



Woolwich Polytechnic
School for Boys



WOOLWICH POLYTECHNIC SCHOOL FOR BOYS

EDUCATIONAL VISIT POLICY

Reviewed: November 2024
Approved: November 2024
Revision due: October 2027

1. This policy provides procedures and guidelines for Local Academy Committee members and staff to follow to ensure the safety of students and staff on school journeys and educational visits.

Definitions:

2. Terms used in this policy are defined as follows:

- **School Journeys:** A school journey is any organised school activity that involves the absence of students from home overnight or daily attendance on a recognised course away from school on two or more consecutive days.
- **Educational visits:** An educational visit is any organised outing from school for individual students or groups of students for a day or part of a day, both during and out of school hours.
- **Activities of an Adventurous nature:** An adventurous activity can be defined as any physical activity which is outside the scope of the normal activity of the school, its staff, or its students; in particular those involving a high risk e.g. skiing.

Local Academy Committee Responsibilities

3. The Local Academy Committee oversees the approval of any school journey and educational visits and regulates their conduct. The Local Academy Committee members have delegated the duties and responsibilities for approval of Educational visits to the Head of School, as long as these are not of an adventurous nature. Plans for all journeys will be recorded on the School Calendar.

4. Current legislation permits the school to ask only for a voluntary contribution towards the cost of a visit. No student will be discriminated against on the grounds of inability to pay. However, if insufficient funds are raised through contributions, then unfortunately the visit will have to be cancelled. Visits and journeys during Activities Week are treated as above. (see Charging and Remissions Policy)

5. The Local Academy Committee is also responsible for setting up procedures to ensure that:

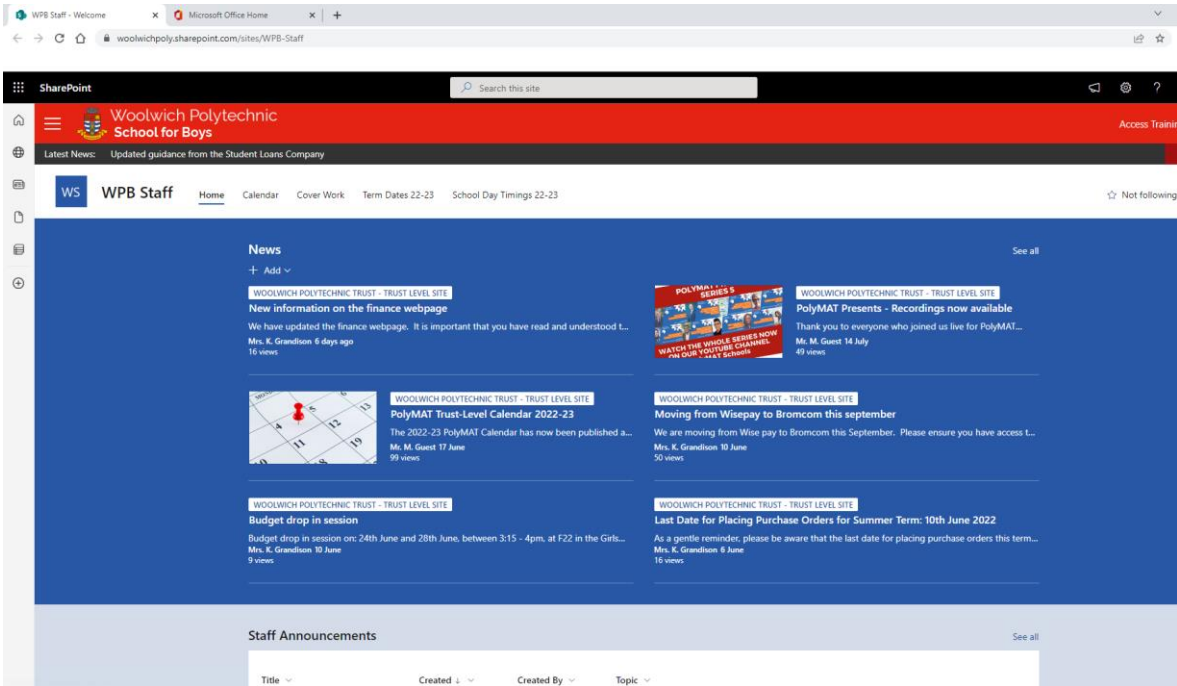
- (a) adequate planning and preparation for school journeys and where appropriate for educational visits is undertaken. (Appendix A)
- (b) preliminary visits are undertaken by the party leader where appropriate. This should be standard practice for a visit or journey to a potentially hazardous location or to a 'new' site.
- (c) a risk assessment is carried out and reported to Head of School for their consideration in respect of the arrangements for the trip. All risk assessments must be completed at least two weeks prior to the planned date of the activity. (Appendix B)

