



BUSBRIDGE C of E (Aided) JUNIOR SCHOOL

Educational Visits Policy



**This policy was updated by the SLT and Governing Body in the spring term 2023
It will be reviewed in the spring term 2026 or as required**

Version 28.02.23

OUR SCHOOL VISION STATEMENT

To be a school that reflects the love of Christ: **cherishing** each other as unique individuals and **challenging** all to achieve and succeed.

Introduction

Busbridge C of E Junior School is a learning community dedicated to provide outstanding education for our children. We strive to equip our pupils with the skills to be confident and independent and we foster a lifelong love of learning.

Busbridge C of E Junior School follows the current Surrey CC 'Guidelines for Educational Visits and Outdoor Education Activities' in planning and organising school visits and trips.

The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned in planning, attending and evaluating educational visits.

The school has a strong commitment to the added value of learning beyond the school day and beyond the school premises by the use of carefully planned educational visits. This is part of the schools required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life, adding to their Cultural Capital.

A planned and progressive programme of trips and visits is made through the school. These encompass a range of educational visits and trips both on and off site, including residential activities.

Through providing a range of educational visits and outdoor activities we aim to enable children to:

- have fun
- develop self-esteem
- learn the skills for decision-making
- build relationships with children and adults
- understand risk
- take a measured risk
- know how to keep themselves and others safe
- experience new cultures and traditions
- raise their aspirations
- take responsibility
- be motivated by their learning

- be independent
- experience 'real' learning
- take part in team building
- allow all children to experience success
- learn to cope with failure
- bring the curriculum alive
- have magic moments and make memories for life

All visits will be well planned, organised and worthwhile, with clear links to the National Curriculum, and will either be a stimulus, or consolidate work already covered. At all times the safety and welfare of the children will be paramount, and all arrangements made should take this into account.

This school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. Any concerns regarding safeguarding should be passed to the teacher in charge who will in turn pass these on to the Designated Safeguard Lead (DSL), who is also the Headteacher.

Local Visits

Throughout the school, teachers use the school grounds as part of the classroom. When visiting the school pond or when groups are working beyond the view of the teacher, groups must be supervised by an adult.

On admission to school parents/carers sign a permission form which gives their consent for children to partake in local visits for example to Busbridge Church or other local schools. For these visits, generic risk assessments are made. Teachers adjust these according to the needs of their children in their class.

For trips beyond the local area requiring transport, parental permission must be obtained either electronically from the school money payment system or via written consent for each visit.

Day Visits

Day visits are arranged to support learning in the classroom. They are related to pupils current school work and linked to the curriculum by preparation and follow-up activities. To ensure equality of opportunity it is our intention that all children go on the visits organised for them. Parents are informed of these visits in advance and give permission for their child to attend. Voluntary contributions towards transport and trip costs may be asked for.

Residential Visits

Children are offered a residential visit in years 4 and 6.

These visits not only benefit the children personally and socially, but also ensure the children have the opportunity to take part in outside and adventurous activities, thus meeting the National Curriculum PE subject requirements.

Roles and Responsibilities

The **Governing Body** satisfies itself that procedures, risk assessments, and control measures are in place and guidance notes are being followed. All additional off site visits that are residential or of a hazardous nature needs to be approved by Surrey County Council as well as the Headteacher and Educational Visits Co-Ordinator.

The Evolve website is used to save and upload risk assessments and gain approval from Surrey CC.

The **Headteacher** is delegated by the Governing Body to approve all educational visits that are assessed as low risk, daily, local or regular in nature.

The **Educational Visits Co-coordinator (EVC)** ensures that all off-site activities follow the correct procedures (see Appendices).

The person with these responsibilities will monitor the written risk assessments to ensure good practice.

In addition, the following responsibilities and duties are undertaken by the EVC:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that the trip leader has checked that DBS disclosures are in place where necessary.
- Arrange Emergency Contact for Duty Officer, Headteacher, and Deputy Headteacher and draw up proper procedures to be followed in such an event.
- Review and regularly monitor procedures.
- Liaise with the Surrey CC Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations.

The Party leader

Is responsible for identifying the purpose of the visit and completing a risk assessment prior to the visit. The risk assessment is shared with the EVC before the trip takes place and with all adults attending the trip. All participating adults must read the risk assessment and understand the risks and procedures outlined therein.

