

RAVENSCLOTE JUNIOR SCHOOL

EDUCATIONAL VISITS POLICY

2024-2026



Date of Approval		Date of Review	
March 2024		March 2026	
Signed	Amy Wells Headteacher	Signed	Emily Gibson Chair of Governors



Ravenscote Junior School

Educational Visits Policy

Introduction

At Ravenscote Junior School, we have designed, and continue to evolve, our curriculum with great care in order to achieve our vision and ensure our values underpin it. Our curriculum is carefully planned to promote knowledge, skills, personal growth and development. It meets the requirements of the National Curriculum and is designed to reflect the needs of our school and its community. It also covers a range of extra-curricular activities that the school organises in order to enrich the experiences of the children, and what the children learn from the way they are treated and expected to behave.

We provide a wealth of opportunities for our children to enrich and enhance their on-site learning through use of outdoor experiences, off-site educational visits and local area visits. This encompasses residential activities, field studies, sports, physical, cultural and adventurous activities to develop their awareness of the local and wider area. The purposes of these activities are to:

- broaden horizons
- be fun
- increase self-esteem
- facilitate decision-making
- develop relationship building
- facilitate risk taking
- enable a greater understanding of risk to be achieved
- experience new cultures
- raise aspirations
- take personal and collective responsibility for actions
- inspire and provide motivation
- support inclusion
- enable pupils to have a chance to share
- inspire lifelong leisure activities
- develop creativity
- develop children's culture capital
- develop independence
- support an invaluable part of citizenship
- provide hands on, 'real' life learning
- facilitate team building
- build on successes
- learn to cope with failure
- live and work with others
- bring the curriculum alive
- catch those magic moments – creating memories for life

The value of educational visits is recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This policy is written in line with the advice and guidance set out in Surrey County Council's 'Guidelines for Educational Visits and Outdoor Activities', which the school has chosen to adopt and adhere to. The document can be found here: [Guidelines for Educational Visits and Outdoor Activities](#).

The school chooses to record, approve and evaluate all visits via Evolve; this is recommended by Surrey as this reduces bureaucracy, ensures that a robust audit trail exists, and evidences learning outcomes. Evolve is an online cloud platform for storing risk assessments, and sharing with the local authority where necessary.



There is also a bank of resources available on the platform to support with planning and risk assessment visits and residentials.

The organisation of an educational visit is crucial to its success. The safety of our children and staff is always the overriding priority. With rigorous organisation and control, the visit should provide a rich learning experience for the children. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned when organising an educational visit.

Roles and Responsibilities

The Headteacher is delegated by the Local Advisory Committee (Governing Body) to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. The Headteacher will sign off all risk assessments. When the Headteacher authorises a visit on Evolve, they are confirming that the visit complies with school and local authority policy, and that in their opinion the Visit Leader and any accompanying staff are competent to supervise the visit. Final approval is delegated to the Headteacher for all visits, with the exception of:

- Overseas visits
- Residential visits
- Adventurous activity visits

which the school, using the Evolve site, delegates to the LA.

The Educational Visits Co-ordinator ensures that all off-site activities follow the correct procedures. The EVC will support the Headteacher in ensuring that competent staff are assigned to lead and accompany visits and will approve the Visit Leader for every visit and monitor the written risk assessments to ensure good practice – via the Evolve system. The EVC will sign off each risk assessment prior to final signing off by the Headteacher. The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary.

The Visit Leader has overall responsibility for managing the visit, including for the health and safety of the Participants and Visit Leadership Team and the supervision, welfare, learning and development of the Participants. They are also responsible for identifying the purpose of the visit. The Visit Leader is responsible for the overall supervision of the visit. A risk assessment is necessary for all off-site visits. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a risk assessment is completed and available for approval by the EVC and Headteacher at least 28 days in advance of the visit; for residential this approval will come from County. The Visit Leader will brief all staff and helpers involved in the visit and they will be given a copy of the risk assessment. The Visit Leader is responsible for ensuring medical boxes and pupil medication are taken on the visit. An ECT in their first year of teaching cannot be named as a visit leader.

Risk assessments will take account of:

- Generic risks as published in this document and the LEA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.
- Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.



The role of the Visit Leader

It is the Visit Leader's responsibility to:

- Complete the risk assessment within the stated timescale;
- Liaise with the EVC/SLT/Head/School Office where necessary;
- Gain information regarding costings and pass on to the School Office to process (Appendix 1);
- Liaise with the School Office regarding times and dates of visits so coaches can be booked;
- Ensure the Head/ School Office has the address and phone number of the visits venue and has a contact name;
- Ensure the Head/ School Office has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff;
- Ensure a copy of all the correct paperwork is saved on Evolve;
- Undertake a pre-visit where necessary (for example if this the first time this visit is being undertaken);
- Undertake and complete the planning and preparation of the visit, including the briefing of group members (staff and other adults);
- Undertake and complete the Specific Risk Assessment Form and other paperwork within the specified time frames;
- Meet with the DSL or a DDSL to ensure there are safeguarding arrangements in place for any vulnerable children who need to be taken into consideration;
- Ensure all dietary and medical factors have been taken into consideration;
- Ensure that the children understand their responsibilities;
- Liaise with parents where necessary, specifically ensuring that the specified date (one week prior to the visit) after which pupils will not be accepted onto the visit, has been appropriately communicated;
- Carry a list/register of all group members with contact numbers;
- Regularly check that the entire group is present;
- Curtail the visit or stop the activity if the risk to Health and Safety of any participant reaches an unacceptable level;
- Make contact with the appropriate personnel once at site, so that in case of an emergency, they know who to address information to;
- Inform the school if there are any delays. The parents will then be informed via the school office.

