This means that a **charge** for any visit that occurs during school hours cannot be imposed upon parents. The school can, however, ask parents for a voluntary contribution toward the planned visit.

Residential visits occur outside of school hours and the financial costs of these are imposed upon parents.

To ensure that sufficient contributions are collected:

- Make a financial budget to cover all costs
- Send information letters and voluntary contribution requests to parents **early**
- Advise parents that a visit may be cancelled if insufficient voluntary contributions are received to help finance the visit.

### First Aid

- First aid should form part of the risk assessment.
- The group leader should:
  - ☐ Assess what level of first aid might be needed,
  - ☐ Ensure a member of staff who is first aid trained will be present during the visit,

- ☐ Investigate the first aid provisions and procedures of the venue,
- ☐ Ensure all adult supervisors know how to contact the emergency services,
- ☐ Ensure that a suitably stocked first aid bag is taken on the visit.

### **Emergency Procedures**

Teachers in charge of pupils during an educational visit have a **duty of care** to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

### **Emergency procedures are an essential part of planning an educational visit.**

All individuals involved in the educational visit should be informed of who will take charge in an emergency, the named backup cover and what they are expected to do in an emergency.

### **Who will take charge in an emergency?**

The **Group Leader** would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged.

### **Emergency Procedures Framework:**

If an accident or emergency occurs during a school visit:

- Assess the situation – establish the nature and extent of the emergency.
- Safeguard the uninjured members of the group – ensure all are safe and looked after.
- Attend to the injured members of the group – establish the names of any casualties and seek immediate medical attention.
- Inform the emergency services (including the police, if necessary).
- Inform all group members of the incident and ensure emergency procedures are followed.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Inform the school contact – providing details of the nature, date and time of the incident; the names of casualties and details of their injuries; action taken so far; action yet to be taken (and by whom).
- Write down accurately all the relevant facts and witness details (including events, times and contacts) immediately after the incident.

### **Terrorist attack or serious incident**

Group leaders should ensure, as part of their risk assessment, that they are aware of the location of the school closest to the venue. This should be used as a safe point to assess and plan in the event of any extreme situation.

### **Further Information**

For further information on educational visits, refer to the following publications:

- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (Department of Education and Skills)
- Educational Visits and Journeys (NASUWT)
- Safety on School Trips: A Teachers and the Law Booklet (PAT – The Professional Association of Teachers)
- Safety on School Journeys (NUT)
- Guide to Health and Safety at School No 5: Out and About – Schools Trips Part 1 (RoSPA – The Royal Society for the Prevention of Accidents).

### **Equal Opportunities**

Bishop John Robinson offers equal opportunities to every child in every aspect of the curriculum and school life.

### **Update and Review**

This policy was updated in September 2021

It is due for review in September 2022

## Appendix A

**Bishop John Robinson C of E Primary School Educational Visit Risk Assessment Form**

Visit location:      Date:      Year:      No of children:

Activity	Risk	Likelihood	Severity	Action/control

EVC's signature \_\_\_\_\_

Head Teacher's signature \_\_\_\_\_



Trip Details

Date of visit	
Location of visit	
Visit leader name and mobile number	
Staff accompanying and mobile numbers	
Volunteers accompanying and mobile numbers	
Specific medical/ health needs	
Children presenting challenging behaviour	
First aider	

## Appendix B

**Bishop John Robinson C of E Primary School**  
**CODE OF CONDUCT FOR VOLUNTEERS ON AN EDUCATIONAL VISIT**

First, please accept our thanks for agreeing to accompany our children and staff on an educational visit. Without people like you such visits would not be possible to organise and run.

This is our school's code of conduct for all volunteers who give up their time to accompany our children and staff on educational visits. Please read it carefully and follow our rules. They are in place to keep all our children, and you, safe.

1. The teachers and staff from Bishop John Robinson are in charge of the visit/trip at all times.
2. Volunteers on trips must not walk off with their child or decide to leave a trip early.
3. Volunteers on a trip must follow instructions from school staff at all times as the health and safety of ALL the children always comes first.
4. The planned route or activities must be adhered to. Only planned events will be covered by the Risk Assessment, which will have been submitted to and signed by the Head Teacher and EVC.
5. Volunteers must report any instances of inappropriate behaviour by the children or members of the public to their child's class teacher and/or the lead teacher as soon as practically possible.
6. Volunteers must not use their mobile phones when on a school trip (unless an emergency occurs) as this detracts from the experience of the children and can be a health and safety hazard. However, volunteers are encouraged to take their mobile phones with them in case of emergency.
7. Digital pictures/photos of children must not be taken during the trip. School staff will do this if they feel it is necessary. These pictures will normally only be used for internal school purposes.
8. If you know of or see a potential health and safety hazard, please point it out to the nearest member of staff immediately. However, if you think that there is immediate risk to a child, i.e. they are about to step into a road, please do take preventative action yourself.
9. When volunteering on a visit, smoking is not permitted under any circumstances.
10. Volunteers must not buy 'treats' or 'presents' or lend money to any of the children in their group, as this is not fair to others and causes problems later.
11. Volunteers must make themselves aware of any notes that have been written about the visit, including event specific notes (ESN) that will be given about the day.
12. Volunteers must be aware of any child in their group that has asthma or an allergy, and adhere to the guidelines if such a child is taken ill.
13. Parents/carers and other family member volunteers must never be in the same group with their own child/family member.
14. Volunteers must always speak to the children in their group in a suitable manner. Inappropriate language will not be tolerated.
15. Volunteers must dress appropriately for the visit,
16. As a school, we do not discriminate against anyone on grounds of age, race, ethnicity, religion, belief, attainment, disability, gender or background. Volunteers will be expected to also adhere to this policy.
17. It is essential that confidentiality is maintained. Volunteers will be expected to treat information that they may receive about the children in a discreet and confidential manner.

I have read and agree to follow the Code of Conduct for Volunteers on an Educational Visit.

Name.....

Signature..... Date.....

**Please remember that taking a large group of children out of school on a visit is VERY different to taking your own children/family on an outing. We have very strict rules and guidelines that we need to work within that you will not be fully aware of.**

## Appendix C

**Educational Visit Approval Form**

Intended date of visit-	
Intended destination-	
Reason for visit-	
Curriculum links-	
Number of pupils invited-	
Year group-	
Number of FSM children-	
Visit leader-	
Other staff accompanying-	

**Costings**

Item	Costings
Total cost-	
Cost per pupil-	
Voluntary contribution to be requested-	
Other funds to be used	

EVC signature: \_\_\_\_\_

Head Teacher signature: \_\_\_\_\_