



HUNDON AND THURLOW PRIMARY FEDERATION

Laying the foundations for a bright future

The Parable of The Wise and The Foolish Man
(Matthew, Chapter 7, verses 24 to 27 and the Gospel of Luke, Chapter 6, verses 46 to 49)

Learning Outside the Classroom and Educational Visits Policy

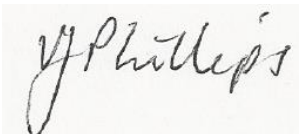
NB: This policy has been discussed and considered for equality giving consideration to the protected characteristics ~ gender, age, race, disability, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity and any other recognised area of discrimination.

Reviewed: Autumn 2023

Date of next review: Autumn 2025

Approved by the Full Governing Body: 04.10.23

Signed:  Headteacher

Signed:  Chair of the Governing Body

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life. The Federation has a strong commitment to the added value of learning outside the classroom and beyond our school's premises.

At Hundon and Thurlow Primary Federation we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children, we also offer a range of Learning Outside The Classroom (LOTC), educational visits and other activities that add to and complement what they learn in school.

ORGANISATION

Hundon and Thurlow Primary Federation has formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits' www.oeapng.info and requirements as outlined on EVOLVE (www.suffolkvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure this policy is adhered to.

The Deputy Headteacher is the Educational Visits Coordinator (EVC).

The National Curriculum defines what we teach the children in school. This is the basis for our programme of learning as outlined in our Curriculum Maps. Teachers agree the corresponding programme of visits and activities at the beginning of each term during the academic year.

Within each class's programme of work, the teachers plan educational visits and activities that support the children's learning. We will give details of these visits and activities to parents at the beginning of each school term, these trips will also feature in the forthcoming events section of our weekly newsletters. We plan other activities as the school year progresses, and inform parents of these in due course.

Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety, and we ask parents to give written consent for their child to take part in any activity that takes children off the school site and out of the localities of our schools. If we do not receive this written permission, the child will be unable to participate. When joining the school, each parent is asked to sign a document giving permission for their child to take part in activities within the locality during their time at the school.

APPROVAL PROCEDURE

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher and the Educational Visits Co-ordinator (EVC.) The Governing Body has approved this appointment and the EVC has received training by the Local Authority.

Before a visit is advertised to parents the Headteacher will approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit before departure.

The Suffolk 'Guidance for Educational Visits' and requirements as outlined on EVOLVE will be adhered to.

Trips and visits will be categorised:

Type 2 = Overseas, Residential or Adventurous visits

(All type 2 visits to be approved by the Governing Body / Headteacher/ EVC and recorded on EVOLVE)

Type 1 = Local regular day visits

(Approval gained from the Headteacher/EVC and details recorded in line with Federation guidance)

CHARGING FOR SCHOOL ACTIVITIES

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a 'Charging and Remissions' policy, (revised Autumn 2023,) that details the full range of activities where a charge can be made. A copy of this is available on our website and from the school offices.

CURRICULUM LINKS

All learning outside the classroom, educational visits and activities support and enrich the work we do inside our schools. There are also a number of people who visit to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

Linked to curriculum and the themes contained therein are corresponding activities which include visits by specialists. All these activities are in line with guidance published by the Local Authority and may include:

- English ~ theatre visits, visits by authors, poets and theatre groups;
- Science ~ use of the school grounds, visits by speakers;
- Mathematics - use of shape and number trails in the local environment;
- History ~ castle visits, study of local housing, local museums;
- Geography - use of the locality for fieldwork, village trails;
- Art and Design ~ art gallery visits, use of the locality;
- PE ~ sports events, 'out of hours' clubs, other sports activities, extra-curricular activities, visits by specialist coaches;
- Music ~ specialist music teaching, extra-curricular activities, concerts for parents to hear;
- Design and Technology ~ visits to local factories/design centres;
- Computing ~ its use in local shops/libraries/secondary schools etc;
- BRAVE (RE) ~ visits to local centres of worship, visits by local clergy.

