THE ROWANS SCHOOL

EDUCATIONAL VISITS POLICY (SCHOOL JOURNEYS)

This policy is applicable to all pupils, including those in the EYFS.

Rationale

The Rowans School places high value on the place and purpose of educational visits. We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. We recognise that educational visits provide a unique opportunity to enhance the curriculum and to extend and support class-based work.

Purposes

We aim to enhance the first-hand experiences of all pupils by providing opportunities for day visits. These support the social, moral, physical and academic needs of the pupils. We recognise the considerable contribution that such visits can bring to pupils in terms of their social and personal development and their confidence in managing their own safety and well-being as well as that of others outside the confines of the school. Additionally, it is recognised that educational visits offer significant opportunities to build upon and enrich work undertaken within the taught curriculum. Educational visits provide a powerful route to enriching the curriculum in particular enjoying and achieving, staying safe and being healthy.

The organisation of an educational visit is crucial to its success. The safety of children and staff is always the overriding priority. With rigorous organisation and control, the visit should provide a rich learning experience for the children. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned when organising an educational visit.

Safeguarding

As in all other aspects of School life, Safeguarding remains our highest priority on educational visits.

All members of staff at the school have enhanced DBS checks before their contract commences. Other adults are extremely useful on visits in view of staff ratios; but if they are used, the visit needs to be structured to ensure that they cannot be left in sole charge of early years children, unless they possess an enhanced DBS disclosure and the relevant level 3 statutory qualification.

All supervising adults are briefed in the reporting procedures for any pastoral or Safeguarding concerns prior to the visit, as well as the importance of confidentiality in these matters.

For the safety of all children and adults, staff and supervising adults must adhere to our Staff code of conduct which includes not using their mobile phone in front of children and not consuming alcohol at any point during educational visits.

The role of the Head

It is the Head's responsibility to:

- Update, communicate and discuss school policy in relation to educational visits;
- Provide support for staff planning and organising educational visits;
- Advise and liaise on current Department for Education and Skills Guidelines, especially Health and Safety issues;
- Check and sign Outing Proposal and Sanction Forms including risk assessments;
- Oversee the balance of visits within a year group and in a pupils' time at The Rowans School;
- Check all risk assessment forms and paperwork before the educational visit;
- Train staff where necessary;
- Ensure there is adequate and relevant insurance cover;
- Ensure the mode of transport is appropriate;
- Ensure she has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff;
- Ensure she knows the procedures should there be a large-scale accident.

The role of the Head/ Deputy Head

It is the responsibility of the Head and/or Deputy Head to:

- Meet with the Group Leader to discuss the outing;
- Ensure that all the paperwork has been completed correctly;
- Check all letters regarding the outing;
- Meet with the Group Leader on the day prior to the outing to finalise details;
- Meet with the Group Leader and review evaluation form;

The role of the Group Leader

It is the Group Leader's responsibility to:

- Complete the Outings Pack, including the Outings Proposal and Sanction Form within the stated timescale;
- Liaise with the Head/Deputy Head/School Administrator where necessary;
- Ensure the Head/School Administrator has the address and phone number of the visits venue and has a contact name;
- Ensure the Head/School Administrator has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff;
- Ensure a copy of all the correct paperwork is kept in the Outings File;
- Undertake an exploratory visit;
- Undertake and complete the planning and preparation of the visit, including the briefing of group members, staff and other adults;
- Undertake and complete the Risk Assessment Form and other paperwork within the specified time frames;
- Ensure all dietary and medical factors have been taken into consideration;
- Ensure that the children understand their responsibilities;
- Liaise with parents where necessary;
- Liaise with other members of staff/adults;
- Have access to a list/register of all group members with contact numbers, where appropriate;
- Gain information regarding costings and pass on to the School Administrator to process;
- Ensure all children are wearing/have a label with the School's name and phone number;
- Liaise with the School Administrator regarding times and dates of visits so coaches can be booked;
- Curtail the visit or stop the activity if the risk to Health and Safety of any participant reaches an unacceptable level;
- Make contact with the appropriate personnel once at site so that in case of an emergency they know who to address information to;

- Inform the school if there are any delays. The parents will then be informed via the emergency list or e-mail.

Other members of staff involved in the visit
Staff on the visit must:
- Do their best to ensure the health and safety of everyone in the group;
- Care for each individual as any reasonable parent would;
- Carry a list/register of all group members with contact numbers, where appropriate;
- Follow the instructions of the Group Leader and help with managing the group;
- Consider stopping the visit or activity if they think the risk to the health and safety of the children in their charge is unacceptable;
- Regularly check that the entire group is present;
- Have the means to contact the group leader/other supervisors if needing help;
- Clearly understand the emergency procedures and be able to carry them out;
- Have appropriate access to first aid.