This risk assessment must take account of:

- Generic risks as published in this document and the LA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge/experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.
- The individual needs of the pupils attending the trip. These may be Special Educational Needs, accessibility requirements, healthcare needs or any other need identified which needs to be considered in order for the trip to be fully accessible and enjoyable for the child.

Participants

Are encouraged, in accordance with age and ability, to consider risks involved in an offsite educational activity and to assist in the design of appropriate risk management strategies that support their learning.

Safeguarding

All adults accompanying the trip will have a DBS which has been seen by the Admin Officer prior to the trip going ahead.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include making time or finances available to conduct an exploratory visit, writing a robust risk assessment of the trip and briefing staff and volunteers in order to ensure that they are aware of their Safeguarding responsibilities during the trip.

A mobile phone will be taken on all visits. Any delay in return times should be communicated to the head teacher and/or school office, and parents will be informed by a notice or via the emergency/contact tree in the case of residential visits. Each leader should be aware of the procedures regarding emergencies, as detailed in Surrey County Council's guidelines. An emergency procedures card is to be made available for each member of staff.

In line with our Safeguarding policy, visits and visitors to the school are selected and assessed as to their suitability for the children. Visitors to the school and parent helpers are DBS checked prior to their work with children. However for one off visitors, such as travelling theatre groups, teachers are vigilant and these visitors are never left unsupervised with the children. Content of any visits is agreed prior to a visit taking place.

Ratios

For our age group of children there should be 1 adult for every 10 to 15 young people, with a minimum of 2 adults per class at any one time.

First Aid

All staff involved in visits should be aware of any medical issues regarding the children. This information is given in a medical form completed by parents/carers – Appendix 4. A set of these forms goes with the teacher in charge on the trip and another copy stays in school with the Duty Officer (ie Headteacher).

The leader in charge will have overall responsibility for prescribed medicines for the children in their group.

Medicines relating to particular children and information regarding their administration should be given to the designated member of staff. A medicine record sheet must be completed every time medication is given to a child, noting details such as the time, dosage etc – Appendix 4.

For day visits a first aid kit will be made available, and a more comprehensive kit will be used on residential visits. The school office will ensure these are complete.

Any accident must be recorded in the School Accident Book on return to school, and any other health issues reported to the parents. Parents will be contacted by phone in the case of serious accident or illness.

For day visits a Parental Consent Form should be completed for each child – Appendix 8.

Permissions Policy

The school may ask for Voluntary Contributions. In line with the schools charging policy. Parents/carers should be made aware that the contribution is not compulsory, and that the children of parents/carers who do not contribute may not be discriminated against.

It is permissible to ask parents/carers to contribute more than the minimum amount to subsidise those pupils whose parents/carers have not contributed. The School must liaise with carers of Children in Care to ensure that they are aware of funding available to support them.

In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

A consent list and emergency contacts list must be available for the Emergency Contact and the Group Leader to take on the visit.

Equal Opportunities

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

Pupils with Special Educational and Medical Needs

Pupils with special needs should be included in all trips and visits with reasonable adjustments made to enable their access to some or all of the trip where appropriate. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

For information, each leader should hold summary sheets containing details of the child/children's special needs and any adjustments that are required.

Transport

The school office will arrange for an appropriate coach company for day and residential visits.

All children will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Children should be made aware of basic safety rules for travel. Children should not sit in the front seat of the coach or mini-bus. Adults should be seated throughout the coach.

The use of cars for shorter visits and sporting activities can be considered if the driver's insurance covers such activities. A note referring to this point should be included on each letter where transport is needed – Appendix 9. When being transported by car, parents are asked to indicate on the consent slip if their child needs to use a booster seat.

| | | | |
|------------------|------------------|------------------|------------------|
| Group 1 – | Group 2 – | Group 3 - | Group 4 - |
|------------------|------------------|------------------|------------------|

| | | | |
|------------------|------------------|------------------|------------------|
| Group 1 – | Group 2 - | Group 3 - | Group 4 – |
|------------------|------------------|------------------|------------------|

For each class, please give group leader name and children's names, including surnames.

