

Dulwich Hamlet Junior School

Educational Visits Policy



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Approved by:	DHJS LGB	
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Dulwich Hamlet Junior School - Educational Visits Policy

Outstanding learning, within a glittering curriculum, where everyone matters.

Respect, Integrity, Resilience, Enjoyment and Independence

Context

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Headteacher, Educational Visits Coordinator (EVC) or other designated member of staff.

We believe school trips and visits should be an integral part of our school curriculum for every child. They support learning, our vision and core values of Respect, Integrity, Resilience, Independence and Enjoyment. The benefits of pupils taking part in visits and learning outside of the classroom include but are not limited to:

- Increased curiosity about the world around them.
- Increased resilience and ability to cope with change.
- Opportunities for creativity, developing relationships and practising positive awareness.
- Improved attainment across a wide range of subjects. Pupils are active participants not passive consumers, a wide range of learning styles can help pupils flourish.
- Enhanced opportunities for real world learning in context and the development of social and emotional context.
- Greater sense of personal responsibility.
- Possibilities for working as part of a team and genuine team building activities including enhanced communications skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skills acquisition and the development of a fit and healthy lifestyle.

Our priorities at Dulwich Hamlet Junior School are to ensure all visits are safe, educational and enjoyable!

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside of the normal core school day.

In addition to this Educational Visits policy, DHJS

- Adopts National Guidance (www.oeapng.info)
- Attends EVC training

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education](#)

All staff are required to plan and execute visits in line with this school policy and the DfE guidelines. As such, we ensure the health, safety and welfare of all our employees and volunteers, as well as our children participating in our full range of off-site trips and visits.

Types of visit

There are three types of visit:

1. **Non-residential visits within the ‘local school learning environment’ that do not involve adventure activity ***, for example: visits to Dulwich park, Dulwich woods, the Dulwich Picture Gallery, Horniman Museum etc... **These are part of the normal curriculum and take place during the normal school day.** Parents will be informed in advance of the visit, given the opportunity to discuss the visit if requested, and given the opportunity to withdraw their child. Parental consent will be ensured by parents signing our Parental Agreement form upon joining Dulwich Hamlet. (Appendix i) *The Group Leader may need to gain parental consent for a specific visit or off-site activity where it is not covered by the existing Parental Agreement. (Appendix i)*
2. **Non-residential visits within the greater London area that do not involve adventure activity***, for example, visits to museums, farms or theatres etc. Parents will be informed in advance of the visit, given the opportunity to discuss the visit if requested, and given the opportunity to withdraw their child. Parental consent will be ensured by parents signing our Parental Agreement form upon joining Dulwich Hamlet. (Appendix i) *The Group Leader may need to gain parental consent for a specific visit or off-site activity where it is not covered by the existing signed parental agreement. (Appendix i)*
3. **Visits that are overseas, outside of the London area, residential or involve an adventure activity***. The Group Leader gains parental consent for every pupil to take part. The local governing body (LGB) will be consulted on any planned overseas trips or residential. The headteacher will work with the LGB to approve residential trips of more than 24 hours. The Group Leader should check the website for the Foreign and Commonwealth office for country specific guidance, and any organisation in a different country that is providing activities, must hold the LOtC Quality badge or similar local accreditation. In advance, details of any costs involved, methods of payment, insurance cover and exemptions, passports or visa requirements should be shared with staff, parents and carers. At least one meeting should be arranged for parents and carers in advance, giving as much information as possible and allowing for questions and queries to be raised and answered.

Parents will be informed about any visit via a letter from the year team or Team Leader, the Hamlet Herald and via our half-termly ‘Our Learning Grids’. Parents can also view the schedule of visits on our termly ‘Key Dates’ document, disseminated via the Hamlet Herald , and available to view on the website.