Other members of the group involved in the visit must:

- Do their best to ensure the health and safety of everyone in the group;
- Carry a list/register of all group members with contact numbers;
- Follow the instructions of the Visit Leader and help with managing the group;
- Consider stopping the visit or activity if they think the risk to the health and safety of the children in their charge is unacceptable;
- Regularly check that the entire group is present;
- Have the means to contact the group leader/other supervisors if needing help;
- Clearly understand the emergency procedures and be able to carry them out;
- Have appropriate access to first aid.

Guidance Notes for Off-Site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

All visit leaders will familiarise themselves with the published advice and guidance. Further information is available from [OEAP National Guidance](#) Training for visit leaders will be arranged, as necessary, to include all



aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

In order to plan an off-site activity, the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis, for example swimming. No financial commitment should be agreed until all relevant approvals have been achieved.

Those pupils who do not take part in off-site residential are offered a similar experience, where possible, within the school grounds and local area. This supports our fully inclusive policy at Ravenscote Junior School.

Inclusion & Equality

As a school, we prioritise planning visits which will enhance the curriculum and benefit the learning of all children who are in our care. Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability. Ravenscote Junior School believes that educational visits should be made available to all pupils, including those with educational, physical or behavioural needs. In advance of the visit, Visit Leaders will identify alongside class teachers and the Inclusion Assistant Headteacher any children who may need additional support strategies to support them to access the visit, or for whom there may be additional risks, and include appropriate and personalised mitigations in the risk assessment. Ratios may also be adjusted to provide additional, targeted support for specific children.

How can children's individual needs be accommodated?

Where possible, reasonable adjustments will be made to accommodate all needs, to avoid participants being placed at a substantial disadvantage. Specific and stringent control measures will be put in place, via the risk assessment process, to minimise any potential risks posed by individuals and ensure that the visit is a safe and enjoyable experience for all.

What are the expectations of behaviour on a school visit?

The school Positive Behaviour Policy, focusing on reward, choice and consequence, will be reinforced on all school visits. Clear boundaries and high expectations will be set. However, should an incident of unacceptable behaviour occur during the visit, and the Visit Leader perceives it as putting the individual, other children or adult helpers at a high level of risk, the parents/guardians will be contacted to arrange collection of their child. Should the parents/guardians be uncontactable or unable to collect their child, school will be contacted and an alternative arrangement will be made.

Planning – Risk Management – What we record and how

Activities that occur within the 'Local Learning Area' refers to specified visits/activities within a designated geographical area (see map in Appendix 2) and are part of the normal curriculum and take place during the school day. These activities follow the Standard Operating Procedures stated on the Local Learning Area Designated Form in the appendix (2) to this policy, and will not normally need additional documentation than completing the 'Local Learning Area' section of Evolve. The school office will be told by the Visit Leader who is out of school on the visit.

All other visits will be recorded on Evolve in the usual way and will contain a completed risk assessment.

Evolve provides a means of recording and sharing visit planning, and enables the EVC and Headteacher to contribute to, support, and monitor the activity. 'Risk assessment' is a process, and not a document. HSE legislation dictates that the significant findings of the risk assessment process must be recorded, but it does not state any particular format for this. The 'significant findings' are a combination of the identified issues and what is being done about them. As there is no legal requirement to document the findings of the risk assessment process in any particular format, it is up to the school and visit leadership team to decide what format works best and will be most useful for them.

Appendices 3 and 4 demonstrate the templates that we use at Ravenscote:

- Appendix 3 is our Generic Risk Assessment which covers mitigation measures in place for risks commonly present in our visits (such as during coach journeys). This document was compiled by



teaching staff as a group document, overseen and finalised by the EVC, to call upon experiences of previous Visit Leaders. It ensures a consistent approach to managing risks.

- Appendix 4 is our Specific Risk Assessment template. Visit Leaders use this to document risks they have identified as specific to their visit, and the strategies in place to mitigate these.

It is not possible (nor is it desirable) to eliminate all risks, but these should be reduced to an acceptable or tolerable level. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity. An activity should only take place if, in the professional judgement of the leader, the residual risk following implementation of any control measures is deemed to be acceptable.

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, will become more 'risk aware' and hence at less risk. This will be undertaken, where appropriate, however, as a minimum all participants will have the risk assessment talked through and explained to them prior to the visit/activity.

Surrey Heath Sporting Events

The Surrey Heath Primary School Sports Association have identified the key areas for risk assessment when participating in Inter school sports events and fixtures. These have been identified following guidance from the Association for Physical Education (AfPE) Safe Practice in Physical Education and Sport. Risk assessments and other key working documents are reviewed annually. (Code of Conduct & School membership agreement).

Safety during the visit and ongoing risk management

The value of off-site educational visits is well recognised by our Local Advisory Committee and therefore fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.

To ensure that all risk assessments have been finalised, appropriate staffing ratios are in place and the overall safety of staff and pupils, no additional pupils can be added to the visit after the specified deadline date (one week prior to the visit).

Prior to the visit, staff must ensure that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be re-emphasised as appropriate during the visit. The on-going monitoring of all aspects of the visit by the leader and other staff is the single most important aspect in the risk management of visits, and hence safety. This also contributes towards enjoyment and learning. Where appropriate, activities must be modified or curtailed to suit changed or changing circumstances, for example: an over-busy lunch area, rain, rising water levels, etc. This is primarily the responsibility of the Visit Leader, in consultation with other staff where appropriate. Following the visit, the Visit Leader should record any significant issues to the EVC and document these in the review section of the risk assessment, for both reference and to inform future visits.