We also have visits from our neighbourhood policing team, local firefighters and health workers linked to specific areas within the curriculum as well as particular topics pertinent to our localities. These visits also support the personal, social, emotional and health education of our children. Our local church vicars and other local religious leaders also visit to lead/attend our collective worship sessions in the course of the school year. We do this with the full agreement of the governing body.

RESIDENTIAL ACTIVITIES

At Hundon and Thurlow Primary Federation, children in Years 5 and 6 currently have the opportunity to take part in a residential visit. This activity takes place during term-time and is linked to elements of the National Curriculum, so we do not make any charge for the education element. We make a charge for board and lodging, insurance and specialist instruction for certain activities as well as a contribution towards the cost of travel in compliance with the law regarding charging.

For additional detail relating to charges please refer to the '**Charging and Remissions**' Policy.

We undertake this visit only with the permission of the Local Authority and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken with competent staff or qualified instructors. The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. The Federation will use holders of the 'Learning Outside the Classroom' Quality Badge for which no 'Providers Contracts' or other assurance checks are required.

RISK ASSESSMENT

The school follows the risk assessment guidance and templates provided on Suffolk Learning by the Local Authority. The risk assessment should identify significant risks and take measures to control these, through proper planning by staff leading the visit.

A risk assessment must be undertaken prior to all educational visits and off-site activities. The EVC delegates this responsibility to the member of staff organising the visit or activity but must approve and sign the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include the SEND/medical needs of the specific group of children participating.

The school has a standard format for risk assessment. Risk assessments should be completed and saved on the hard-drive in the appropriate folder. These can then be amended when further visits are organised. A printed copy of the risk assessment should be placed in the file in the main offices of both schools. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities.

Detailed guidance for educational visits is provided to staff organising trips and visits.

PRE-VISITS

In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

RATIO OF ADULTS TO PUPILS

At Hundon and Thurlow Primary Federation we follow LA Guidance on minimum staff/pupil ratios for visits:

- Age 4 and under (Nursery) 1:6
- Age 5-6 (EYFS, Y1, Y2) 1:10
- Age 7-9 (Y2, Y3, Y4, Y5, Y6) 1:15

It must be stressed that these are minimum ratios and that visit organisers must consider the following factors when deciding on the final adult/child ratio: SEN and medical needs; type of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural history of the group of children.

Across the Federation staff are encouraged and supported to develop their abilities in organising and managing visits. The federation has a system to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational trips and visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

In all cases visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

VOLUNTARY HELP

At Hundon and Thurlow Primary Federation we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility. The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent. The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role. Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.

Any volunteers accompanying a residential visit will be required to obtain a DBS.

TRANSPORT

Parents will always be informed as to the type of transport being provided for an educational visit.

Coaches: seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. The visit organiser is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

Public transport can also be used including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

EMERGENCY PROCEDURES

The school will appoint a member of the School Leadership Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

PARENTAL CONSENTS

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the schools as most of these activities take place during school hours and are

a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The Federation has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

EXPECTATIONS OF PUPILS AND PARENTS

The Federation has clear expectations for conduct for school trips and visits based on the 'Positive and Restorative Behaviour Policy' and is part of the condition of booking by parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

MONITORING AND REVIEW

It is the responsibility of our Teaching, Learning and Assessment Committee to monitor the effectiveness of this policy on behalf of the full governing body. The committee does this by:

- requiring the Headteacher to report to governors on a termly basis providing information on trips and visits undertaken within the Federation and on an annual basis on the effectiveness of this policy;
- taking into serious consideration any complaints regarding educational visits from parents, staff or pupils;
- reviewing this policy every three years.



HUNDON AND THURLOW PRIMARY FEDERATION



Teacher guidance for preparing for educational visits.

Visits need to be planned well in advance; going forward we need to ensure we have a minimum of **two months' notice** for any day trip or visit. This is to ensure we give parents and carers sufficient notice for payment, we have enough time to organise the trip and, if necessary, have time to cancel if we have insufficient funds come in without financial penalty.

