

RATIONALE

Visits out of school in the locality and further afield are a memorable experience for all children. They are enthused and motivated by the activity and their learning is enriched and enhanced. Taking children out of school is a major responsibility for staff and careful planning is essential to ensure that a visit is safe and enjoyable.

OBJECTIVES

To ensure that:

- the planned visit is purposeful and relevant
- that preparations ensure that children gain maximum benefit from the activity
- adequate procedures are in place to ensure children's safety
- emergency procedures are in place
- a risk assessment is completed

GUIDELINES

All visits are planned with reference to 'Educational Visits Policy, Revised 2020' published by LBB; guidance which this Academy continues to adopt.

Educational visits provide purposeful first-hand experiences which bring learning within the curriculum to life in a meaningful way. Their place within the curriculum is purposeful and school staff should make every effort to ensure that all children benefit from these learning opportunities.

1. Planning

- **Visits should be planned into the curriculum at the beginning of the school year.**
- Teachers must have a clear view of the purpose of the visit, which is intended to support curriculum learning in class.
- **Arrangements for each visit should be made well in advance.**
- *Collect a copy of the visits checklist from the head teacher.*
- An experienced member of staff must be designated as the leader. ECTs cannot take this responsibility although the most experienced member of staff need not necessarily lead.
- From experience, it's better to avoid visits on Mondays and (to a lesser extent) on Fridays. Wherever possible, only one educational visit should take place on any school day.
- The Headteacher reserves the right to cancel a school visit, including at short notice, where prevailing circumstances (such as staff absence, transport disruption or external factors) mean that proceeding would not be in the best interests of the children or the school.

2. Preliminary Visit

A preliminary visit is essential unless the location is well known to staff.

- A letter on school headed paper should enable staff to visit free of charge.
- Consider the dangers and difficulties that might arise during the visit.
- Knowledge of the location will inform the risk assessment.
- At this stage, the Headteacher should be informed of intentions.

3. Booking

- The school maintains appropriate insurance, renewed annually, covering all off-site activities.
- At least six weeks prior to the visit, the Headteacher should be informed of the time and place of the visit, ensuring it does not clash with other school events.
- The Office Manager should be notified at the same time to make bookings, including transport.
- The cost of the visit should be calculated and discussed with the Headteacher.
- At least two weeks prior to the visit, an EVA1 form must be submitted to the Local Authority, including:
 - the risk assessment
 - details of groupings
 - the Headteacher's signature

4. Notifying Parents

- A letter should be drafted to parents containing details of the visit, including cost, purpose, travel arrangements, and timings.
- Parents should be informed how they can help prepare their child, for example by reinforcing expectations for behaviour.
- Any hazardous activities must be clearly communicated.
- Parents are welcome to volunteer, where possible. Those selected will usually support a group of children, with or without a member of staff immediately present.
- Parents should not normally supervise groups containing their own child, as this may present a conflict.
- The letter should invite parents to register their interest in volunteering.
- Some parents may initially feel anxious about school visits. In such cases, staff should take time to work with families to build trust and address concerns so that children are able to participate fully.

5. Funding

A charge cannot be imposed on parents, but they may be asked to make a voluntary contribution. They should be made aware that payment is not compulsory.

6. Parental Permission

- Parents must be informed of every occasion when their child will be taken off site.
- Parents sign a 'short visit permission slip' at the point of admission to School. This is only valid for short visits around the local environment.
- Additional permission must be obtained for other visits.
- Consent forms must be completed prior to the visit.
- In certain circumstances, parents may choose not to allow their child to take part. This does not constitute permission for absence from school.

7. Supervision

- Sufficient adults must be available to ensure safety and maximise learning.
- The Headteacher and School Office must be informed of all accompanying adults as early as possible so that safeguarding checks can be completed and records updated where necessary.
- Staff should supervise children who may present additional challenges.
- Individual arrangements must be made for children with high levels of need.

- Where there are more volunteers than required, selection must be fair.
- Clear communication is essential when recruiting volunteers to manage expectations and avoid disappointment.
- Each parent should ideally supervise no more than five children, and fewer where appropriate, and should not normally supervise their own child.
- Groups should be organised so that parents are linked to a member of staff and remain in close proximity.
- Parents must be briefed on the purpose of the visit, expectations for behaviour, and procedures for maintaining safety.
- Children must remain with their group at all times.
- Frequent head counting is essential.

8. Staff Ratios

The minimum requirements for the number of escorts, set out by the LA is as follows:

▪ Nursery Visits

A minimum ratio of 1 adult for every 4 children must be maintained.

Students pursuing Childcare courses may count as adults. A teacher must always accompany the group.

▪ Infants Visits

Nursery	4:1
Reception	5:1
Year 1	5:1
Year 2	6:1

These ratios are above those that we are advised by the DfE/LA.