Parent / Carer Consent

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, as is good practice, we inform parents of these activities. Where the visit requires parents making payment, they are asked to give consent at the time of this payment, and are asked to confirm the following:

*By providing consent, I am giving permission for my child to participate in this visit and for staff to administer any necessary emergency medication.
I also consent to my data being processed for the purpose of this visit.*

Consent is always requested for activities that need a higher level of risk management, for example our residentials, those visits including 'adventurous activities', visits to London, or those that take place outside school hours. Parents are informed of these activities in advance and given the opportunity to withdraw their child from any particular visit or activity covered by the form. The school ensures that changes to parent / carer



contact details and child medical details are up-to date. Group leaders take the children's emergency contact details on the visit.

Organised swimming lessons, for example as taken as part of the PE National Curriculum, are not considered adventurous and therefore, do not require additional parent consent.

Prior to a visit, the Visit Leader completes the planning checklist (see Appendix 5). After the visit, a reconciliation form is completed; this is usually undertaken by the school office.

Following the visit and on return, the Visit Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

Risk Assessment forms should be completed and lodged with the EVC via the Evolve system. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the LA guidance) If this is the case their licence number need only be quoted instead of actually requiring their documents.

Ravenscote Emergency Procedure (Formally Operation Duke)

Ravenscote Emergency Procedure should be followed in the event of an emergency. All staff members on the visit will have a copy in advance of the visit for familiarisation, and a copy in their visit pack for the visit itself. (See Appendix 6)

Staffing and Supervision

On all visits, there must be an 'effective level of supervision' that has been approved by the EVC and Headteacher, and where applicable is in accordance with Local Advisory Body policy. For all other visits the Visit Leader, EVC and Headteacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The contingency, or 'Plan B' options.

A visit must not go ahead where either the Visit Leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

The DSL or a DDSL will always attend residentials.

There should always be enough adults to cope effectively with an emergency. When visits involve activities with a higher risk, supervision ratios are set accordingly.

These are the ratios that the school follows based on the Department for Education and Skills guidelines for levels of supervision:

- Years 3, 4, 5 and 6 – 1:10
- It may at times be appropriate for a ratio of 1:1 to be necessary for individual children, as laid out in individual risk assessments.

There will be a minimum of 2 adults on every visit, where possible reflecting the gender balance of the group

There should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.



Parents/carers may attend the visit to ensure adequate overall supervision and as such their presence counts towards the agreed ratio, however they may not be used to support on a 1:1 ratio.

Volunteers

All staff and volunteers who work frequently with, or have regular access, to young people or vulnerable adults will have an enhanced DBS check with barred list check as part of their recruitment process. While every effort will be made to ensure all volunteers used for the visit will be regular and have undergone an enhanced DBS check, it may at times be necessary to use additional volunteers. Any additional 'one off' volunteers accompanying the visit will always be in the company of a member of school staff and will never be unsupervised with the children.

All volunteers will be asked to agree to our Parent, Carer and Volunteer Agreement (Appendix 7) which shares their roles and responsibilities, as well as appropriate conduct on the visit. The Visit Leader will share this document in advance of the visit and also talk it through with the volunteers ahead of the visit taking place.

First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment. At Ravenscote Junior School, all staff update their First Aid training regularly.

A first aid kit appropriate to the visit will be carried by staff on the visit.

Insurance

The school has appropriate insurance through the Risk Protection Arrangement (RPA) from the DfE. Where additional insurance is required, for example for residentials, this is organised with the provider (e.g. PGL).

Transport

Visits will always use LA approved coach companies (a list of approved companies is available on the Evolve site).

Rarely, a private car (staff) may be used to transport young people. If this occurs, it must be approved by the Headteacher, and the individual staff member must hold the appropriate business insurance cover on their vehicle, a copy of which is held by the School Business Manager. If a parent chooses to allow their child to be transported by another parent (for example to a local sports match), then they do so at their own arrangement and risk.

Taking cameras off-site

Any camera or filming device that is taken off-site for use on an educational visit will be signed out by the staff member responsible for it. All devices will be collected back in whilst at the venue to ensure their return and the data protection of the images stored on them.

Significant Publications

This document outlines the specific policies and procedures for our school. It supplements and follows the advice and guidance contained within the following significant publications:

- SCC Guidance for Outdoor Educational Activities and Off-Site Visits 2021
- OEAP National Guidance
- The DfES document "Health and Safety of Pupils on Educational Visits" (HASPEV)
- Evolve guidance and resources



Appendix 1
Ravenscote Junior School Budgeting Form

OFFICE STAFF TO COMPLETE

Destination:	
Date(s):	
Year Group(s):	
Expected Number of Students:	

ESTIMATED TRAVEL COSTS:	
Estimated Travel Costs: By Air, Sea, Coach	£
Public Transport	£
School Bus Fuel	£
Other	£
Estimated Total Accommodation Costs (residential only):	£
Other Costs	£
Entrance fee	£
Workshop Fee	£
Insurance (if additional)	£
	£
TOTAL	£

CONTINGENCY COSTS:

Please note here any costs not specified above:

Cancellation fee	£
	£
	£
	£
TOTAL	£

TOTAL EXPECTED COST OF THIS TRIP:	£
Approximate number of pupils	
Requested contribution from pupils (TOTAL cost <i>divided by</i> number of pupils attending) (<i>detail instalments if applicable</i>)	

PLEASE NOTE THAT ANY SURPLUS MUST NOT EXCEED 5% OF THE COSTS.