Other adults involved in the visit
The Group Leader should ensure that other adults follow instructions and will lead a briefing with additional adults before the visit. During the visit accompanying adults will:
- Not have their own child within their group;
- Ensure they co-operate with the Group Leader and follow the instructions given to them;
- Carry a list/register of all group members with contact numbers, where appropriate;
- Regularly check that the entire group is present;
- Have the means to contact the group leader/other supervisors if needing help;
- Look out for anything that might hurt or threaten the group;
- Clearly understand the emergency procedures and be able to carry them out;
- Alert the Group Leader/staff/helpers if someone is missing or in difficulties;
- Not take children to the toilets unaccompanied. It is the responsibility of The Rowans staff to take the children to the toilets.

Responsibilities of the children
The Group Leader should make it clear to the children that they must:
- Follow the instructions of the Group Leader and other adults;
- Remember they are representatives of The Rowans School and follow the school rules;
- Uphold behavioural expectations in line with those in school which must be revisited prior to the outing;
- Behave in a safe and responsible manner so as not to endanger themselves or others on the outing;
- Not take unnecessary risks;
- Look out for anything that might hurt or threaten the group;
- Should not undertake any task that they fear or that they think will be dangerous;
- Alert the Group Leader/staff/helpers if someone is missing or in difficulties;
- Remain where they are, if separated, and wait until someone comes back for them or look for another group from The Rowans School if they lose their group;
- Not go with anyone even if they tell them they know where to find the teacher or adult they were with.

Should a child fail to respond in an appropriate manner and continue to behave in a way that puts him/her or others at risk, the group leader will contact the school to ask for the parent/carer to collect the child from the outing. If they are unavailable the Head will be available to assist.

Risk Assessment

Risk assessment and risk management are legal requirements and should always be carried out before setting off on a visit. The school's risk assessment forms must be completed and a copy of the site's risk assessment, if available, should be attached to these.

The Group Leader, other members of staff and helpers should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger. The Group Leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level to which it is being undertaken and location;
- The competence, experience and qualifications of staff;
- The children's age, competence, fitness and temperament;
- Children with SEN and medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing;
- Possible emergency incident;
- Contingency measures.

The completed forms should be taken to the Head to be checked. The Head will then sign and date the forms if there are no amendments. If there are amendments, then the Group Leader will amend them where necessary and return them to the Head. A copy of the signed risk assessment will be put into the Outings File along with the other required paperwork and a copy will be given to all adults on the visit.

Supervision

It is important to have a sufficient ratio of adults to children for any visit. The following factors should be taken into consideration:

- Age and ability of the group;
- Children with SEN and medical needs;
- Nature of the activities;
- Experience of adults on visits;
- Competence of staff, both general and on specific activities.

There should always be enough adults to cope effectively with an emergency. When visits involve activities with a higher risk, supervision ratios are set accordingly.

These are the ratios that the school follows based on the Department for Education and Skills guidelines for levels of supervision:

- Kindergarten 1:4
- Reception 1:5
- Years 1 to 2 1:6

Regardless of these suggested ratios, each visit will be assessed individually through The Rowans School's risk assessment procedure for educational visits.

Losing a Child

To maximise safety on school outings, the following measures must be taken:

- All children must have returned a signed outing consent form before being allowed on the outing. The generic Outing Permission Form issued at the start of the academic year is permitted assuming the outing is listed in the termly calendar. The forms are held in the office;
- Contact details for parents/carers to be taken on the trip so that they can be contacted in an emergency. The group leader will have a copy of these;
- On outings, children will be divided into groups. The arrangement of the groups will be decided by the nature of the outing;

- Each adult in charge of a group will have details of which children for whom they are responsible;
- The children will be informed of the adult who is responsible for them, including their name;
- All children will be told to stay with the adult and not to stray or go anywhere unaccompanied. If they need the toilet, they must ask and be taken with the group by a member of Rowans staff;
- The children will be given card/labels with the school's name and contact number on them, including the school mobile contact number;
- The children will be told what to do if they become separated from the group. This will depend on the nature of the outing being taken but in general it will involve telling the children to:
  i) Stay where they are as someone will come back to look for them;
  ii) Look around to see if they can see the group or another group from the school;
  iii) Not to go with anyone even if they tell you they know where to find the teacher or adult they were with.
- A regular headcount will be taken of the group.

In the unlikely event, when taking a headcount, a child appears to be missing the procedure is:

- Stay calm and ensure the Group Leader is aware of the situation;
- A check will be repeated by the Group Leader; immediate possibilities will be assessed;
- The group will stay still and keep together.
- A member of staff will search the immediate vicinity;
- If the child is still missing after five minutes the staff on site will be informed, the school will be contacted and the Police will be called;
- The group leader will be prepared to give the following information:
  1. The Group Leader's name
  2. What has happened
  3. Name, age, address and description of the child
  4. Time of the incident
  5. Where the child was last seen and by whom
  6. Any special medical or learning needs
- The Head Teacher/School will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child;
- They will also inform SHS on 020 8399 3066;
- The search will continue to happen after calling the police and the school;
- The teacher/adult involved will complete an incident report as fully as possible. This will be stored in the Head's office for future reference;
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person;
- Legal liability should not be discussed with or admitted to anyone.