▪ Local Visits for infants

1-15 children, 1 adult, who must be a teacher

16-35 children, 2 adults, including 1 teacher

36-50 children, 3 adults, including 2 teachers

Supervision levels must always be determined by the context of the visit and the needs of the children.

9. First Aid

- Provision must be made for children with medical needs (e.g. asthma, allergies).
- A list of children requiring medication must be prepared.
- A qualified first aider must accompany all visits; a paediatric first aider for EYFS visits.
- Adequate first aid equipment must be carried, with additional provision if the group separates.
- Children who are unwell or injured must be cared for by school staff.
- Staff should be prepared for travel sickness and seat affected children appropriately; for example, towards the front of a bus/coach.
- Adequate cleaning materials must be carried.
- Visits to farms involve additional hazards. See additional notes.

10. Preparing children for the visit

- Safety rules should be discussed with children.
- Behaviour expectations must be made clear.
- The purpose of the visit should be explained so children understand what they will see and do.
- Some children may feel anxious due to unfamiliarity; this should be recognised and supported.

11. Departure Procedure:

- The class register must be completed.
- **After registration and while still in class, the visit leader will confirm numbers with each teacher.**
- **Once children are seated on transport, the visit leader will carry out a full count and cross-check with staff to ensure pupil numbers tally.**
- **When the visit leader is satisfied that all children are accounted for, they will inform the driver/s to leave.**
- The same process is repeated for the return journey.
- Where possible, a senior leader should be present to see the group depart.

Late arrivals:

- Once the group has left the classroom, late arrivals cannot join the visit.
- While this may be disappointing, allowing late arrivals to join en-route risks compromising safety.
- Late children will be supported in school and, where possible, offered an opportunity to attend a future visit.
- Clear communication with parents must emphasise the importance of punctuality on visit days.
- A parent may intentionally keep their child at home rather than attending the visit. Teachers and School Staff should work closely with families to prevent this unfortunate situation arising. Should this be the case, then the matter would be raised with the Headteacher and Attendance Lead, who will take appropriate action in line with attendance School Attendance procedures.

12. Journey

Manoeuvring a group of children along streets and across roads is a task that carries enormous responsibility.

- Staff must exercise professional judgement when managing movement in public spaces.
- Children should be kept under constant supervision.
- When walking in the street, children should walk two abreast and holding hands, wearing high-visibility school-branded jackets (but not individual names).
- There should be a teacher at the front and another at the back. Other helpers should walk at intervals along the line, positioned between the children and the roadside.
- Keep children away from kerbs and pavement edges. Always use the safest crossing places available. Look for: subways, footbridges, zebra or pedestrian crossings and traffic lights. If you cannot find any of these, find a safe spot away from bends, corners and the brows of hills. Avoid crossing between parked cars.

- If the group is very large consider taking them across the road in smaller units.
- Each coach must be accompanied by an experienced teacher.

On Coaches:

- Children must have their own seat and every person must wear a seatbelt. It is good practice to get children to remove their coats as over-heating can cause travel sickness.
- An adult should sit at the front and near the emergency exit, with others evenly spaced out along the coach.
- Children should not sit on the front seats (unless using a booster seat) nor in the middle (aisle) seat at the back.
- There should be no eating or drinking on the coach.
- Each vehicle should have its own qualified first-aider.
- Ring school if the return journey is delayed and you expect to return later than the expected time.
- When **travelling by bus**, classes should travel as discrete groups, with one class per vehicle wherever possible and accompanied by their class teacher. Classes must not be divided between buses, and an experienced teacher must be present with each class at all times.
- When **travelling by train**, classes should remain together within the same carriage wherever possible; they must not be split between carriages, and an experienced teacher must be present with each class at all times.
- In the event of **significant delay or disruption**, the lead teacher must contact the School promptly to agree, with the Headteacher, whether to continue the visit as planned or return to School.

13. Lunch

Packed lunches should be in a disposable bag. Parents should not provide food directly to their own child during the visit, as this may present issues of fairness and allergy risk.

14. Risk Assessment

- When planning a visit all potential risks to children and adults should be assessed. A record must be kept of the risks identified and given to the Headteacher ahead of the visit.
- It should identify hazards, who may be affected, and control measures.
- Risk assessments must be shared with all staff prior to the visit.
- The process of conducting a risk assessment helps alert all adults accompanying the visit of the potential dangers, and is therefore not an in-isolation paper-based activity. It is important that the group lead meets with class teachers ahead of the visit and each risk is talked through in order to raise their awareness of potential dangers and measures to mitigate these.

15. Communication with School

A mobile phone must be carried. The school must be informed of any problems or delays.

16. Use of Private Cars

- The use of private cars is discouraged.
- Where necessary:
 - drivers must have appropriate insurance and documentation
 - vehicles must be roadworthy and have a children's seat
 - records must be retained
- Parents must be informed in advance.