Class Teachers are responsible for writing the actual trip letter and this needs to be shared with the Admin Team and the Headteacher for checking. The letter should include curriculum information, the enhancing benefits, information on costs and dates for payment, information on 'Charging & Remissions', clothing & packed lunch information, medical information ~ asthma & travel sickness as well as the 'standard' reply slip ~ see recent letters, the Braintree Museum trip, as an example. The allocated Admin team will distribute the letter via ParentMail and collate the reply slips/contributions.

In recognition of the federation partnership and to maintain equality of provision across the federation trips and visits should be joint between year groups and key stages. (There are financial benefits to this approach also.)

In order to prevent additional workload and to ensure no overlap of work Class Teachers organising a trip will need to work with their partner teacher to agree on the visits for the academic year linked to the relevant curriculum map (this will be done in the Summer Term.)

The Class Teachers will also need to agree who will be the trip leader for each trip ~ this should be shared equally between the teaching teams and over the two-year curriculum cycle will work out to be fair as both teachers will have organised the same number of trips.

The Admin Team of the Class Teacher taking on the Trip Leadership role will undertake the administration aspect of the visit ~ getting the quotes for example. This will prevent confusion and again will ensure fairness in terms of workload for both schools.

A lot of information gathering needs to be done in advance of the letter going out; remember this needs to be done 6 weeks in advance of the trip. Class Teachers need to work together to collate the following information for the Trip Leader's Admin Team. See Educational Visit Form.

The Admin Team will use this information to get the required number of quotes and establish the 'best value' transport company, coming back to you with a total cost for the trip for the trip letter.

The Trip Leader is responsible for booking the venue, the Admin Team is responsible for booking the transport.

The Admin Team will inform School Catering of the drop-in dinner numbers and organise PP Packed Lunches if required.

Please make sure you have worked through the Trip Leader Checklist and have all relevant information as required in a folder.



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EDUCATIONAL VISIT INFORMATION REQUEST FORM

VISIT TO:

PLANNED DATE:

Planned departure time:

Planned time to arrive at school:

Total Number of Children:

Hundon:

Thurlow:

Number of PP Children in case of requirement for packed lunch:

Total Number of Adults:

(Consider ratio of adults to pupils)

Teachers:

TA's:

Volunteers:

Visit Entrance Fee:

Cost per Child:



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TRIP LEADER ~ EDUCATIONAL VISIT CHECKLIST

PRE-SITE VISIT

- Visit venue in advance, particularly if it is not one you have been to before in order to consider specifics related to your children and the venue's 'generic' risk assessment. Take time to consider matters related to comfort breaks, the public, where to eat lunch and so on.

UP TO SIX WEEKS BEFORE:

- Check permission slips & contributions ~ can the trip go ahead?

UP TO ONE MONTH BEFORE:

- Acquire Risk Assessment for venue & annotate as relevant for specific pupils (both Class Teachers to complete) / prepare risk assessment using Federation template (see Appendix 1 & 2 for template & exemplar)
- Annotate Coach Travel Risk Assessment (if applicable)
- Organise adult helpers in line with identified numbers & share risk assessments so helpers are fully informed and prepared

UP TO ONE WEEK BEFORE:

- Ensure staff & volunteers are clear on what is required of them & answer any queries
- Ensure staff, volunteers & pupils are clear on emergency procedures
- Ensure first aid provision will be available at all times
- Have list of all emergency numbers (children and adults)
- Have a list of medical and allergy information (children)
- Have school contact numbers ~ Thurlow 01440 783281 & Hundon 01440 786217

ON THE DAY:

- Collect any medication for pupils (forms must have been completed) and check that it has been clearly labelled
- Check you are clear on dosages and timings and confident with medicine administration
- Clarify with staff and adults on group registers, how frequently will these be taken?
- Collect any medication for pupils (forms must have been completed) & check it has been labelled
- Have the following items to take:
 - Payment for entry if applicable
 - PP Packed Lunches if applicable
 - Paper towels/ buckets/tissues
 - First Aid Kits (from classroom NOT school one)
 - Inhalers/EPIPENS
 - List of children's emergency numbers
 - List of medical and allergy information
 - List of helpers and staff emergency numbers
 - Mobile phone (staff members)



HUNDON AND THURLOW PRIMARY FEDERATION



ADMIN TEAM ~ EDUCATIONAL VISIT CHECKLIST

Get three quotes for coaches & identify 'best value'.