Appendix 2 **SCC 'Local Learning Area' Designation Form**

Name of School: Ravenscote Junior School

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedures outlined below.

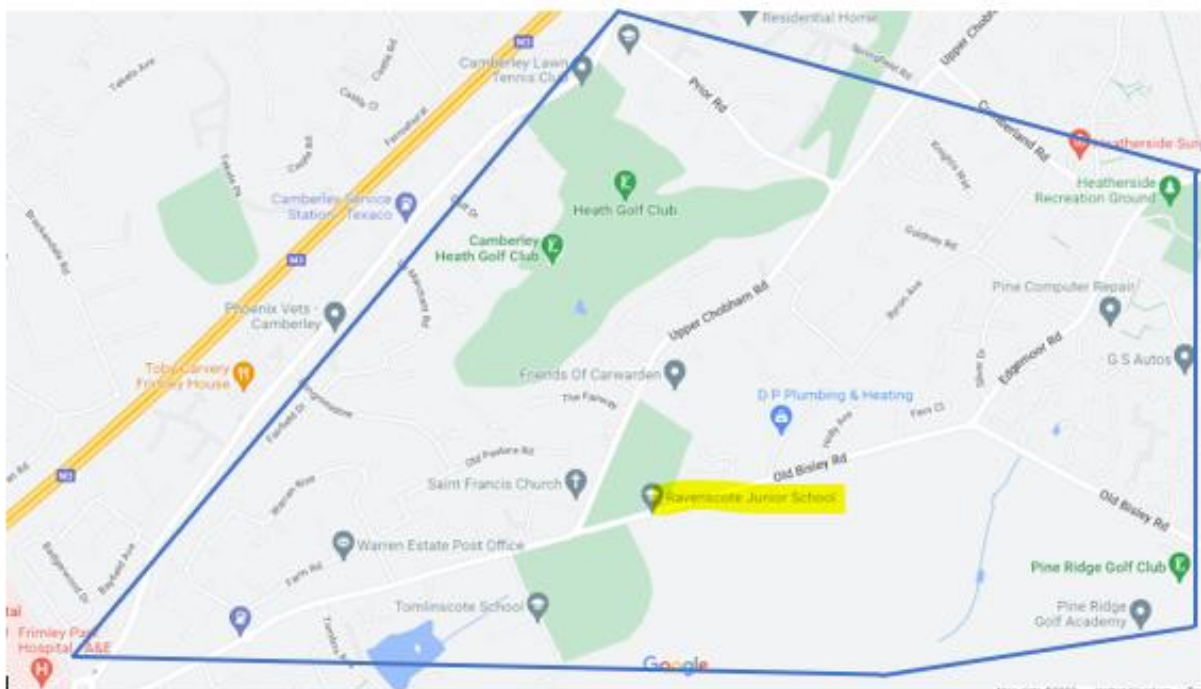
These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments or notes (other than agreement with the following Operating Procedures below).

Boundaries

The boundaries of the Local Learning Area are shown in the list below. This area includes, but is not limited to, the following frequently used venues:

- Tomlinscote Secondary School
- Prior Heath Infant School
- Heather Ridge Infant School
- Heathermead Court Care Home
- Deepcut fuel allotments



Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces (slips, trips and falls)
- Weather conditions
- Activity-specific issues when undertaking fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

- The Head, Deputy/EVC or a member of SLT (only when the Head or Deputy are off site) must be advised before a group leaves the school site.
- Only staff judged competent by the Head are to lead groups in this environment are approved.
- Upon their child joining the school, parents are asked to “give consent for my child to take part in local area visits’ alongside examples of what this may look like.
- There will always be a minimum of two adults present, and where possible reflecting the gender balance of the group.
- Staff are familiar with the area, including any “no go” areas, and have practised appropriate group management techniques appropriate to outdoor/offsite settings (for example, walking in twos, walking away from the edge of the road).
- Staff will encourage children to adopt standard techniques for road crossings in a group (for example by a ‘wave’ method, NOT a ‘crocodile’).
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group, according to the locality being visited.
- All work supervised at a distance in the Local Learning Area must be in ‘buddy’ pairs as a minimum.
- Pupils’ clothing and footwear is checked for appropriateness prior to leaving school and with regard to the prevailing weather conditions.
- Staff are aware of any relevant medical information and ensure that any required medication is available and taken with them on the visit, carried by a school staff adult.
- Prior to leaving, staff will deposit in the office a list of all pupils and staff/adults, an outline route, and an estimated time of return.
- A designated Emergency Contact ‘back at school’, who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group’s safe return.
- The Visit Leader will have with them the school mobile phone, pre-programmed with the Duty Officers contact number, so that they can contact the school if required. Use of this will follow the school’s safeguarding procedures.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles etc).
- Children will be given a safety briefing ahead of the visit, including discussion of the relevant points above.