17. Dismissing children after the Visit

- The teacher remains responsible for all the children on the visit until they have been dismissed from School in the usual way, even if running late.
- Teachers escort children back to class. Hi viz jackets are removed and any rubbish disposed of. As time permits, the teacher leads a plenary session with the class, answering any questions and closing any gaps in their learning from the day.
- Accompanying adults are thanked for their time and energy and offered a comfort break. There is a quick handover with a Teaching Assistant who has the opportunity to respond to any questions or concerns about the day that may have not been communicated previously.
- Once the adults have departed, children then get their coats/book bags, say good night and are led out of the school as per normal home time arrangements.
- Young children, and the accompanying parents, may well be exhausted after a fun and fulfilling educational visit, however regardless of requests from well-meaning parents to take their child “straight home” from the station or once having disembarked the coach, it’s of paramount importance to dismiss the class together from the classroom – regardless of the circumstances

Educational Visits Checklist	
Planning	
Planning must be thorough.	
*	Notify Headteacher to ensure: adequate child protection procedures necessary planning has been completed emergency procedures are in place risk assessment is completed
*	Preliminary visit (Except for places recently visited) consider dangers and difficulties that might arise suitability of venue inform risk assessment
*	L.A. form
*	Adult/ pupil ratio
*	How many school staff /parents?
*	Booking transport Mrs Stokes will make bookings but ensure adequate time is given.
*	Notify parents. Parents must be told all the details of the trip including: cost, purpose, travelling arrangements expected time of arrival back at school. A charge cannot be imposed on parents but they may be asked to make a voluntary contribution. They should be made aware that payment is not compulsory.
Short visits close to school	
*	Parents sign a short visit permission slip each year. Check that every child has this.
*	Notify parents that children will be off the premises.
Supervision	
*	Minimum number of adults.
*	What do parents need to know to be able to give adequate supervision?
*	Maximum number of children for each parent?
*	Children should not be allowed to wander off.
*	Potentially difficult children should be with school staff.
*	Crossing roads. Use pedestrian crossings where possible.
*	Walking along roads. Children stay in twos. In a line.
*	Frequent head counting is essential.
First Aid	
*	Ensure provision is made for children's medical needs.
*	Ensure provision is made for children with Special Needs
*	Adequate first aid equipment should be carried.
*	If groups are to separate, minimum equipment for each group.
*	Sick bags and a bucket should be carried for the journey.
*	Sick or injured children are the responsibility of school staff.
*	Adequate cleaning materials must be taken.
*	See additional notes for farm visits.
Journey	
*	All children must have their own seat in the coach.
*	Every person must wear a seatbelt.
*	Packed lunches should be in a plastic bag that can



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- * be thrown away and no glass should be taken.
Ring school if the coach is delayed and you expect to return later than the expected time.

Preparing Children for the visit

- * Discuss purpose of the visit with children and work they will do.
- * Discuss behaviour rules with children
- * Discuss safety issues with children.

Thames View Infants Risk Assessment Form			
Task Walks around the school environment			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Traffic on route	Death or injury	Maximum number of adults available Minimum of four.	
Clear guidelines for group supervision. Limits defined.	inappropriate supervision	Written information.	
Organisation for walking along the street and crossing roads.	Road accident	Children in twos staff at front, back and along the line. Cross road in group Use crossings when available.	
Children are aware of expected behaviour and emergency procedures.	Accidents Losing children	Discussion prior to visit.	
Procedures in case of injury.	Treatment unavailable	Written procedure for all adults.	
Permission forms have been completed for each child. Only pupils with permission take part.	Pupils attend without permission	Checked prior to visit by admin staff.	
Parents have information about visit, including departure and return times.	Anxiety of parents	Information to parents.	
Signed		Date	

Thames View Infants Risk Assessment Form			
Task: London Festival Hall			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Staff have adequate confidence and skills and are fully aware of school policy.	Inadequate supervision	Experienced staff to accompany visit.	
Non-Teacher support are aware of procedures for supervising the children and emergency procedures.	Inadequate or inappropriate supervision	Written procedures for all adults	
Adequate pupil adult ratio	Inadequate supervision	Six children to each adult	
Full knowledge of any child's medical/special physical needs.	Lack of necessary medication or improper use	Held by TA and administered by parent instructions	
Adequate First Aid equipment.	Treatment unavailable	Part of checklist	
Procedures in case of injury.	Treatment unavailable	Written procedure for all adults.	
Permission forms have been completed for each child. Only pupils with permission take part.	Pupils attend without permission	Checked prior to visit by admin staff.	
Children wear comfortable shoes and uniform.	Falls, blisters Children not easily identifiable.	Short walk from coach to concert	
Parents have information about visit, including departure and return times.	Anxiety of parents	Information to parents.	
Suitability of venue has been checked.	Exposure to unnecessary danger	Children's concert	
Arrangements for "register" of group on departure to and from location.	Losing a child.	Class lists used to check children Frequent head counts.	
Identify safe assembly point.	Losing children. Delaying departure	Children will remain together	
Clear guidelines for group supervision. Limits defined.	inappropriate supervision Losing children.	Children will remain together	
Children are aware of expected behaviour and emergency procedures.	Accidents Losing children	Discussion prior to visit.	
Organisation for boarding and leaving the coach.	Losing children Falls.	Policy	

Organisation for walking along the street and crossing roads.	Road accident	Children in twos staff at front, back and along the line. Cross road in group Use crossings when	
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		available.	
Behaviour on the coach. Seat belts.	Bumps/ falls	Children seated Seat belts checked before leaving	
Using public lavatories one	A child gets lost or comes to harm	member of staff to supervise	
Signed		Date	

Thames View Infants Risk Assessment Form			
Task: Westcliff Visit			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Staff have adequate confidence and skills and are fully aware of school policy.	Inadequate supervision	Experienced staff to Accompany visit.	
Non-Teacher support are aware of procedures for supervising the children and emergency procedures.	Inadequate or inappropriate supervision	Written procedures for all adults	
Adequate pupil adult ratio	Inadequate supervision	At least one adult to five children	
Full knowledge of any child's medical/special physical needs.	Lack of necessary medication or improper use	Held by TA and administered by parents/doctors instructions.	
Adequate First Aid equipment.	Treatment unavailable	Part of checklist	
Procedures in case of injury.	Treatment unavailable	Written procedure for all adults.	
Permission forms have been completed for each child. Only pupils with permission to take part.	Pupils attend without permission	Checked prior to visit by admin staff.	
Children wear comfortable shoes and uniform.	Falls, blisters Children not easily identifiable.	Information to parents.	
Parents have information about visit, including departure and return times.	Anxiety of parents	Information to parents.	
Suitability of venue has been checked.	Exposure to unnecessary danger	Prior visit by staff.	
Arrangements for "register" of group on departure to and from location.	Losing a child.	Class lists used to check children Frequent head counts.	
Identify safe assembly point.	Losing children. Delaying departure	Written information.	
Clear guidelines for group supervision. Limits defined.	inappropriate supervision Losing children.	Written information.	
Children are aware of expected behaviour and emergency procedures.	Accidents Losing children	Discussion prior to visit.	
Organisation for boarding and leaving the coach.	Losing children Falls.	Policy	
Organisation for walking along the street and crossing roads.	Road accident	Children in twos staff at front, back and along the line. Cross road in group Use crossings when available.	

Behaviour on the coach. Seat belts.	Bumps/ falls	Children seated Seat belts checked before leaving	
Risk of children being infected Children putting hands, fingers into their mouths	Inadequate hygiene & hygiene supervision.	After coming into contact with sand and/or seawater all children should wash or clean their hands with anti- bacterial wipes. Children/staff are reminded at beginning and throughout visit. Children must be seen to clean their hands properly, immediately after contact with animals. Written procedure for all adults.	
Risk of children being hurt from • sand in children's eyes • attacks from dogs	Insufficient behaviour expectations Inadequate supervision.	Children and staff instructed on expectations of behaviour prior to and throughout visit to pre- empt danger: • no throwing of sand on beach allowed; children doing so will have this behaviour addressed immediately. • children to walk along pavements with partners, holding hands, immediately next to their adult; children NOT to touch any animal.	
Children burned by cigarettes.	Adults smoking in vicinity of children. Smokers misinformed of their responsibilities.	Written procedure for all smokers. All smokers instructed during pre-visit meeting that they may only be allowed to smoke at an allocated time during lunch hour (i.e. children in safe, confined area) and only then, when organised by teacher in charge and not within immediate view of children.	
Signed	Date		

Thames View Infants Risk Assessment Form			
Task: Nursery Visit to the London Eye			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Staff have adequate confidence and skills and are fully aware of school policy.	Inadequate supervision	Experienced staff to accompany visit.	
Non-Teacher support are aware of procedures for Supervising the children and Emergency procedures.	Inadequate or inappropriate supervision	Written procedures for all adults	
Full knowledge of any child's medical/special physical needs.	Lack of necessary medication or improper use	Held by TA and administered to instructions given parent.	
Adequate First Aid equipment.	Treatment unavailable	Part of RA checklist	
Procedures in case of injury.	Treatment unavailable	Written procedure for all adults.	
Parents have information about visit, including departure and return times.	Anxiety of parents	Information to parents.	
Parent's permission for attendance on trip.	Children are taken on trip without parental permission.	Checked prior to visit liaison with admin. staff	
Suitability of venue has been checked.	Exposure to unnecessary danger		
Arrangements for "register" of group on departure to and from location.	Losing a child.	Class lists used to check children Frequent head counts.	
Identify safe assembly point.	Losing children. Delaying departure	Children will remain together	
Children must not eat on the coach or in the capsules of the Eye	Children are sick and damage to vehicle	Written and verbal instructions Children are always accompanied by an adult	
Using public lavatories	A child gets lost or comes to harm		
Behaviour on coach.	Bumps/ falls/ head injuries.	Children remain in their seats with seat belts on and checked by staff.	