Company 1:

Company 2:

Company 3:

Coach Company Booked:

Date confirmed:

Deposit Paid: (Amount)

(Date)

Balance Paid (Amount)

(Date)

VENUE:

Entrance Fees:

Entrance Deposit Paid (Amount)

(Date)

Balance Paid (Amount)

(Date)

Advise School Cook of drop in dinners/packed lunches required. (Minimum 2 week's notice required for all packed lunches for supplies to be ordered.)

Telephone No (COACH):

Telephone No (VENUE):

Time of Departure:

Time to arrive at school:

Cost of Coach:

COST OF VISIT PER CHILD:

(Share information with Trip Leader)

SEND OUT TRIP LETTER VIA PARENTMAIL

TRIP PROTOCOL

TRIP LEADER

The Trip Leader has overall responsibility for the visit. This includes the learning, development and supervision of the participants and the safety of all, including other leaders and helpers.

- Must be confident to take charge of a situation in an emergency;
- Is accountable and competent;
- Able to undertake any activities you are leading;
- Be able to use the chosen environment or venue(s) to provide a wide range of learning or development outcomes.
- Liaise with your establishment's Educational Visits Co-ordinator (EVC) to ensure that the visit has clear aims and is planned to appropriately balance benefits and risks, and that all staff accompanying the visit meets the establishment requirements.
- Ensure that there is effective supervision.
- Take a lead on risk management. It is good practice to involve all the visit leadership team to ensure wide understanding and to give clarity about what they need to do. It is also good practice to involve young people wherever appropriate.
- Define the roles and responsibilities of other leaders and helpers (and participants) to ensure effective supervision throughout the visit, appointing a deputy wherever possible.
- Ensure that any Activity Leaders are competent and confident to lead their planned activities, and are approved to do so if this is necessary (e.g. for adventure activities).
- Ensure that child protection issues are addressed (e.g. good safeguarding practice is followed and adults are appropriately vetted and checked).
- Provide relevant information to other leaders including the aims and how they can contribute to achieving these, the location, the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- Ensure that informed parental consent has been obtained as necessary.
- Provide relevant information to parents and participants, and arrange pre-visit information meetings where appropriate.
- Make sure there is access to first aid at an appropriate level.
- Ensure that if the visit leadership team includes someone with a close relationship to a member of the group, this is managed to avoid any possible compromise of effective supervision.
- Ensure that all leaders and any third-party providers have access to emergency contact and emergency procedure details.
- **TRIP LEADERS MUST ENSURE PAPER COPIES OF THE RISK ASSESSMENT IS PLACED IN THE RISK ASSESSMENT FOLDER** (in HT office) & initial to confirm this has been done & they have been shared with all involved adults.
- Evaluate all aspects of the visit, both during and after the event and add the annotated copy of the risk assessment to the **RISK ASSESSMENT FOLDER** (in HT office).
- Report any accidents, incidents or near misses. When working with third-party activity providers it is essential to avoid 'grey areas'. There should be a clear handover before and after any activity led by a provider. Should a provider run an activity in a way that causes concern, the accompanying leaders should consider stopping the activity at the first appropriate moment. Such an intervention should be done with sensitivity and discretion to ensure that it does not result in young people being put at greater risk.