Emergency Procedures

In the event of a serious accident resulting in death or injury of one or more of the pupils or staff, the priority should be to summon the emergency services and arrange for medical attention for the injured. The school will be contacted as soon as possible and the pupil's parents will be informed as well as SHS by the Head/ Deputy Head Teacher. The school seeks permission from parents/carers at the start of each academic year for emergency medical treatment in the event that the parents may not be contactable.

Communication with the media should be left to the Head and SHS. The Group Leader should refer the media to the school and SHS.

Notwithstanding any other demands, the priorities in an emergency are:

- The safety of all present;
- A system for providing the continuing care not distracted by the demands of other matters;
- Satisfactory contact with the School and other relevant bodies.

Should an adult become unwell, the Group Leader will take control and contact the Head Teacher/School Administrator to inform them of the situation. Should the Group Leader become unwell, the appointed deputy will take charge and inform the Head teacher/School Administrator of the situation. The 'deputy' leader will take follow instructions as directed by the Head or School Administrator.

Exploratory Visit
The Group Leader must undertake an exploratory visit and:

- Ensure that the venue is suitable to meet the aims and objectives of the educational visit;
- Assess potential areas of risk;
- Ensure that the venue can cater for the needs of the staff and the pupils in the group;
- Ensure that they are familiar with the area before taking a party of children;
- Have considered any other factors that may help them in the planning of the visit.

First Aid
Members of staff at the school are first-aid trained. This is reviewed annually. A first aid bag is taken with the group on the visit. The first aid supplies are checked on a regular basis. On all EYFS visits there will be at least one person who is paediatric first aid trained. We aim for all teachers and teaching assistants in the Early Years to be paediatric first aid trained. All staff involved in educational visits should be aware of any medical issues regarding the children. Medicines relating to particular children and information regarding administration of those medicines should be given to the designated member of staff.

Any accident must be recorded on an Accident Reporting Form and any other health issue related to the parents.

Transport
The School Administrator is responsible for sourcing an appropriate coach company for visits. The Group Leader will liaise with the School Administrator regarding dates and times of the visit.

When travelling by minibus or coach, 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 the basic safety rules for travel. Children should not sit in the two front rows and adults should be seated throughout the coach.

We do not use private cars to transport children, as they will not be covered under the school's insurance.

Breaks and Refreshments
Staff and supervising adults may take breaks for refreshments at times agreed by the Group Leader. The supervision of pupils remains the priority at all times so breaks should be timed when the class/year group are together and the remaining staff numbers ensure appropriate and adequate supervision is in place. Food and drink should be consumed during organised break times and staff should not accept offers from Parent Helpers to purchase their refreshments.

Children with SEND and medical needs
Children with SEND and medical needs are fully entitled to attend educational visits. 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. Any necessary needs, adjustments or measures should be detailed on the risk assessment.

Where necessary, the Group Leader should discuss the visit with parents of those children with needs to ensure that sufficient support is in place.

Equal Opportunities
Every effort will be made to ensure that all educational visits are available and accessible to all who wish to participate, irrespective of a child's gender, gender reassignment, race, ethnicity, religion and belief, sexual orientation, linguistic background, SEN and disability or cultural background.

Refer to: The Rowans School Equal Opportunities Policy

Parental Consent
A letter giving details of the outing will be sent out to parents, giving necessary information and costs.

Parental consent is requested at the beginning of each academic year and this covers all outings up to a cost of £25. In the event that an Outing incurs a greater cost, permission will be sought from parents before the Outing.

If parents withhold consent, the child should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible.

Financial and Charging Arrangements
Parents are asked to pay the costs for outings, including transport. The Group Leader should work out the initial cost of the visit and pass the information on to the School Administrator.

Insurance
The school is insured under the school's insurance policy. A copy of this can be obtained from the school office. The Rowans School also has Employers' Liability Insurance.

During the Visit
On arrival pupils will walk from the drop-off point to the destination in their classes, ensuring the correct ratios are met. The Group Leader will speak to pupils about groupings and health and safety issues. Pupils will be told what to do if they become separated from the group:

- Stay where they are as someone will come back to look for them;
- Look around to see if they can see the group or another group from the school;
- Not go with anyone even if they tell you where to find the teacher or adult they were with.

Evaluation
An evaluation of the outing should be made within a reasonable time and discussed with the staff/adults concerned and passed to the Head Teacher. After consultation any issues should be addressed, resolved and noted. The children can also be involved in this process. An evaluation form should be completed and handed to the School Administrator.

This policy will be reviewed annually
Policy Owner: TR Head, DH
Approved: TR Head
Date of last review: July 2026
Next review: July 2027