Thames View Infants School Risk Assessment Form		
Task: Nursery Trip to the London Eye		
Date		
Walking along the road/ crossing roads.	Becoming lost/ road injury.	Children hold an adult's hand at all times. School staff at the front, back and along the line of parents
Meeting with a dog in the park	Dog bite/ children frightened	Prior instructions not to go near or touch dogs.
Children being lost in play area	Children wandering out of the play area /being led from the play area	Member of staff standing by the gate to ensure that children do not leave
Signed		
Date		

Thames View Infants Risk Assessment Form			
Task; Ragged School Museum 46-50 Copperfield Road, London E3 4RR <i>See also: Ragged School Museum Trust Risk Assessment for booked educational groups.</i>			
Date			
Hazard Identification	Risk associated	Control Measures	Action
Traffic on route	Death or injury	Maximum number of adults available Minimum of four.	
Clear guidelines for group supervision. Limits defined.	inappropriate supervision	Written information.	
Organisation for walking along the street and crossing roads.	Road accidents.	Children in twos staff at front, back and along the line. Cross road in group Use crossings when available.	
Children are aware of expected behaviour and emergency procedures.	Accidents Losing children	Discussion prior to visit.	
Procedures in case of injury.	Treatment unavailable	Written procedure for all adults.	
Permission forms have been completed for each child. Only pupils with permission take part.	Pupils attend without permission Anxiety of parents.	Checked prior to visit by admin staff.	
Parents have information about the visit including departure and return times.		Information to parents.	
Signed		Date	

Thames View Infants School Risk Assessment Form			
Task: Journey by Underground Train			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Staff have adequate confidence and skills and are Fully aware of school policy.	Inadequate supervision	Experienced staff to supervise Visit prior to outing, Station staff spoken to.	
Non-teacher support are aware Of procedures for supervising Children	Inadequate or in appropriate supervision	Written procedures for all adults.	
Adequate pupil-adult ratio	Inadequate supervision	At least one adult to 3 children	
Full knowledge of any child's medical/physical needs	Lack of necessary medication.		
Adequate First Aid equipment	Treatment available	Held by First Aiders.	
Procedures in case of emergency, including unexpected emergency on train.	Injuries	If at station on a train Follow London Underground Procedures and directions. Written procedures for all adults.	
Permission forms have been Completed for each child. Only Pupils with parental permission Participate.	Pupils attend without permission,	Checked prior to visit by admin staff and teachers.	
Children wear appropriate shoes and footwear including Thames View Infants waistcoats.	Children not easily Identifiable Falls, accidents.	Information to parents Each child to wear waistcoat.	
Parents have information about Visit including departure and Return times.	Anxiety of parents	Written information to be given in advance. Teacher to Notify school of any delays during visit.	
Suitability of stations has been checked.	Exposure to danger	Prior visit by staff. Potential hazards identified e.g. steps, platforms. Station staff notified prior to visit and asked for assistance.	
Arrangements for register of Group on departure to and from,	Losing a child	Class and group lists used to check children. Frequent head counts.	
Identify Safe Assembly points	Delaying departure Losing a child	Establish with station staff written information	
Clear guidelines for group Supervision Limits defined	Inappropriate supervision Losing child	Written information.	
Children are aware of expected Behaviour and emergency procedures	Accidents losing children	Discussion with parents prior to visit.	
Organisation for walking along streets child crossing road.	Road accident.	Discussion with children. Children in pairs. Staff at front and end of line. Cross road in Group. Use crossing when available.	
Organisation for boarding and Getting off train.	Losing children/accidents. Leaving Children on platform/train.	Driver aware of school group Using train/bus staff to carefully monitor group.	
Behaviour on train/bus	Accidents	Adult supervision. Children seated next to adult. Expectations explained prior to journey.,	

