



St. Stephen's School
and Children's Centre
Learning for life

Educational Visits Policy

Version	Date	By	Role	Ratified by	Date
Version 1	October 2010	Fozia Ramzan	AHT	Lori Cox	Nov 2010
Version 2	October 2013	Adam Bennett	AHT	Governors	Dec 2013
Version 3	March 2016	Adam Bennett	DHT	Julia Weeden	June 2016
Version 4	May 2018	Chetan Patel	AHT	Governing Body	June 2018
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Version 7	June 2024	Jenna Chapman	DHT	Governing Body	June 2024

RRSA Article 13

All children have the right to find out things, and say what they think through speaking, writing, drawing etc. unless it breaks the rights of others.

Introduction

This policy sets out the procedures that should be followed when planning an Educational Visit at St. Stephen's. If you require any further information or details, please speak to the Education Visits Co-ordinator.

As a guideline, each year group should go out on at least one Educational Visit per academic year. In addition to this, local visits may be more frequent as long as this happens during normal school hours. Educational Visits should both develop children's skills and broaden their experience. Furthermore, all visits should be seamlessly embedded into the curriculum.

At St. Stephen's, our aim is to provide the children with access to a variety of different visits throughout their educational career. It is the role of the curriculum lead and subject coordinators to ensure that the visits reflect broad experience. In addition, we aim to take advantage of visiting the iconic London institutions at our 'doorstep'. Below is an example of some of the locations that we encourage:

The Imperial War Museum
The Natural History Museum
The Tower Of London
The Science Museum
The British Museum

When planning an educational visit:

- Decide on the venue and whether it supports the curriculum.
- Check the school calendar, confirm dates and payments with the EVC.
- Fill out section 1 and section 2 of the Educational Visits Form (also known as the yellow form). **All children receive a free school lunch** and share with SBM.
- Complete 4 Educational Visits Stickers (HT diary, DHT diary, EVC diary and whole school diary). The stickers are kept with EVC and once filled, given to the School Business Manager (SBM).
- Arrange and confirm transport- see Educational Visits Form for up-to-date TfL username and password. If Oyster Cards are needed, then inform the SBM so that the cards can be 'topped up' and ready for use on the day.
- When appropriate, the lead teacher should carry out a pre-visit to the venue in order to complete the risk assessment.
- Check ratios (found on Educational Visits Form) and complete the risk assessments with all year group teachers, adding essential names of pupils.
- The year group teachers will have responsibility for sending a letter about the visit to parents, which must be proofread and signed by a member of leadership. Please give a copy of this to the school office.
- If there is a cost to the parents in order for the visit to take place this must be stated on the letter informing parents to pay via the school app. There may be a different price for pupils with pupil premium entitlement to those who do not as the cost of the visit will be supported for those pupils through the schools pupil premium funding allocation. This is evidenced on the pupil premium strategy statement.
- Confirm the specific adults going on the visit.
- A week in advance of the visit, email the risk assessment to the SBM. Adult contact information (final page of Educational Visits Form) should be handed in to the office.

- Before leaving, the lead teacher or a member of the leadership should brief all adults on the specifics of the day, risk assessments, group lists and health and safety information. Refer to the Educational Visit Briefing Guide.
- Personal cameras should not be used on educational visits. The school has smart phones that should be taken- ensure these phones are fully charged the day before the visit.

Parent Volunteers

At the beginning of the academic year, the school collates a bank of parent volunteers to support us on educational visits. This list is what we expect all staff to use when enlisting volunteers. All volunteers are to receive a briefing session from senior members of the staff to ensure that safeguarding procedures are explained.

Access to the Curriculum

In accordance with the Special Educational Needs and Disability Policy, all children should have equal access to educational visits. Therefore, if any child has a specific need that cannot be addressed during a planned visit, then this visit should be deemed unsuitable. Parents of these children should be informed and included throughout the process. Please take note of children who may require special dietary attention and personal medication e.g. asthma inhalers.

Threat Levels (as prescribed by MI5)

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack at a national level.

- LOW means an attack is unlikely.
- MODERATE means an attack is possible, but not likely
- SUBSTANTIAL means an attack is a strong possibility
- SEVERE means an attack is highly likely
- CRITICAL means an attack is expected imminently

When the national threat level is at CRITICAL, no educational visits should be carried out into or through inner city London. If the national threat level is at SEVERE or below then the visits are decided at the discretion of the Head Teacher and the leadership team.

Risk Assessment

There is a legal requirement that Risk Assessments should be carried out before all Educational visits and off-site activities. The lead teacher must partake in the risk assessment or check an existing risk assessment prior to the visit. Part of the risk assessment is also completing a provisional visit. It is also recommended that other adults partake in the journey before the visit. During the pre-visit, the lead teacher should note where to take shelter in case of any imminent threat, which needs to be inserted as part of Plan B in the risk assessment form. If you have visited the location in the past 12 months, remote risk assessments are permissible at the Head Teacher's discretion, where contact must be made with a representative of the place of visit. This can be done during PPA time.

St. Stephen's adult ratios for educational visits are to occur with an increased teacher allocation of 1:19. Adult ratios are only a guide however, and risk assessment should decide the final number of adults for a visit. There should always be at least two adults.

Ratio of Adults per class/year group
Reception - 1:5 1 class =6 inc. 2 teachers 1.5/2 classes=12 inc. 3 teachers
Y1, 2 and 3 - 1:6 1 class =5 inc. 2 teachers 1.5/2 classes=10 inc. 3 teachers 3 classes=15 incl. 5 teachers
Y4, 5 & 6 - 1:10 1 class =3 inc. 2 teacher 2 classes=6 inc. 3 teachers 3 classes=9 inc. 4 teachers

Toilets and Changing Rooms

Before, during and after the visit, the adults escorting the pupils to toilets must be a paid staff member of St. Stephen's School. Same applies for changing rooms.

Seamlessly Embedded Educational Visits

All educational visits and enrichment events should be part of the school curriculum. In order to promote this, the week's curriculum surrounding a visit should include:

- Preparatory work - completed before the visit, this could include looking at maps, routes, history, facts or other learning about the venue or subject and key vocabulary.
- Educational Visit - the visit itself should be an educational opportunity to enhance the in-school curriculum.
- Post Visit - pupils are to complete work in their books related to the topic of the visit.

Residential Visits

The main purpose of a residential visit is to ensure that our pupils grow in confidence, gain independence and improve social interactions. All residential visits are planned and overseen by a member of leadership. When planning such a visit, we ensure that these additional points are considered:

- Out of hours rota: contact details of members of the leadership team to contact in case of emergencies.
- Payments via the school app - payments can be made in instalments and deadlines for these are agreed when signing the child onto the residential.
- Replacement staff in case of emergencies: if a staff member falls ill or is unable to be loco parentis then we will have considered a replacement staff to send.
- Inform parents about arranging a pick-up of their child if they fall ill or are unable to participate in the activities required of them.