***‘Adventure Activities’ as defined by the DfE Guidance contained within the ‘[Health and safety on educational visits](#)’ document.**

Organisation

- The Headteacher holds ultimate responsibility for all learning outside the classroom; all staff must liaise with the Headteacher concerning the arrangements for the trip and adhere to this policy, taking account of relevant guidance.
- The Headteacher will make sure staff, including the EVC, have received any necessary training.
- Permission from the Headteacher or Assistant Head (in charge of Wider Learning and EVC) must be sought prior to booking any trip.
- The EVC will:
 - Oversee and guide other staff to arrange and organise educational visits
 - Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
 - Assess outside activity providers
 - Advise the Headteacher and LGB when they're approving trips
 - Access the necessary training, advice and guidance
 - Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Date(s) of the trip must be checked against the school diary before booking. There must be sufficient time (minimum of 21 days) before the trip or visit goes ahead to allow for authorisation from the Headteacher, a pre-visit and a risk assessment to be completed, transport arrangements to be booked, adult supervision, medical needs and any areas addressed for children with additional needs. This is communicated via our 'Visits and trips out including risk assessment' proforma. (Appendix ii)
- Once agreed the trip should be entered into the school e-diary immediately and with accurate information.
- A named member of staff who plans a trip or visit is classed as the 'Group Leader' and, as such, has responsibility to make sure the visit is properly organised to ensure the well being and safety of the group. This will include responsibility for handing over to specialist instructors on an activity and to parents and carers upon return.
- Group Leaders will ensure that staff who supervise trips will effectively be deployed to ensure their own safety as well as the safety and welfare of pupils. There will always be clarity as to who will have responsibility during an activity where the group is supervised between accompanying staff and / or specialist instructors.
- The Group Leader must have a register of all children and adults on the trip including, where appropriate, medical and dietary needs. Any adult in charge of a group must also have a list of names of children and staff in their group and include any medical and dietary information. Accompanying adults must also have the school's telephone number and the Group Leader's mobile phone number.
- A risk assessment must be carried out prior to any school visit (Appendix ii). The risk assessment must be completed in sufficient time for it to be checked and approved by the Headteacher or Assistant Head (in charge of Wider Learning/EVC). The timing should allow for changes to be made to the form and any additional information to be included. The risk assessment must include: travel arrangements (including amount of time and planned route), accommodation (where appropriate), food provision, toileting facilities, any weather conditions, access to all facilities, medication, the level of any First Aid that might be required, the required number of adults to children ratio (Appendix iii), the type of activity

and the needs of all children. The risk assessment should be stored in a central place e.g. folder or shared drive. The Group Leader should have a hard copy as a 'working document'.

- At least one First Aid trained member of staff should accompany any visit or trip.
- All school employed staff must have a current DBS certificate.
- Any adult accompanying a residential trip must have a current DBS certificate.
- External risk assessments provided by the place of the trip or visit should be requested in advance. Where appropriate the risks should be incorporated into the school's risk assessment for the visit.
- Risk assessments for residential trips must include supervision arrangements for the entire duration of the period of absence from school; including the safe handover of care to parent / carer. It must also include appropriate supervision and safe facilities for sleeping.
- Risk assessments should be working documents. The Group Leader should continue to monitor risk while on the trip and if necessary, change the plans to accommodate any additional or differing risk e.g. weather or transport changes.
- Children and adults will only use transport registered and insured to carry children including TfL. The use of staff vehicles to transport children is **not** authorised by DHJS.
- If coaches are used the school must have assurance that the vehicle is insured, roadworthy and has enough seat belts for all passengers
- Risk assessments should be reviewed after the trip or visit has taken place to allow for future planning.
- Any trip or visit to an outdoor activity centre in the UK must be licensed under adventure licensing regulations. Any outdoor or adventure activity should be within the capability of the children participating and accompanying staff.
- On trips abroad, each child must be given a small card with the school's information on it including the school mobile phone number being used by the Group leader.
- The LGB will approve the Educational Visits Policy and ensure it is reviewed biennially.

Additional support

A small group of parents and carers are usually invited on non-residential educational visits by the Group Leader and will attend a briefing session with the Group Leader before the visit. Full details of the trip including transport, contact and communication, emergency procedures and a full itinerary should be provided in advance. Any volunteer without a DBS check will not be alone with any children and will be guided by a member of staff at all times. All volunteers will be given a 'safeguarding' information leaflet to ensure that they are clear with regard to their roles and responsibilities. (Appendix iv)

Supervision

- Children should never be unsupervised. The Group Leader should organise a system so there are regular checks of the whereabouts of all children.
- On residential trips there must be close supervision during the night. Adults should sleep in close proximity to the children's rooms. Staff should have access to all children's rooms in case of emergency. Children and staff must occupy separate rooms.