Thames View Infants School Risk Assessment Form			
Task: Bethnal Green Toy Museum			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Staff have adequate confidence and skills and are Fully aware of school policy.	Inadequate supervision	Experienced staff to supervise Visit prior to outing, Station staff spoken to.	
Non-teacher support are aware Of procedures for supervising Children	Inadequate or in appropriate supervision	Written procedures for all adults.	
Adequate pupil-adult ratio	Inadequate supervision	At least one adult to 5 children.	
Full knowledge of any child's medical/physical needs	Lack of necessary medication.	Ensure adult has appropriate medication and a list of children's necessary health needs.	
Adequate First Aid equipment	Treatment available	Held by First Aiders.	
Procedures in case of emergency, including unexpected emergency on coach.	Injuries	Written procedures for all adults.	
Permission forms have been Completed for each child. Only Pupils with parental permission Participate.	Pupils attend without permission,	Checked prior to visit by admin staff and teachers.	
Children wear appropriate shoes and footwear including Thames View Infants waistcoats.	Children not easily Identifiable Falls, accidents.	Information to parents Each child to wear waistcoat.	
Parents have information about Visit including departure and Return times.	Anxiety of parents	Written information to be given in advance. Teacher to Notify school of any delays during visit.	
Suitability of venue has been checked.	Exposure to unnecessary danger.	Prior visit by staff.	
Arrangements for register of Group on departure to and from,	Losing a child	Class and group lists used to check children. Frequent head counts.	

Identify Safe Assembly points	Delaying departure Losing a child	Establish with Museum staff and inform adults of meeting point.	
Clear guidelines for group Supervision Limits defined	Inappropriate supervision Losing child	Written information.	
Children are aware of expected Behaviour and emergency procedures	Accidents losing children	Discussion with parents prior to visit.	
Organisation for walking along the street and crossing the roads.	Road accident.	Children in twos, staff at back, front and along the line. Cross road in groups and use crossing when available.	
Behaviour on coach. Seatbelts.	Bumps/falls	Children seated; seat belts checked before leaving.	
Using lavatories	A child gets lost or comes to harm	Children are always accompanied by an adult	
Signed:		Date:	

Thames View Infants School Risk Assessment Form			
Task: Shoeburyness Train Visit			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Staff have adequate confidence and skills and are fully aware of school policy.	Inadequate supervision	Experienced staff to Accompany visit.	
Non-Teacher support are aware of procedures for supervising the children and emergency procedures.	Inadequate or inappropriate supervision	Written procedures for all adults	
Adequate pupil adult ratio	Inadequate supervision	At least one adult to 3 children but try for 1:2	
Full knowledge of any child's medical/special physical needs.	Lack of necessary medication or improper use	Held by TA and administered by parents/doctors instructions.	
Adequate First Aid equipment.	Treatment unavailable	Part of checklist	
Procedures in case of injury.	Treatment unavailable	Written procedure for all adults.	
Permission forms have been completed for each child. Only pupils with permission to take part.	Pupils attend without permission	Checked prior to visit by admin staff.	
Children wear comfortable shoes and uniform (sun cream/hats)	Falls, blisters Children not easily identifiable.	Information to parents.	
Parents have information about visit, including departure and return times.	Anxiety of parents	Information to parents.	
Suitability of venue has been checked.	Exposure to unnecessary danger	Prior visit by staff. All adults aware of route and meeting points	
Arrangements for "register" of group on departure to and from location.	Losing a child.	Class lists used to check children Frequent head counts.	
Identify safe assembly point.	Losing children. Delaying departure	Written information.	
Clear guidelines for group supervision. Limits defined.	inappropriate supervision Losing children.	Written information.	
Children are aware of expected behaviour and emergency procedures.	Accidents Losing children	Discussion prior to visit.	
Organisation for boarding and leaving the bus and train	Losing children Falls.	Policy	
Organisation for walking along the street and crossing roads.	Road accident	Children in twos staff at front, back and along the line. Cross road in group Use crossings when	

		available.	
Behaviour on the bus and train Seated children	Bumps/ falls	Children seated Adults sit with their groups.	
Risk of children being infected Children putting hands, fingers into their mouths	Inadequate hygiene & hygiene supervision.	After coming into contact with sand and/or seawater all children should wash or clean their hands with anti- bacterial wipes. Children/staff are reminded at beginning and throughout visit. Children must be seen to clean their hands properly, immediately after contact with animals. Written procedure for all adults.	
Risk of children being hurt from • sand in children's eyes • attacks from dogs	Insufficient behaviour expectations Inadequate supervision.	Children and staff instructed on expectations of behaviour prior to and throughout visit to pre-empt danger: • no throwing of sand on beach allowed; children doing so will have this behaviour addressed immediately. • children to walk along pavements with partners, holding hands, immediately • next to their adult; children NOT to touch any animal.	
Behaviour by beach/ water.	Falls, fall in water, lost, inadequate supervision.	Stay with adults. Children to not go in the water or too near. Boundaries and expectations set are clear by all adults. Procedures.	
Children burned by cigarettes.	Adults smoking in vicinity of children. Smokers misinformed of their responsibilities.	Written procedure for all smokers. All smokers instructed during pre- visit meeting that they may only be allowed to smoke at an allocated time during lunch hour (i.e. children in safe, confined area) and only then, when organised by teacher in charge and not within immediate view of children.	
Signed		Date	