TRIP LEADERS & ACTIVITY LEADERS

Points to remember:

- make sure you are briefed on what is happening and what you are responsible for;
- ensure you have seen a copy of the risk assessment and
- be clear on emergency procedures and make sure you have your paperwork with you ~ information on allergies, medications, emergency contacts etc...;
- don't forget about first aid ~ asthma pumps etc... make sure you have them and then return them at the end of the day for example;
- who the trip is for & your role ~ facilitating the children in your care getting the most out of the visit from a learning and experience point of view;
- ensure the children are clear about expectations related to behaviour prior to the visit ~ be thorough and precise about their representing the school, consideration for other visitors, health & safety ~ running, shouting etc...
- ensure children are involved and engaged during the visit;
- be with the group you have been allocated, you should know where each child is at all times;
- give due consideration to toilet visits and supervision, coordinate with another activity leader / trip leader to maintain supervision of your group as well as those going to the loo;
- regularly undertake headcounts;
- ensure familiarity with outcomes from the trip / visit so they can be focused on with the group throughout the visit;
- ensure familiarity with any activities with the children to be completed during the visit;
- monitor, support and intervene during the visit with children not abiding by trip expectations;
- keep people informed ~ if delays occur getting away, for example, make sure you let school know so parents can be informed. Regular Dojo updates can be shared for parents if Wifi/signal is available.



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Risk Assessment Record:

School/Group:

Risk assessment undertaken by:

Date:

Risk	Precautions	Responsibility
Further notes:		



HUNDON AND THURLOW PRIMARY FEDERATION (EXAMPLE)



Activity: Braintree Museum Victorian School Visit		Site: Braintree Museum	
People at Risk: Children and staff		Additional Information:	
Signed: Claire Buckle	Job Title: Deputy Head	Date: Wednesday 19 th April 2023	Review Date:

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
Injured child	Child is injured while participating in an activity at the museum.	M	All staff are first aid trained and can attend to minor injuries; should the emergency services be required staff to use their own mobile telephone to summon assistance. First aid kits to be carried by staff.	L	
Burn / cut injury	Child is injured	L	All staff are first aid trained and can attend to minor injuries; should the emergency services be required staff to use their own mobile telephone to summon assistance. First aid kits to be carried by staff.	L	
Missing child	Pupil who is supposed to be in a session goes missing	L	Register kept of children who are off site by the teacher in charge. Staff to brief children about staying within the building and with their adult. Children are not allowed to wander around the museum during the session.	L	
Fire	Child is injured as a result	L	Please follow any guidance related to fire evacuation procedures at the museum.	L	

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
Medical	Child requires medical assistance	L	Class teachers have a list of medical needs, including allergies, for the class. Asthma inhalers are to be kept with the group leader so these can be accessed at all times.	L	
Poor Behaviour	Child safety risk	M	Staff to brief the children about the behaviour expectations for the visit. Staff to address behavioural difficulty in line with school policy, recording and reporting incidents as necessary. Those children that have certain behavioural issues to be put with a teacher and reminded of the expectations. Activities may need to be adapted for them. Specified children to be closely monitored and reminded of expectations.	L	
Traffic	Child safety risk, including injury	M	Staff to speak to children about road safety and remind them how to be safe on and near the road. Staff supervise crossing the road and give direction to pupils about when to cross. Ideally the coach will park outside the museum.	M	
Travelling on the coach	Child safety risk, including injury	M	Staff to ensure that all pupils are secure in their seats with the seatbelts on. Staff to do a head count before leaving school or the museum. If the coach has to make an unexpected stop or breakdown. Staff to liaise with the driver to ensure that pupils are evacuated from the coach to a safe place. CB (safeguarding lead) to contact SF to inform her of the situation.	L	
Toilets in the museum	Child safety risk - safeguarding	L	Children may use the toilets at the museum, these are open to members of the public as well. Toilets to be used in small groups with teacher supervising. When children are visiting the toilets try to use	L	

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
			<i>them when members of the public aren't using them. For the boys, ensure no members of the public are present and then keep the door open to the main toilet room to supervise behaviour.</i>		

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.