- When using coaches, children must not sit on the front two seats on either side of the aisle. Adults should be seated in different places on the coach and children supervised at all times.
- If more than one vehicle is to be used one member of staff must be responsible for each vehicle used. They must have a register of all passengers. In the case of bus or train, the timetable and route must be shared and the final destination in case of delay or emergency.
- When walking as a group the children should be in pairs and adults at the front, back and middle of the line. Children should be briefed on 'pavement' etiquette (being mindful of all other people using the same space and noise level).

Medical and First Aid

- All medical records must be consulted prior to booking and organising the trip and where appropriate meet with the parents or carers to discuss specific needs.
- The Group Leader should check regarding any special requirements for the trip, for example, inoculations, dietary needs.
- If travelling abroad, the Group Leader should check the arrangements for medical treatments and medical emergencies
- The Group Leader must give a medical form to all parents / carers prior to any residential trip or overnight stay. The form must be signed by a parent / carer giving permission to facilitate medical / emergency hospital treatment if needed.
- Any medicine administered, routine or emergency, must be recorded with the child or adult's full name, date, time and the dose.
- At least one paediatric first aider must accompany any residential trip. The emergency services should be contacted in the event of serious injury. A First Aid bag must be taken on all trips and visits.
- All medication such as asthma inhalers and epi pens should be with the adult in charge of the child who may need the medication.
- All Care Plans should be with the adult who is responsible for the child who has a Care Plan.
- The location of the nearest hospital should be known to the Group Leader and accompanying adults.

Emergencies

- In the event of an emergency the Group Leader needs to contact the emergency services first, then the Headteacher at the school. The Group Leader should fully brief the Headteacher before a decision is taken regarding who phones / contacts parents.
- The designated person or the Headteacher must follow the policy for critical incidents (Appendix v). Any communication with the press / media must be approved in advance.
- The Headteacher is responsible for ensuring that the Group Leader is provided with alternative contact details for key staff in the school for the duration of the visit and the key staff have copies of pupil emergency contact details for the duration of the visit.

Mobile phones and social media

- Under no circumstances should any adult use their personal mobile phone to take photographs or make calls (unless prior authorisation has been obtained from the Headteacher)
- No photographs should be posted on any social media platform unless authorised by the Group Leader and after checking the consent record.
- Any information about a child should only be passed onto parents via a member of school staff.
- If staff need to make a personal call during a visit they must seek authorisation from the Group Leader.

Inclusion

Under the Equalities Act 2010, it is unlawful to discriminate against participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At DHJS every effort will be made to support pupils whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate support ratios and additional safety measures may need to be addressed at the planning stage. We will work with families ahead of trips to find ways so that all children can attend educational visits.

If a child is exhibiting unsafe behaviour and / or putting the group at risk the Group Leader will call and discuss the behaviour with a member of the Core Leadership Team (CLT) or Headteacher with a view to:

- Having the parent come and collect the child
- Having a member of the CLT come and collect the child
- Having the parent or a member of school staff (if practically possible) accompany the child for the remainder of the trip

Behaviour

Our school Behaviour Policy also applies to all educational visits and trips. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the duration of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a member of staff

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Farms/Animal visits/Water Sports or Swimming

We refer to the current [DfE guidance](#) when planning trips by the water, animals or to farms.

Charging / Funding visits

Parents will be asked for termly voluntary contributions, (currently £25 per term/£12.50 for pupil premium families), which will go towards the payment of trips and visitors. We generally do not ask for payments for individual trips and visits, although there may be a one-off 'experience' where we will request an extra support with payment.

For residential trips, or visits abroad, a charge will be levied, which will be published in advance. For these trips the school will set up a payment plan.

Our aim is for every child to be able to take part in our menu of trips and visits, and we would not want any child to miss out for financial reasons. The school will seek to provide financial support for families in financial difficulties/pupil premium children

Version History

Policy first approved: by DHJS LGB Autumn 2023

To be reviewed: Autumn 2025

STEP 3: PARENTAL APPROVAL

Local visits

We believe that school visits and trips support and broaden the curriculum. The children will visit places of local interest, from Dulwich Picture Gallery and the Horniman Museum, to Dulwich Park and the local shops. We will also be taking children to experience some of the rich cultural opportunities London has to offer, some of which may require transport, e.g. the Imperial War Museum, Globe Theatre and Royal Albert Hall.

