



Woolwich Polytechnic  
School for Girls



# **Woolwich Polytechnic School for Girls**

## **EDUCATIONAL VISIT POLICY**

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Approved: December 2023  
Revision due: December 2024

## **Aims of policy:**

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the head of school or other designated member of staff.

Educational visits are a valuable way to enrich our taught curriculum and ensure that all students have opportunities to extend their learning beyond the classroom and grow personally and culturally, as well as academically.

This policy sets out our approach to planning and operating educational visits in order to ensure that our visits are safe, enjoyable and accessible to all students and staff.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities

The following is a specific guide to policy and practice for educational visits at WPSfG and all staff involved in the planning and delivery of visits are required to follow it.

## **Planning an Educational Visit**

### **Educational Visit During School Day:**

Educational visits that are planned to take place during the school day must be planned and submitted for approval **6 weeks prior** to the proposed visit date. The only exception to this time frame is where, for example, the visit date could not have been foreseen (e.g. students in a national competition making it through to the finals). If a proposal for a visit is submitted outside of this time frame, it is unlikely to be approved unless there are exceptional circumstances surrounding it.

The process for organising an educational visit during the school day is as follows:

1. Discuss proposed visit with PLL before any visit requests go to the Deputy Head Teacher appointed as EVC by the Head of School. Where the visit is educational, the work the students will undertake must be agreed by your line lead and must be appropriate (with suitable rigour) to qualify the visit itself, remembering that students will be taken from other curriculum areas to attend the visit.
2. Submit an Initial Visit Proposal Form (Appendix 1) to the EVC. This must include clear rationale and outcomes for the trip; details of staffing and any cover implications.
3. If approved, risk assessment, student letter and student lists to be completed and uploaded to allocated visit folder on Sharepoint.
4. A reply slip is only mandatory if the educational visit falls in any way outside of the working school day (8:30am - 3:05/3:15pm). Otherwise, the letter does not need to have a reply slip. However, all visits must have a letter to inform parents of the event and logistical arrangements.
5. Students should wear full school uniform unless they are engaging in an activity which requires them to be dressed otherwise (E.g. a sporting activity)
6. Packed lunch arrangements should be made, where necessary, for all FSM students. This must be organised at least one week in advance of the visit taking place.

7. Visits taking place during the school day cannot be at a cost to families. However, where appropriate, a voluntary donation towards the cost can be asked for. This includes a contribution towards cost of travel.

### **Educational Visit Outside School Day:**

Educational visits that are planned to take place outside the school day must be planned and submitted for approval **4 weeks prior** to the proposed visit date. The only exception to this time frame is where, for example, the visit date could not have been foreseen (e.g. securing of free theatre tickets due to unexpected availability/gifting to school for a performance). If a proposal for a visit is submitted outside of this time frame, it is unlikely to be approved unless there are exceptional circumstances surrounding it.

The process for organising an educational visit outside the school day is as follows:

1. Discuss proposed visit with PLL before any visit requests go to the Deputy Head Teacher appointed as EVC by the Head of School.
2. Submit an Initial Visit Proposal Form (Appendix 1) to the EVC. This must include clear rationale and outcomes for the trip; details of staffing and any cover implications.
3. If approved, risk assessment, student letter and student lists to be completed and uploaded to allocated visit folder on Sharepoint.
4. Letter to families must share event and logistical details. It must also include a reply slip which must be collated by the visit lead and saved in Sharepoint visit folder.
5. Appropriate arrangements must be made with parents and carers regarding collection of students at the end of the visit, especially if it is after 8:00pm.
6. Students should wear full school uniform unless they are engaging in an activity which requires them to be dressed otherwise (E.g. a sporting activity)

### **Role of Visit Lead**

All educational visits must have an allocated visit lead. This is usually the member of staff who has submitted the initial request for the visit.

#### **All visit leads must:**

- ✓ Ensure that all planning paperwork is submitted within the required time frame to the school's EVC
- ✓ Carry out a full risk assessment of both travel and venue(s) prior to the trip taking place – this should include travelling to/visiting venue prior to the actual visit if not been to before
- ✓ Communicate clearly with families regarding visit details through a letter as well as reminder emails/messages via MCAS nearer to the visit date, where appropriate
- ✓ Organise groups and registers, allocating staff appropriately to student groups to ensure that students are well supported and cared for at all times of the visit
- ