



Educational Visits Policy

Ratified:

Date of Policy: May 2021

Date of Review: May 2024

Signed by Headteacher: _____ Date: _____

Signed by CoG: _____ Date: _____

Kobi Nazrul Educational Visits Policy:

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

(Including Residential Trips, Charges & Grants)

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

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

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

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

An Educational Visit will be defined as:

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

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

Charges:

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

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

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

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

Visits are mainly planned on a termly basis linked to our topics. However over the course of the year opportunities may arise that will enrich the learning of children e.g visits to banks or sports competitions. Over the course of the year all children should have experienced at least 1 walk around the local area with a specific focus and 1 museum/ theatre visit.

All educational trips must be authorised by the Headteacher or Deputy Headteacher.

The following procedures should be followed by staff planning and arranging educational visits:

- The school diary should be consulted when making a provisional booking, avoiding days when there is swimming, school photographs, medicals etc.
- Written consent should be obtained from parents or carers to take children on visits outside of the immediate locality
- Parents should be informed by letter that an off-site visit will be taking place but permission need not be granted before children take part in the visit if it is within the immediate locality
- Written permission **must** be received by the school, unless in exceptional circumstances the Headteacher or Deputy Headteacher agree that verbal permission is sufficient. **This should be recorded on the trip risk assessment**

- Transport considerations:

It is free to use public transport. This option should be used if it is reasonable and safe to do so

Coaches can be in short supply during the summer term. All coaches have seat belts and usually seat up to 53 persons. The admin team will book coaches and send a confirmation letter

- **All adults must read and sign to say they have read the risk assessment**
- A meeting of all adults taking part should take place before the visit. Ideally this should be before the day of the visit
- The adult in charge should ensure that a list of children's medical needs and allergies is added to the risk assessment and shared with the relevant adults
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Ensure that there will be enough adults to accompany the children (i.e.staff and parents).Do not assume that staff are available for the trip.

The ratios shown below are a guide as these will depend on factors detailed in the **RISK ASSESSMENT**, which is authorised by the Headteacher or Deputy Headteacher:

Nursery: 3 : 1

Reception: 3 : 1

Years 1 - 3: 6: 1

Years 4 - 6: 10 : 1

• **A RISK ASSESSMENT MUST BE CARRIED OUT AND THE APPROPRIATE FORMS COMPLETED TO ENSURE THE SAFEGUARDING OF ALL THOSE TAKING PART IN THE TRIP. An initial plan should be submitted at least 2 weeks before the planned visit and a pre-visit to complete the risk assessment at least a week before (including the completion of EVOLV for residential visits)** All risk assessments should be written using current government guidance whilst we are still subject to social distancing and other restrictions.

- It is the responsibility of the administration team for collecting and recording which children have paid. Money must be sent to the office and **NOT** kept in the classroom
- Registers **must be** completed and returned to the school office before leaving the school premises on the day of the visit

Residential Visits:

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

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

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

Resources:

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

Charges:

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

Governors:

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

There must be an additional risk assessment of children who have special educational needs or have a history of behaviour problems and have expressed a desire to go on a residential trip. The adult leading the visit will conduct a site visit which will be used as part of the risk

assessment. The DHT will complete the EVOLV risk assessment at least a month before the visit.

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

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

Train Travel on Trips at Kobi Nazrul

May 2021- Please read alongside current government guidance

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

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

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

Central Line services should be accessed from **Bethnal Green Underground Station** – not Liverpool Street.

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

Before the Trip

- If leaving from **Whitechapel** or **Bethnal Green Underground**, make every effort to inform station staff of your travel that morning so they have forewarning of your arrival.
- Nominate one staff member as '**First On- First Off**'. This adult will get on the train first and the children will be instructed to follow them. They will go to one end of the carriage and begin to seat the children if there is room.
- Nominate one staff member as '**Last On- Last Off**'. This adult will get on the train last and check the entire party are on the train. They will make sure that the children are still at the back of the platform ready for counting.
- **Make sure you have a register of all the children actually going on the trip that day.**

- Explain the procedure to the children and explain the following **rules** the day before the trip, on the morning of the trip and, if possible, before the return journey is made.
- **Hands free at all times**
- No reading of discarded newspapers (they are often not age appropriate and distract children from your instructions).
- No handheld bags (everything children carry must be in bags on their backs). There are two trip bags available in the office to borrow if children come with hand held bags.
- No eating or drinking ever.
- “If you are left on a train you get off at the next station and a member of station staff will help you.”
- “If you get lost in the station do not get on a train or leave the station. Seek help from uniformed staff.”
- Sit down if possible, stay in your seat and don't offer your seat to anyone. (Adults will nominate children to give up their seats to members of the public less able to stand. Children are not to offer their own seat).
- When they get off the train, they are to ‘mind the gap’, get to the platform wall or fence and **stop moving**, so they may be counted easily.
- If there are lifts or escalators on the trip, ensure children are warned about this in advance of departure and know the procedures.

On the Trip

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

Disembarking

- Before the train pulls into the destination station, make sure adults and children are warned and, if possible, show them the door by which they are to disembark. It is useful to note, when you do your risk assessment, the side on which the train doors will open.
- If there are sufficient adults then two doors may be used to exit the train, but a member of staff must be at each doorway checking children exit safely, ‘mind the gap’ and ensuring that the doors cannot close. **The emergency stop should be pressed immediately by any adult who is concerned at any time.**

- Children should know that on disembarking the train they should move to the back of the platform and be still so that they can be counted more easily. The 'First On-First Off' designate should supervise this.
- The 'Last On- Last Off' designate is to indicate to the teacher upon disembarking that they are the last member of the party off the train.
- If the children are not moving around, then it is usually possible to have all children counted by the time (or soon after) the train has left the platform and that should be the trip leader's goal. The trip leader is responsible for the final count.

New Trains Without Doors Between Carriages

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

Escalators

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

Lifts

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

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

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

National Rail Travel from Bethnal Green and Liverpool Street Station.

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

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