Appendix 3
RJS Generic Risk Assessment

Version correct as of 14th March 2024; after each educational visit, it is reviewed and changes may be made



Ravenscote Junior School Generic Risk Assessment

Assessor name: Natalie Nicholson, in conjunction with the Senior Leadership Team and Class Teachers

Educational Visits Co-ordinator: Mrs Natalie Nicholson **Headteacher:** Mrs Amy Wells

Organisation: Ravenscote Junior School, Old Bisley Road, Frimley, Surrey, GU16 9RE

Academic Year: 2023-2024 **Signed:** *N Nicholson*

Review date: Senior Leadership Team to update following educational visits/residentials if control measures need adding or amending. There will be a scheduled review in July 2024 by Natalie Nicholson


Hazards <i>List significant hazards which may result in serious harm or affect several people.</i>	Who is at risk?	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>
Coach journey: <ul style="list-style-type: none"> - Road traffic accident - Coach breakdown - Travel sickness of medical emergency 	Children Staff Parent helpers Coach driver	<ul style="list-style-type: none"> • Coaches are booked through our three agreed suppliers with whom we have agreed terms and conditions to support safety. In the event that an alternative coach company needed to be used, terms and conditions would be agreed to. • Coaches parked in a safe and agreed space. - For departure and arrival at Ravenscote, the first choice of location will be on the school grounds, parked in a series of parking spaces next to the pavement. If this is not possible, the coach will park on the Old Bisley Road, by the pavement. - An educational visit venues, this will be a coach park if there is one • Staff member boards coach first • Children lined up along the path • Children enter the coach in single file • Coaches are filled from the front to the back of the coach so that the back of the coach is empty if the capacity of the coach is greater than the number of children on the visit • Children with travel sickness will have been identified prior to the visit and will be sat at the front of the coach (from the second row)

		<ul style="list-style-type: none"> • Register is taken on the coach to ensure all children are present • Designated staff member checks seat belt of all children • A member of staff will be at the front the coach; a member of staff will be at the back of the coach. All other adults will be spread evenly along the coach. • If the middle seat of the back row needs to be used due to capacity, this will be occupied by an adult not a child. • Coach medical box available on each coach in case of first aid or travel sickness • Staff carrying medical equipment for specific children (e.g. inhaler) will be on the coach with that child; if this is not possible, the equipment will be placed in the coach medical box for the journey and then collected by that staff member. • Procedures in case of coach breakdown discussed with staff. • Children reminded of behaviour expectation on the coach: <ul style="list-style-type: none"> - Reasonable volume to ensure the driver is not distracted, for example, no singing - No food or drink to be consumed on the coach - Seatbelts to be worn, even upon arrival at the destination, until they are told to take them off • In the event of a breakdown, children and adults to depart the coach and wait together in a safe area. If the breakdown takes place on a motorway, the whole party to cross the barrier and wait as high up the verge as possible. Staff to follow the RJS Emergency Procedure.
<p>Visibility & Identification:</p> <ul style="list-style-type: none"> - Children separated from the group 	Children	<ul style="list-style-type: none"> • Children and adults to wear Ravenscote-branded hi-viz jackets • Where appropriate, children will wear RJS school uniform, PE kit or a leavers' hoody (Year 6) • Children assigned set groups and made aware of these in advance • Group leaders to carry out regular role calls/registers/head counts • Children will be reminded before and during the visit to remain with their group and group leader • Volunteer agreement and briefing ensures parent helpers understand and agree to the procedures in place to keep groups together.
Crossing the road	Children Adults	<ul style="list-style-type: none"> • Staff will identify a safe space to cross the road. As much as possible, this will be at a designated place for crossing, such as a zebra or pelican crossing. • Crossing the road will take place from one pavement to another • Crossing takes place in a 'wave' formation: an appropriate group size of children (usually 10) cross the road shoulder-to-shoulder with linked arms, with an adult on at least one end – but ideally both ends • The adults will decide when it is safe to cross • Road safety is discussed ahead of the visit and procedures made clear to the children, including reminders of the Green Cross Code and the wave formation for crossing • Where parties need to cross a car park, this will follow the same procedures as crossing a road • Group leaders to do a headcount after their group has crossed the road • Road safety is taught throughout the school in PSHE and assemblies
Late return to Ravenscote	Children Adults	<ul style="list-style-type: none"> • The party leader will call the school office on departure of the site of the educational visit and confirm the ETA

		<ul style="list-style-type: none"> • The party leader will call the school office to update this if it changes • The school office will cascade this information to parents/carers • In the volunteer agreement, it specifies that this information needs to be changed by staff members and not parent helpers, to ensure the messages are consistent and not conflicting • If the school office is closed (i.e. if the ETA is after 4pm), the party leader will call the RJS Duty Officer
<i>In school emergency (e.g. if the school is in lockdown)</i>	<i>Children Adults</i>	<ul style="list-style-type: none"> • Should an incident occur on the School premises that stops the group returning to school for any period of time, a call from a member of the SLT will be made to the party leader and coach leader of each coach. • Coaches will remain on the Old Bisley Road.
<i>Injury, illness, medical needs and dietary requirements</i>	<i>Children Adults</i>	<ul style="list-style-type: none"> • The party leader will gather a list of pupils with specific medical or dietary needs from Scholar Park, and all emergency contact numbers • The above information will be shared with school staff, volunteers, and staff of the educational visit venue as appropriate. All adults will be reminded of the need for confidentiality • Staff to have medical equipment e.g. inhalers/epi-pens of children in their group and keep them on their person. • Staff will carry first aid equipment on them. • All school staff complete annual first aid training • The party leader will have identified the location of any first aid rooms or first aiders at the venue and shared this with staff and parent helpers ahead of the visit. • In the event of a medical emergency, staff will enact the RJS Emergency Procedure and the emergency contact of any children directly involved. • If staff need to make a phone call, they will dial 141 initially – or use smart phone settings – to withhold their phone number • Upon return from the educational visit, any first aid administered will need to be logged onto Scholar Pack by the class teacher; if an LSA administered the first aid, they will make sure the class teacher is aware so that they can log it. • Volunteer agreement is clear that parent helpers should not administer first aid • If packed lunches are required, parents/carers will be reminded that nuts are not allowed. • Regular handwashing/sanitising will be in place to support hygiene
<i>Possessions: lost or stolen</i>	<i>Children Adults</i>	<ul style="list-style-type: none"> • Children and adults are responsible for their own belongings and are made aware of this ahead of the visit • In communication with parents/carers to inform them of the visit, an equipment list will be shared so that only necessary belongings are brought on the visit. There may be instances where additional items are optional, such as cameras, but, as with all belongings, the owner of these is responsible for them

Safeguarding: use of volunteers	Children	<ul style="list-style-type: none"> • The volunteer agreement makes parent helper responsibilities clear, including not being alone with the children, not using their phones in the presence of children and passing on any concerns to a member of school staff. • Parent/carer volunteers will be provided with the agreement in advance so they have time to become fully aware of it, and they have to confirm with the office they agree with it. The visit leader will also run through the agreement with them on the morning of the visit. • Parent/carer volunteers will not require DBS checks as they will not be engaging in regulated activity. Staff will all be aware that volunteers must never be alone with children, and that they have not been DBS checked. • Where volunteers do have DBS checks (e.g. due to other volunteering they do with the school), they will still not be left unsupervised with the children; this is so there is no confusion between volunteers regarding whether they can or cannot be alone with the children, and it is also clear for staff. • Staff will follow safeguarding procedures if they are concerned regarding a volunteer's conduct
GDPR: risk of breach	Children	<ul style="list-style-type: none"> • Dietary and medical information, and emergency contact information will be stored in booklets named for specific adults on the visit. The information is only put into the packs of adults who require the information for the safety of the children • The booklets will be collected in by the party leader upon return from the visit and the contents shredded • The volunteer agreement states the need for confidentiality and that the packs must be handed in at the end of the visit
Extreme weather conditions	Children Adults	<ul style="list-style-type: none"> • In communication with parents/carers to inform them of the visit, information will be shared about appropriate clothing, footwear and equipment for the anticipated weather conditions • The forecast will be monitored and additional advice shared with parents/carers ahead of the visit if necessary • In the event of extreme weather conditions which would make it unsafe for the visit to go ahead, it would be cancelled or postponed. This decision would be made by the party leader in conjunction with the senior leadership team. • In the event of extreme weather conditions during the visit, the party leader and school staff will work with the venue staff (as appropriate) to dynamically risk assess how to proceed.
PREVENT & Terrorist Threat	Children Adults	<ul style="list-style-type: none"> • In the event of a threat and/or heightened awareness, Ravenscote will seek advice from our Surrey Area Office and Surrey Police. • Should there be an actual physical threat while on the educational visit, the party leader and school staff will lead the children to follow the routines and instructions given by the venue staff, and follow the RJS Emergency Procedure.

Appendix 4
RJS Specific Risk Assessment Template

 Risk Assessment for:		
Assessor name:	Educational Visits Co-ordinator: Mrs Natalie Nicholson	Headteacher: Mrs Amy Wells
Date of educational visit/residential (delete as appropriate):		
Organisation: Ravenscote Junior School, Old Bisley Road, Frimley, Surrey, GU16 9RE		
Adult:Child ratio:		
Date assessment undertaken:		Signed:
Review date: <i>(To take place in the year group team meeting following the educational visit/residential)</i>		

Hazards <i>List significant hazards which may result in serious harm or affect several people.</i>	Who is at risk?	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	Review <i>Either: "Control measures effectively managed hazards" Or: add in any additional or amended measures which should be put in place should this educational visit/residential be repeated</i>

Appendix 5
RJS Education Visits Planning Checklist

Procedures	Date complete
Initial planning stage	
Read the Educational Visits Policy	
Check the venue has the appropriate accreditation to host visits (e.g. LotC, AALA, AHOEC) – check their website or contact them. Confirm with Natalie that this accreditation is in place.	
Create a folder in the Everyone Drive – Educational Visits to store all paperwork	
Check suitable dates with Leanne and collect educational visit planning forms (also available on the Everyone drive)	
Book venue	
Inform Natalie of proposed visit so it can be added to the Whole School Overview	
For residentials, book an information evening for parents. Speak to Leanne to cancel any lettings; speak to Trevor to ask him to lock up afterwards	
Identify children requiring additional support. Confirm this with Francesca	
Work out staff ratios (adult:child ratio can be fulfilled by staff and parent helpers. EHCP staffing must be provided by staff)	
Book coaches via Leanne	
Costings (taking into account LSA overtime, supply & ScoPay fees)	
Draft letter informing parents of the details	
Send letter to Leanne to check through and add closing dates and price per head	
Meet regularly with Leanne to check on payment & consent progress	
Discuss with Leanne any changes that will need to be made to internal clubs or external lettings (e.g. because staff are aware or hall will be in use)	
In time to have ready to upload to Evolve 28 days before visit/residential	
Organise which staff will attend (and parents if your visit includes parent helpers)	
Read through the RJS Generic Risk Assessment (everyone drive – educational visits) so you are aware of the mitigations that need to be in place	
Undertake Specific Risk Assessment for your visit/residential. <i>You do not need to repeat anything that is in the Generic Risk Assessment.</i>	
Include control measures in place for children with medical needs or additional needs (but do not have a MAPA risk assessment) in your risk assessment	
For any children with a MAPA risk assessment, check if any additional control measures need to be in place. Put Section 2: The Strategies into the specific risk assessment as an appendix. For any children with the new risk assessment, check if any additional control measures need to be in place. Put page 2 into the specific risk assessment as an appendix.	
Meet with DSL/DDSL to discuss any monitored children who need to be taken into consideration	
Confirm the duty officer for your visit/residential. This will be either Amy Wells, Natalie Nicholson or Zoe Tunney depending on who is not with you on the visit (the duty officer must be in school and contactable)	



Send completed Specific Risk Assessment to Year Leader/AHT for confirmation/suggested amendments	
Make any amendments and send completed Specific Risk Assessment to EVC (Natalie Nicholson) for confirmation/suggested amendments	
Make any amendments and upload Specific Risk Assessment to Evolve and complete the information requested, including uploading the Generic Risk Assessment. <u>This needs to take place at least 28 days before the visit or residential.</u>	
In the 28 days before the visit/residential (if not earlier)	
For residentials, Surrey CC may send back suggestions/amendments; put these in place and re-submit via Evolve	
Inform venue of children with additional needs if necessary	
Send 'Parent, Carer and Volunteer Agreement' out to parent helpers, via Scholar Pack. Let reception know to forward any responses to you. Organise for your class to be covered first thing on the day of the visit so you can meet with the helpers	
Remind children verbally if we have not had consent	
Communicate with all parents who have not given consent of the following (the date should be a week before the visit) – <i>To ensure a successful and safe visit for all involved, it is essential that arrangements, such as staffing and risk assessments, are confirmed in advance. Therefore, as per our policy, no additional children can be added to the visit after XXXXXXXXXXXX. Your co-operation in adhering to these guidelines is greatly appreciated and will help us provide an enjoyable experience for everyone.</i>	
Lead year group assembly to run through details of the visit/residential and behaviour expectations	
Inform reception of groups to be put on Inventory and to cancel school lunches/order lunches for FSM	
Check Scholar Pack for medical information and ascertain medication held in school	
Request cameras from Lisa Crouch (give her notice so she can prep them)	
Log which camera is going to which staff member	
Request high-viz jackets from Leanne	
Create information packs using the contents list below	
Add your visit details to the top of the 'Risk Assessment Agreement Form' and ask staff to sign once they have read the risk assessment. Scan this in and save in your planning folder	
Ask Trevor to put out cones to reserve spaces for coaches	
Ask staff to sign	
Speak to Sophie Spooner regarding fieldwork opportunities for the visit.	
Day before	
Collect required medication from class red boxes	
Collect coach boxes from medical room	
Collect high-viz jackets (adult and child) from the office	
Day of	
Sign out the cameras and document this on the camera log	



Meet with parent helpers to run through parental conduct agreement and get them to sign your Risk Assessment Agreement Form	
Sign the children and staff out of school via Inventory	
Call main office on arrival: 01276 709007 option 4	
Sign in the cameras and documents this on the camera log before departure from venue	
Call main office on departure with ETA Calls after 4pm should be made to Amy Wells: 01276 672985 or 07805 356524 Alternative contact if Amy Wells unavailable: Natalie Nicholson 07977 216654	
Sweep the coach for any lost property/belongings	
Ensure that all children are collected by an adult	
Collect in information packs from parent helpers	
Afterwards	
Collect in high-viz jackets and return to the office	
Collect in cameras, upload photos and return to Lisa Crouch	
Collect in remaining information packs (staff) and dispose of any information with children's name or data on in a blue bag for shredding	
Check any staff who delivered first aid have logged this in Scholar Pack – Ancillary (Class teachers will need to do this for LSAs)	
In the next year team meeting, look together at the risk assessment and complete the 'Review' column. Email this to Natalie.	
Celebrate the wonderful opportunity you have provided our children with! (<i>And let EVC know if there is anything worth adding to this checklist</i>)	

Staff information pack contents	Included
Coach register lists (with 'boarding' columns)	
Group lists (all groups with adults listed for each group. Specific group highlighted)	
Children on Inclusion Register identified (staff packs only)	
Ravenscote staff contact numbers	
Itinerary (timings and roles)	
Clear visit guidance (roads/ paths/ behaviour expectations) <i>if appropriate</i>	
Maps (with meeting points and key areas identified) <i>if appropriate</i>	
Generic risk assessment	
Specific risk assessment (with Section 2 from MAPA risk assessments as appendices)	
Ravenscote Duty Officer	
Allergies/ dietary requirements list	
Medical information from Scholar Pack	
In addition for residential visits:	
Accommodation plan (and names in rooms)	



Administration of medication timetables	
Administration of medication forms	
Meal groups (if different to activity groups)	
Staff responsibilities list	
Activity timetables	

Parent information pack contents	Included
Group lists (all groups with adults listed for each group. Specific group highlighted)	
Itinerary (timings and roles)	
Clear visit guidance (roads/ paths/ behaviour expectations) <i>if appropriate</i>	
Maps (with meeting points and key areas identified) <i>if appropriate</i>	
Generic risk assessment	
Specific risk assessment (without Section 2 from MAPA risk assessments as appendices)	
Parent helper information and conduct agreement	

Appendix 6

RJS EMERGENCY PROCEDURE

Ravenscote Junior School Emergency Procedure

- Inform emergency services where necessary
- Inform the Ravenscote Duty Officer: **Mrs Zoe Tunney**
(Mrs Natalie Nicholson in absence)

During School Hours 01276 709007
After 16:30 01276 672980/07593 659634

- **DO NOT TALK TO THE PRESS OR MEDIA.**

Try to prevent staff and pupils phoning home until contact has been made with our Ravenscote Duty Officer.