Appendix 2

Guidelines for Volunteers on Residential Trips

Thank you to all those who are prepared to go on and be involved in school trips in order to support members of staff and provide adult supervision. Your participation is very much appreciated and we have drawn up these guidelines to ensure that everyone involved has an enjoyable experience as this is often one of the highlights of the year for the children.

It is important that roles and responsibilities are clearly defined and that all involved know what is expected of them. As well as the information below, all volunteers should read the school's policies for **Safeguarding and Child Protection, Behaviour and Discipline, Outdoor and Educational Visits, Physical Intervention, and Health and Safety**. These can be found on the school's website or in the school office, and are updated regularly.

This school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. Any concerns regarding safeguarding should be passed to the teacher in charge, who will in turn pass these on to the Designated Safeguarding Lead (DSL), who is also the headteacher.

Disclosure and Barring Service (DBS) check

As specified within the school's Safeguarding and Child Protection policy, all those attending a residential trip must have obtained an enhanced DBS check for Busbridge C of E Junior School within the last 3 years. This check takes about 2-3 weeks and **must** be completed prior to the date of any residential trip. If you require any further information please ask as soon as you are able.

Welfare and Safety of Children and Volunteers

It is our responsibility to ensure the safety of all involved on school trips, both children and adults. Activities will be properly planned and supervised, and the necessary equipment and information will be provided, either by the school or by staff employed for that purpose. Full details of the programme and what you will be expected to do - and not do - will be given to you prior to the trip to ensure that you are fully informed and that you are completely happy and comfortable with what is anticipated. If there are activities you would prefer not to be involved in please tell us at the earliest opportunity.

There will always be a member of staff who bears ultimate responsibility for any issue arising on the trip so it is important that you raise any queries you may have with that person at the earliest opportunity and make use of the support they can offer.

Photographs/Video

Please do not take photographs of the children unless you have been asked to do so by a member of staff. Photographs must be taken on a device belonging to Busbridge C of E Junior School and not on a personal mobile phone or device. Parents have the right to refuse permission for photographs to be taken of their child and any photographs taken should be solely for school use. Children are occasionally allowed to take their own cameras on residential trips but these are for their own use only.

Telephones

Children are not allowed to take mobile telephones with them on residential trips to encourage them to be independent whilst they are away. If it is felt that communication between children and parents would be helpful whilst they are away, for example, where there is illness in the family or severe homesickness, this will be the responsibility of the school staff. It can be unsettling for both parents and children to hear information via others and we ask you not to telephone other parents nor pass on information about the children or their activities.

Conduct

As a parent helper on a school trip you are reminded that you are acting as a representative of the school and as such we expect you to adhere to the behaviour we and you would expect of your child's teachers. We would particularly draw your attention to the following:

You must:

- Refer to the member of staff in charge if you are unsure of your authority or what is an appropriate response in a given situation, particularly in matters of discipline.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and be a positive role model to pupils.
- Treat all children equally.
- Safeguard the dignity of all children, and do not do anything which might embarrass or humiliate anyone.
- Respect and preserve any confidential information that you are given about a child, or in relation to events that occur on this trip.
- Abide by the school's Child Protection Policy and ensure that your behaviour towards children would always be considered appropriate and that any concerns you have are dealt with in the correct manner.

You must not:

- Put yourself in a position of possible misinterpretation or misunderstanding eg by being alone with a child. Wherever possible make sure you can be seen by others or are chaperoned.
- Show aggression or irritation towards a child, either verbally or physically, or deliver any kind of slap, smack or blow, or threaten to do so.
- Be sarcastic or derogatory, make remarks or jokes to children of a personal, racist, discriminatory or offensive nature and do not use language that is inappropriate eg swearing.
- Give or receive gifts unless notified to the member of staff in charge.
- Allow, encourage or condone children to act in an illegal or unsafe manner eg smoking.
- Behave in an illegal or unsafe manner or undertake any work with children when not in a fit and proper state.

In addition, you have an obligation to report to the teacher in charge any situation which causes you concern or which may give rise to complaint, misunderstanding or misinterpretation, including where another adult is involved.



Visit to

Dates: From..... To.....

I, confirm that I
Have read and understood the Guidelines for Volunteers on Residential Trips for Busbridge C of E
Junior School, and agree to abide by them.