Thames View Infants School Risk Assessment Form			
Task: Farm Visit			
Date			
Identification of Hazard	Risk associated	Control Measures	Action
Staff have adequate confidence and skills and are fully aware	Inadequate supervision	Experienced staff to accompany visit.	Teachers have completed pre visit. Discussion with TA's supporting. 1 teacher per group has visited with school before (designated lead teacher).
Non-Teacher support are aware of procedures for supervising the children and emergency procedures.	Inadequate or inappropriate supervision	Written procedures for all adults	To be discussed at pre visit meeting for staff and adult helpers. added to written procedures. Staff told to be vigilant during visit.
Adequate pupil adult ratio	Inadequate supervision	At least one adult to four children	Lists to headteacher before visit to be checked.
Full knowledge of any child's medical/special physical needs.	Lack of necessary medication or improper use	Held by SSA and administered by parents/doctors instructions.	Parents responsible for own children including medical needs. Raised at pre visit meeting. Staff supervising children with medical needs carrying medication and have instructions for use.
Adequate First Aid equipment.	Treatment unavailable	Held by SSA and	First aid equipment held by first aiders, who are identified to parents and staff at pre visit meeting. Information also written on information hand out.
Procedures in case of injury.	Treatment unavailable	Written procedure for all adults.	First aid equipment held by first aiders, who are identified to parents and staff at pre visit meeting. Information also written on information hand out.
Permission forms have been completed for each child. Only pupils with permission take part.	Pupils attend without permission	Checked prior to visit by admin staff.	All permission slips have been received in advance, check by CS and office/admin staff.
Children wear comfortable shoes and uniform.	Falls, blisters Children not easily identifiable.	Information to parents.	To be discussed at pre visit meeting, added to written procedures, all parents reminded. Staff told to be vigilant during visit.
Parents have information about visit, including departure and return times.	Missing coach, getting lost and separated from the group. Anxiety of parents.	Information to parents.	Parents helpers attending pre-visit meeting. Pre- visit letter informing parents of procedure.
Suitability of venue has been checked.	Exposure to unnecessary danger	Prior visit by staff.	Pre visit completed by all staff.
Arrangements for "register" of group on departure to and from location.	Losing a child.	Class lists used to check children Frequent head counts.	Register before leaving school. Registers taken and completed during the day at key transition times. Helpers/Adults to have a list of children to check their own groups. Counting and checking children discussed at pre visit meeting with staff/adult helpers.
Identify safe assembly point.	Losing children. Delaying departure	Written information.	Identified at pre visit and will be discussed at meeting with staff and parents.

			Also noted on written procedures and identified once we arrive at the farm.
Clear guidelines for group supervision. Limits defined.	inappropriate supervision Losing children.	Written information.	Discussed as part of visit preparation. All parent helpers to attend pre visit meeting, written procedures also given out.
Children are aware of expected behaviour and emergency	Accidents Losing children	Discussion prior to visit.	Discussed as part of visit preparation.
Organisation for boarding	Losing children	Discussion prior to visit.	To be discussed at pre visit meeting, added to written procedures, all parent helpers reminded. Staff told to be vigilant during visit. Children to be counted prior to boarding and counted once on the coach, no coach to leave before being checked and given the ok by lead teacher.
Organisation for walking along the street and crossing roads.	Road accident	Children in twos staff at front, back and along the line. Cross road in group Use crossings when Available.	To be discussed at pre visit meeting, added to written procedures, all parents reminded. Staff told to be vigilant during visit.
Behaviour on the coach.	Bumps/ falls	Children seated Seat belts checked before leaving	Staff to be on both coaches to remind children of behaviour. Discussed before leaving the Reception on the day of the trip as well as the day before as part of our trip preparation. Discuss with staff/adults attending at pre visit meeting and add to written procedures.
Risk of children being infected	Inadequate hygiene	After coming into contact with animals all children should wash or clean their hands with anti-l bacterial wipes. Paper towels should be used to dry hands. five children	Wash stations checked and available during visit (pre visit). Hand gel carried by all staff. Procedures discussed with staff/adults prior to departure and with children as part of preparation.
Children putting hands, fingers into their mouths	Inadequate hygiene Inadequate supervision.	Children must be seen to clean their hands properly, immediately after contact with animals. Written procedure for all adults.	Written procedure handed out at pre visit meeting. Discussed with helpers/staff and children before departure.
Children's behaviour around Children are aware of expected	Bites.	Adequate supervision	To be discussed at pre visit meeting, added to written procedures, all parents reminded. Staff told to be vigilant during visit
Signed		Date	



Thames View Infants Educational Visits Policy

Check List for an Educational Visit

Name of Leader:		Class:	
Name of Deputy:			
Venue of Visit:		Date of Visit:	

Prior to the Visit

Discuss the prospect of the visit with the Headteacher and Educational Visits Coordinator and arrange dates

Pre-visit (No more than three months before the visit)

- Consider suitability of the venue
- Check toilet facilities (ask to see them)
- Check lunch facilities (ask to see them)
- Consider wet weather alternatives
- Consider most appropriate groupings for the visit
- Consider Health & Safety issues (e.g. fire evacuation/emergency procedures, etc)
- Consider Hazards (linked with H&S above) – water/drowning, fall from height, bio-hazards, plants, animals, pollution, etc
- Consider whether a guide is necessary (How will **all** of the children access the information?)