- (d) The Group Leader will identify the individuals that are eligible to attend the trip. Consideration will include a good record of behaviour in school, a positive work ethos and the return of the reply slip by the specified date. Students identified by the Group Leader as posing a risk will have their request to take part in the activity scrutinised by the Assistant Head with responsibility for Pastoral Care. A final decision based upon all objective evidence provided will be made by the Head of School.
- (e) The Educational visits and checklist (appendix C) is completed on every occasion.
- (f) all parents/carers and students will be required to sign and agree to adhering to a behaviour contract both prior to and during the visit/journey.
- (g) adequate supervision throughout the school journey or visit (there may be some visits that are not thought to require supervision e.g. 6th formers travelling to other schools) is provided.
- (h) appropriate insurance is obtained in advance of the journey or visit.
- (i) written consent of parents/carers is obtained at the point of entry into the school before any student takes part in a school journey or day visit. Reply slips for non-paying trips will still be required so that the school is aware which students are taking part. For non-paying trips, parents/carers will be asked to email the trip Co-Ordinator if they do not wish their child to take part.
- (j) all journeys and visits are arranged in accordance with directives adopted by the Local Academy Committee and that all staff are aware that all journeys and visits should be approved in advance. (Appendix D)
- (k) school journeys do not unduly disrupt the curriculum, routine organisation and management of the school.
- (l) consideration is given to assisting financially those students whose families suffer financial hardship. Where any charges are to be made, these must be in accordance with the school's charging policy.
- (m) the Policy should be reviewed regularly to ensure that it covers any new forms of journeys or visits.

Financial Assistance to Students

- 23. Financial assistance may be given according to the School's Charging Policy.
- 24. Financial assistance to accompanying adults: The Local Academy Committee is responsible for approving any reimbursement of expenses of staff.

All Documents that are evidenced in the appendix below can be located on Woolwich Polytechnic for Boys Gateway, by clicking on the three lines in the top lefthand corner and selecting educational visits page.



Appendix A - Educational Visit Proposal Summary Form

Trip Summary

| Year | Trip destination | Lead teacher | Leader Teacher's mobile no. | Date of Trip |
|------|------------------|--------------|-----------------------------|--------------|
| B1 | | | | |
| B2 | | | | |
| S1 | | | | |
| S2 | | | | |
| T1 | | | | |
| T2 | | | | |
| W1 | | | | |
| W2 | | | | |

Signature of Trip Leaders:

| Year 7 | Lead teacher | Signed | Date |
|--------|--------------|--------|------|
| B1 | | | |
| B2 | | | |
| S1 | | | |
| S2 | | | |
| T1 | | | |
| T2 | | | |
| W1 | | | |
| W2 | | | |

LoA Confirmed as acceptable
Confirmed as acceptable :
Authorisation by Head of School:

Date:
Date:
Date:

Appendix B

Trip-specific Risks

Use this section to record any Non-standard risks/ hazards that applies to this trip, and state how these risks will be mitigated.
For example, risks associated with rock climbing, community service, cooking, skiing etc

| Hazard(s)/ Unplanned Events | Who Might Be Harmed? | Control 1 | Control 2 | Additional Controls |
|--|--|---|---|--|
| List <u>significant</u> hazard(s) which may result in serious harm or affect several people, or unplanned events which may disrupt the trip. | List groups of people who are especially at risk from the significant hazards/ unplanned events which you have identified: | Choose a control from the list provided to mitigate each hazard. | Choose an additional control from the list provided to mitigate each hazard. | Describe any additional controls needed for each hazard that aren't covered by the standard control list |
| Accident at venue | Pupils | Compulsory safety equipment to reduce injury such as Helmets, pads and gloves | Qualified instructor and first aid trained | All activities to be structured and planned out. |
| Covid risk | Pupils and/or staff | All equipment to be sanitised before and after use. | Activities to include no congregating, sharing equipment or close contact sessions. | All routes clearly marked and instructor to set up and pass out equipment |
| | | | | |

Appendix C

Trip Guidance and Check List

Emergency Number: 033-06780-290

| Possible Hazards | Controls to limit risks to Pupils, Staff and the Public | Yes/No |
|-------------------------------|--|--------|
| Accident at venue | Ensure your trip was approved by none other but the Headteacher BEFORE departing. | |
| Activity delay | Do a register check of the students before departing. | |
| Allergic reaction | Leave a copy of the register of students departing with reception | |
| Bus Accident | | |
| Bus Journey | Discuss the details of the trip with the students | |
| Crossing the street | Speak to the students about road safety and public safety awareness and expected behaviour | |
| Left on train | Plan students' activity for the journey | |
| Missing from group | Plan students' activity whilst at the venue | |
| Scared of Heights | Practice proper road safety and public safety | |
| Separated from group | | |
| Train delays | Break into smaller groups with a team leader | |
| Train journey | Pair up students | |
| Walking to bus and/or station | Plan and discuss a central meeting point | |
| | Do regular head counts | |
| | Ensure all pupils have the emergency contact number wrist bands | |
| | Have the parents' contact numbers for all the pupils | |
| | | |
| | <u>Contact Kim and Jo should the trip be running late or any unplanned events occur</u> | |
| | Contact parents, keeping them informed | |
| | Ensure staff have each others' mobile numbers | |
| | | |
| | Access the first aid kit on site | |

Appendix D - EDUCATIONAL VISIT – Proposal form



Woolwich Polytechnic School for Boys



This form should be given to K. Scott for consideration along with all supporting documentation.

EDUCATIONAL VISIT – Proposal form

Lead Teacher Name

Mobile No.

Proposed Date(s):

No. of Days out:

Destination & Purpose of visit:

Accompanying Staff/ Adult Names:

Tip: use ALT+Enter after each staff name to add another line below.

No. of Pupils:

Year Group(s):

Cost per head:

Mode(s) of Transport:

Departure Time:

Return Time:

Meeting and departing from?

Have you done a run through of the journey and venue?

If yes, what were your findings.