Signed

Date

Appendix 3

PERSONAL AND MEDICAL DETAILS

[Trip details]

PUPIL'S NAME.....CLASS.....

DATE OF BIRTH.....

PARENT'S FULL NAME

HOME ADDRESS.....

.....

TELEPHONE NO:

EMERGENCY CONTACT NAME: TEL NO:

NAME & ADDRESS OF FAMILY DOCTOR:

.....

.....TELEPHONE NUMBER:.....

FOOD ALLERGY

Please give details of any food that your child **CANNOT** eat:

.....

.....

Has your child had any of the following (*please circle appropriate answer*):

| | | |
|--|-----|----|
| Asthma or Bronchitis | YES | NO |
| Heart condition | YES | NO |
| Fits, fainting or blackouts | YES | NO |
| Severe headaches | YES | NO |
| Diabetes | YES | NO |
| Allergies to any known drugs or medication | YES | NO |
| Any other allergies, eg material, food, insect bites etc | YES | NO |
| Other illness or disability | YES | NO |
| Any recent contact with contagious diseases and infections | YES | NO |

If the answer to any of the questions overleaf is YES, please give details:

.....

.....

Continued over the page

Has your child received vaccination against Tetanus? YES NO

Date if YES.....

Is your child receiving medical treatment of any kind?
From either your Family Doctor or Hospital?

YES * NO

Has your child been given specific medical advice to?
Follow in an emergency?

YES * NO

* If the answer to either of these questions is YES, please give details:

.....
.....
.....

MEDICINES

Any medicines that need to be taken during a school journey must be handed by the parent/career to the member of staff in charge of medicines. The medicines should be in containers clearly labelled with the child's name, the type of medicine and the dosage instructions.

1. Will your child need to be given any medication during this trip? If so, please indicate:

- ❖ Medication and reason for taking.....
- ❖ Dosage.....
- ❖ If your child uses an **Inhaler**, please indicate whether this should be kept *(please tick)*
 - During the day* (a) with your child..... Or (b) with the group leader.....
 - During the night* (a) with your child..... Or (b) with the group leader.....
- ❖ If your child uses an **EpiPen**, please indicate whether this should be kept *(please tick)*
 - During the day* (a) with your child..... Or (b) with the group leader.....
 - During the night* (a) with your child..... Or (b) with the group leader.....

2. I give my permission for the above to be administered by one of the group leaders and I will ensure that I explain The use and dosage of the medicine in advance of the trip.

3. I consent to any emergency medical treatment necessary during the course of the visit.

4. I consent / do not consent * (***delete as appropriate***) to my child being given a mild painkiller (paracetamol) if Considered necessary by the party leader.

ANY OTHER RELEVANT INFORMATION (*please complete if appropriate*):

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

Signed.....Date.....
Parent/Guardian

PARENTS' CONSENT FOR LOCAL VISITS

From time to time all our children carry out activities that are within close proximity to the school, such as activities at Busbridge Infant School and visits to Busbridge Parish Church.

This letter is to seek your consent for all such local visits throughout the year. For every non-local and residential trip a letter giving details will be sent home with a permission slip attached.

Mr Richard Catchpole
Headteacher

PARENTS' CONSENT FOR LOCAL VISITS

Name of Child Class

I give/do not give consent for my child to leave the school premises with a teacher or teacher helper on a local visit.

Signed Date
Parent/Guardian

Appendix 8

The information about the sporting event will be available on the first page. Below is an example of the parental consent form.

Sport-----Date----- Venue

I give permission for my child Class to take part in the above event on the date specified
YES/ NO

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by the staff in charge are obeyed YES/ NO

Medical Details:

My child has: no illness, allergy, physical disability or medical condition*
the following illness, allergy, physical disability or medical condition* (*please delete as appropriate)

Medical condition details:.....

Which necessitates the following medical treatment*.....

*Does your child need to carry an inhaler/epipen or any other medication: YES /NO (if YES please give details below)

.....