We would be grateful if you would give your permission for your child to accompany their class on each planned visit. You will usually be notified of all school visits in advance, and the school will always inform you in advance if your child is travelling outside London. On occasion your child may travel by school minibus.

- I give permission for my child to be taken on local school visits
- I give permission for my child to travel to more distant places requiring transport
- I give permission for my child to travel by school minibus
- I understand that the school will inform me if my child is travelling outside London

Parent/Carer signature:

Date:

Appendix ii

EXAMPLE

Dulwich Hamlet Junior School Visits and trips out including risk assessment

- *Please check with the e-diary, Nikki Thomson (EVC) & obtain approval from Claire Purcell, Headteacher prior to completing this form. If required Claire will seek approval from the school governors.*
- *If the form is not completed satisfactorily & signed by a member of the CLT the trip cannot go ahead.*
- *The trip organiser should complete this form once the preparations are complete. The trip organiser should keep Nikki updated on any progress or changes.*
- *When approval is given one copy should be emailed to the school office & one stored on the staff hard drive.*

Name of trip organiser:	Class / individuals: <i>(Please attach a list of individuals if appropriate)</i>
Names of accompanying staff:	
Contact telephone number(s) on the day (PLEASE CIRCLE WHICH SCHOOL MOBILE YOU ARE TAKING) Phone 1 – 07925 973161 Phone 2 – 07925 973011 Phone 3 – 07925 972137 Phone should be returned to the office after the trip	
Date going out:	Destination:
Aim of visit (including study area): Environmental / Humanities / Science / Sports (Choose only 1 of these options for TfL)	
Is this a repeat trip?	

TRAVEL / JOURNEY DETAILS

NB: All travel requests (excluding coaches) must be submitted 21 days prior to travel

Time: Leave school at:	Return to school at:
Which type of transport do you require? (please circle) Please give an approximate time of train or bus required	Coach / train / bus Out: Return:
Preferred route (not for coach travel). Please give specific details of route to be taken including bus numbers	

NOTIFICATIONS

Permission from Headteacher given:	Yes / No	Date:
Is there a cost for this visit?	Yes / No	Date:
Have you raised a Purchase Order?	Yes / No	Date:
Have you entered this trip onto the e-diary?	Yes / No	Date:
Office notified:	Yes / No	Date:
Have you notified parents (letter / email)?	Yes / No	Date:
Will you ask parents to accompany you? Yes / No	Please ensure they have been given a copy of 'Information for Parents and other volunteers on school trips'	

KITCHEN / LUNCHESES

Do pupils need to bring a packed lunch?	Yes / No	
Have you notified the kitchen? Ensured kitchen are aware of any dietary requirement?	Yes / No Yes / No	*Early lunch / 1 st sitting for lunch / late school lunch / no lunch on this day (please circle & indicate time where appropriate)

Please list any accompanying staff who cover a lunch duty:

MEDICAL / CONTACT DETAILS

Do you have any children with medical needs, who have a disability or Special Educational Need?	Yes / No
Names/Needs/Risk Assessment	

SAFEGUARDING CONCERNS (confidential / on a need to know basis)

ACCOMMODATIONS & POSSIBLE HAZARDS – ACTION TAKEN (to include toilets, transport, terrain, accessibility for all & weather)

INSURANCE ARRANGEMENTS (if not covered by RPA – please state any alternative arrangements)

Risk protection arrangement for academy trusts	Hamlet ref: AF203418
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ADDITIONAL POINTS TO CONSIDER

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Office use:

COACH DETAILS

Coach company:	Number of coaches required:
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Size of coach:	Cost
Booked on:	By:
Ref no:	Purchase order number:

TRAIN / TUBE / BUS TICKETS

Company: TfL / other	TfL ref:
Ordered by:	Date:
How many ordered:	Trip organiser informed? Yes / No

KITCHEN

Kitchen notified (if applicable) CHEF	YES / NO
x5 Extra lunches needed for trip	YES/NO
Date:	By:

STAFF

Nikki Thomson	Yes / No
Sharon Campbell (music)	Yes / No
Amy Kenny (Senior Midday Meal Supervisor)	Yes / No
Class teacher (if necessary)	Yes / No
Cynthia Fasuyi	Yes / No
BAASC	Yes / No
After school club register	Yes / No
Date:	By:

Form checked & authorised by	
CLT:	Date:
Office	Date:

Appendix iii

The National Guidance may vary according to the activity.