At least three weeks before the Visit

- Arrange for letter to parents, signed by the Headteacher
- Letter should include indemnity form, leaving and returning times, purpose of visit, what the children should wear, lunch arrangements, transport and cost, any possible dangers, etc.
- Ensure pre-visit has taken place
- Arrange for parents to accompany the children (at ratios designated for your year group) - always ask more parents than needed to cover for let-downs
- Ensure risk assessment has been completed/updated – return to school office
- EVA1 form completed and sent to Town Hall



Thames View Infants Educational Visits Policy

Two days before the Visit

- Check that all helpers are still available
- Group the children and write detailed instructions for the helpers – avoid grouping children with their own parents
- See office staff who will gather first aid kit and sick bags
- Check for children requiring on-going or emergency medication (e.g. asthma sufferers) and ensure you have the medication with you and know how and when to use it
- Check with transport providers and the venue that the details are clear and in place
- Check arrangements for payment (Do you need a school cheque to pay a museum?)
- Give our school office details of packed lunches required
- Ensure that all indemnity forms are signed and returned (without these children cannot go on the visit)
- Compile emergency contact list for staff and parent helpers
- Spend some time with helpers to explain their role and the purpose of visit

On day of visit

- Ensure that you have first aid kit and mobile phone
- Ensure that you have any emergency or on-going medication (e.g. asthma pumps)
- Ensure that all children have a packed lunch if appropriate
- Give children details of their helper and allocate them a partner
- Take copies of parental permission forms (which includes emergency contact numbers and medical treatment permission) plus adult emergency contact sheet
- Leave copies of the above with the educational visits coordinator
- On the coach children must all wear seat belts, there should be no eating or drinking, remove coats to help prevent travel sickness.
- Take every opportunity to count the children
- If there is going to be a delay in returning, please contact the school
- Any accidents / incidents must be reported to the Headteacher on return to school

Signed:		Date:	
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Please take a copy of this checklist to the school office on completion. NB Please also return your risk assessment. If any notes have been made on the risk assessment please sign and date them. Thank you.



Thames View Infants Educational Visits Policy

Dear Parent,

Thank you for helping us on our visit to

Westcliff on Sea.

The children in your group are:

You must:

- Keep your group with you at all times.
- Count them regularly to check you have them all.
- Ensure your group walk with their partner in an appropriate manner at all times.
- Inform a member of staff in children behave inappropriately.
- Look after the group at lunchtime.

Please do not:

- Give the children any food or drink on the coach.
- “Join up” with other groups – it’s harder to supervise bigger groups of children and having more than one adult around will confuse the children.
- Buy anything for the children at the shop.
- Please do not smoke on the trip.

In an emergency give your child straight to:

----- If they are hurt.

----- If they are upset or misbehave.

Go straight to the meeting point if you get separated from your half of the class.

Trips would not be possible without your help so once again thank you for your help.



Thames View Infants Educational Visits Policy

Dear Parent,

Thank you for helping us on our visit to

.....

The children in your group are:

You must:

Keep your group with you at all times.

Count them regularly to check you have them all.

If one needs to go to the toilet the whole group must go with you.

Look after the groups packed lunches.

Please do not:

Give the children any food or drink on the coach.

Buy anything for the children at the shop.

In an emergency give your child straight to:

..... If they are hurt.

..... If they are upset or misbehave.

Go straight to the meeting point if you get separated from your half of the class.

Trips would not be possible without your help so once again thank you for your help.

GUIDANCE ON FARM VISITS FOR CHILDREN

Many family and school visits to farms take place in the spring and summer. To reduce the risk of spread of infection to children, we advise parents and teachers to encourage sensible hygiene precautions during such a farm visit as follows:

1. Wash and dry your hands thoroughly after touching an animal.
2. Do not eat or drink anything at all while going around the farm, and only eat when well away from the animals, after thoroughly washing your hands.
3. Do not put your face against an animal, and do not put your hands in your mouth after touching an animal.
4. Do not touch animal droppings, but wash and dry your hands immediately if you do.
5. Clean your shoes when you leave the farm, or when you get home, and wash your hands thoroughly.

Farm visits are fun and educational and taking sensible precautions especially hand washing will avoid the risk of infection known to be acquired from contact with animals.