If 'Yes' the necessary medication will be: supplied from home on the day and given to the class teacher YES / NO
or is held in school and will be taken from school on the day YES/ NO

I consent to any emergency medical treatment necessary during the course of the event and sharing my child's details with relevant medical personnel if required YES / NO

I understand that those supervising the visit are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent YES/ NO

I **will** be able to transport **my child plus** children (please indicate how many) **from Busbridge CE Junior School to (VENUE)** and have a valid driver's licence, MOT Certificate, road tax, insurance YES/ NO

I **will** collect my child(ren) from (VENUE) at (TIME) YES/ NO

or

I give permission for(name of responsible adult) to collect my child from (VENUE) at (TIME) YES/ NO

I give consent for my child to have their photograph taken at this event for use on the school website and school newsletter. You can withdraw this consent at any time. YES/ NO

My child will require a booster seat YES/ NO

I have a valid DBS check through Busbridge CofE Junior School YES/ NO

I am also aware that should there not be enough parents available to transport the children to the venue then we may not be able to take part

Parent/Carer contact name.....Parent/Carer's contact telephone number

Parent/Carer email.....

Signature.....Parent/Carer Date

Appendix 10

Trips and Visits Planning Schedule

Trips and Visits Planning

Draft version 02.09.22

| Action | By whom | When | Follow up action |
|--|-----------------------------------|--|--|
| PART 1 – Booking trip | | | |
| Email sent to teachers with a list of the trips from the previous year for their year group. | Michaela | First week in June | Teachers to reply to Michaela with trip choices for their year group |
| Book trips and coaches | Michaela Before Summer holiday | | Confirm dates with teachers. Dates added to school calendar/website for the following year. Dates shared with parents in Sept Curriculum Info meetings where possible. |
| Cost the trip | Michaela | September | |
| Confirm which staff member is the trip leader / main liaison with the office | Rachel | ASAP, at least by start of the term of trip | |
| Part 2 – Collecting permissions and payment from parents | | | |
| Trip letter – Michaela sends previous year’s trip letter to teachers with up to date costing already edited. | Michaela | Four weeks before the trip. | |
| Teacher sends letter, edited, back to Michaela | Year group teachers | Three weeks before the trip | |
| Trip is added to Arbor | Annie | Two weeks before the trip | |
| Info re payment, permissions etc. collated | Annie | Two weeks before the trip, chasing any parents in the days leading up to the trip. | |
| Part 3 – Parent helpers | | | |
| Discuss LSA helpers with SENCO | Class teacher | Two weeks before the trip | |
| Tell Michaela how many parent helpers required | Class teacher | Two weeks before the trip | Michaela uses info from trip permissions to contact DBS parents and find helpers from the trip. |
| Part 4 – Risk Assessments | | | |
| Teachers carry out a pre visit to | Class teacher | Three to four | |

| | | | |
|---|---------------|--|--|
| the site if they have not visited before. (PPA time can be used for this) | | weeks before the trip | |
| Teachers write Risk Assessment (including SEN and Medical arrangements) and share with Educational Visits Co-ordinator (RB) | Class teacher | RA to be shared with RB one week before the trip | |
| Part 5 – Medicines | | | |
| Medical needs for children in class collated from permission forms and referenced with current info held in the office. | Annie | Week of the trip | Share with class teacher and class LSA |
| In school medicines, sick bucket, first aid kit and medical record form collected from office and taken to classroom for the trip | Class LSA | Day before or day of the trip | |
| In school medicines, sick bucket, first aid kit and medical record form returned to the office | Class LSA | Day of or day after the trip | |

Other notes:

Residential Trips –

| | |
|---|---|
| Booking | Michaela |
| Payments set up | Annie |
| Letters | Michaela to send last year's letters to teachers who will edit and return to office to be sent out by the office. |
| Surrey Evolve form completed 6 weeks prior to the trip. | Teachers |
| Adult helpers | RC liaise with teachers. RC to approach named adults re availability. Medical details of all adults collected confidentially by designated LSA. |
| Parent meeting | Date to be set by teachers in consultation with RC |
| Medication | Class LSA responsible for collating information, administering medication and recording administration of medicine. |

Swimming

| | |
|---|---|
| Book swimming pool | Office staff book pool at the end of autumn term for the following year. |
| Letters sent out at end of summer term for next academic year | Office staff send letters, set up payment on Arbor etc. |
| Parent helper rota | Office staff e mail class reps and ask them to contact parents/ make a rota and then send back to school office. Office to share with teachers. |