For DHJS the guidance is for Key Stage 2.

Local visits and regular trips e.g. swimming a minimum of two adults must accompany a class of 30.

Visits outside the London area and for longer local visits a minimum of 3 adults are required per class. (1:10 children in addition to children who have 1:1 support)

Residential trips should have a minimum of 1:10 plus at least one extra adult.

Appendix iv

EXAMPLE

Briefing Sheet for Parents and Carers Accompanying DHJS Visits and Trips

Thank you for accompanying the class on a school trip

How you can best support

At DHJS we organise regular trips to enrich and deepen pupil learning. This is only made possible through the generosity of our parent and carer volunteers.

In our prior experience we have found that the volunteers who are most successful are those who follow the general guidelines below:

- Your role as an accompanying adult is to keep all the children in your group safe
- Please remain with, and be responsible for, your group at all times (unless the named Group Leader directs you otherwise)
- You are responsible for your group of children so please ensure you know who they are and have them in sight at all times
- The class teacher or Group Leader will inform you if a child in your group has any medical needs or medication with them e.g. an asthma inhaler
- Please treat all children you are responsible for equally (including your own child e.g. please do not provide extra snacks for your child)
- Please stay in sight of the Group Leader, where appropriate.
- If you are finding a child's behaviour challenging in your group please inform member of school staff on the trip
- Please ensure you know the plan for the day including travel arrangements, lunch time and venue. If a trip to a gift shop has been agreed, please check you know the arrangements.
- Please maintain confidentiality and allow the class teacher to communicate with parents and carers as necessary about the school trip and their child
- Only school adults are permitted to supervise children in the toilets
- Do not use mobile phones or other electronic devices for any purpose (except in an emergency) including taking photographs. This is to safeguard all our children and so that your attention is focused on the children.
- Make sure you have the school's landline number (020 7525 9188) and the Group Leader's number
- In an emergency the Group Leader or other school member of staff will follow the school's procedure with regard to notifying others. You must not contact other parents or use social media.
- In the event that the class or group are unable to stay together take the children to a place of safety and when safe to do so the priority is to contact the Group Leader or the school via the numbers you have been given
- Remember to enjoy the trip yourself!

School name: Dulwich Hamlet Junior School

School telephone number: 020 7525 9188

Headteacher: Mrs Claire Purcell

Assistant Head and Educational Visits Coordinator: Ms Nikki Thomson 07946 651931

Appendix v

Critical incidents

In the event of a significance incident or accident that **does not** involve serious injury or fatality, and / or is not likely to attract media attention, the Group Leader should seek advice from the Headteacher (or designated person in their absence).

In the event of an incident that **does** involve serious injury or fatality, and /or is likely to attract media attention, the Group Leader should adopt the following protocol:

- The nature and extent of the incident
- Ensure all groups are safe and looked after
- Establish the names of all casualties and get immediate medical attention for them
- Ensure a member of staff accompanies casualties to hospital and the rest the group are kept together and adequately supervised.
- An embargo should be placed on members of the group contacting parents / the outside world
- Establish a reliable link with the outside world
- Notify British police if necessary
- Notify the British Embassy / Consulate if abroad
- Inform the school contact person
- Notify the insurers, especially if medical assistance is required
- Notify the centre / trip provider/ tour operator
- Record accurately and as soon as possible all facts, evidence, witness details
- Keep a written record of events, times, contacts, decisions after the incident
- The school should be notified of the nature, date and time of the incident
- Location of the incident
- Names of casualties
- Details of injuries
- Names of others involved
- Action taken so far
- Action yet to be taken
- Details of staff deployment
- **Legal liability should not be discussed with any party**
- **No one should talk to the media.**
- **Do not deal directly with parents. The Headteacher will contact the parents and act as a liaison.**