When contacting our Ravenscote Duty Officer have the following information ready:

- Your full name
- Contact number
- Name of group involved



- Exact nature of incident
- Is a fatality involved? Has it been confirmed? By whom?
- Full name/s of injured person/s
- Exact nature of injuries
- Whether emergency services have been informed

In An Emergency

- Never (if possible) leave the child alone
- Call an ambulance
- Separate the other children
- Cancel events if needed to keep appropriate ratios of adults to children

If prolonged asthma, anaphylaxis/allergic reaction, prolonged nose bleed, broken bones, burns, serious wounds/cuts or blow to the head, call an ambulance and travel with the child to hospital.

If The Child is Unconscious

Assess area and ensure it is safe- Make it safe

Call for help

Call 999 and follow instructions

Provide emergency aid

If there are definite signs of life:

- Continue rescue breathing until the child begins to breathe normally for themselves.
- Turn the child on their side into the recovery position and send for help.
- Continue to check for normal breathing and provide further rescue breaths if necessary.

Rescue breaths for a child over 1 year

- Tilt the head and lift the chin.
- Close the soft part of their nose using the index finger and thumb of the hand that's on their forehead.
- Open their mouth a little, but keep the chin pointing upwards.
- Take a breath, then place your lips around their mouth, making sure it's sealed.
- Blow a breath steadily into their mouth over about 1 second, watching for the chest to rise.
- Keeping their head tilted and chin lifted, take your mouth away and watch for the chest to fall as air comes out.
- Take another breath and repeat this sequence 4 more times. Check that your child's chest rises and falls in the same way as if they were breathing normally.

If there are no signs of life:

- Start chest compressions immediately.
- Combine chest compressions with rescue breaths, providing 2 breaths after every 30 compressions.



Appendix 7
RJS Volunteer Agreement

Safeguarding Statement

At Ravenscote Junior School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse and neglect and follow our procedures to ensure children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities. We expect all staff, governors and volunteers to share this commitment to safeguarding our pupils.

If you have any concerns for the welfare of a child, please inform the Designated Safeguarding Lead or one of the Deputies.

Our Designated Safeguarding Lead is Mrs Nicholson.

Our Deputy Designated Safeguarding Leads are Mrs Wells, Mrs Brookes, Miss Porta-Rios, Miss Wheeler and Miss Mills.

Parent, Carer and Volunteer Agreement

Thank you for volunteering to accompany our children on this Educational Visit - we really appreciate your help. Ahead of the visit, we ask that you read through this Parent, Carer and Volunteer Agreement and email info@ravenscote.surrey.sch.uk to confirm you agree to what it sets out. The Visit Leader will also brief you on the morning of the visit so that you are aware of what the day will entail and clear about your roles and responsibilities as a helper. In addition, they will provide you with a Visit Pack for you to refer to throughout the day.

When supporting on an Educational Visit:

- You will receive a list of children within your group for whom you are responsible. Where possible, this will include your own child, though we cannot guarantee this.
- Children will be told that they must stay with their group and group leaders at all times. Please ensure they remain with you and are not permitted to go anywhere unaccompanied.
- Do not bring any siblings or additional children on the visit.
- Keep your mobile phone turned off or on silent, and do not use it in the presence of children.
- Do not take photos of the children, either on a phone or on a personal camera. If a child has a camera and asks you to take a picture of them on this, this is permitted.
- Encourage the children to follow the behaviour expectations set out by school staff.
- Do your best to ensure the health and safety of everyone in the group. Speak to the class teacher if you are concerned about the health, safety or wellbeing of the children at any time.



- Inform a member of school staff if you need to leave your group for any reason.
- If the visit involves a coach journey, adults should be spread along the coach. Promote positive and safe behaviour on the journey. Children are not allowed to eat or drink on the coaches unless specified by the class teacher. If a child feels unwell, make a member of school staff aware so a sick bag can be provided.
- Let the class teacher know immediately if there is a medical or other emergency. School staff are responsible for first aid and the Visit Leader is responsible for contacting the school and associated parents/carers in emergency situations. Parent helpers are not to administer first aid, nor contact the school or associated parents.
- The Visit Leader will alert the school office to anything that needs to be communicated with parents/carers. Helpers should not update other parents/carers during the visit regarding expected time of arrival back at school or any other additional information. This is vital to ensuring that the correct information is communicated to all parents/carers at the same time.
- You must not be alone with a child or children (including your own), except where this has been previously agreed as part of the risk assessment, and you have had a DBS check with us.
- Respect and value your own child's independence and social interaction with their group and peers. Treat all children equally e.g. your own child cannot have additional food to access throughout the day, nor should you buy them something from the gift shop that exceeds the spending limit set by the Visit Leader.
- If children have been asked not to bring spending money, or a child has not brought spending money though they have been invited to, please refrain from purchasing items for them, or lending them money.
- Do not smoke or consume alcohol on the educational visit.
- If you have any queries or problems concerning the visit, please direct these in the first instance to the class teacher, or if you would rather, contact the Deputy Headteacher on return from the visit.

Confidentiality

It is very important that all staff, parent/carer volunteers and other adults work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family, or a child's parent or carer. School staff have responsibility for informing parents of any concerns about a child. You must return your Visit Pack to the class teacher upon return from the visit and know that all information in the Pack is confidential.

Confirmation

Please contact info@ravenscote.surrey.sch.uk to confirm that you have read and understood this agreement, and will adhere to it. A copy will be available in the Visit Pack given to you on the morning of the visit, for your reference.

Thank you again for your support with this Educational Visit.

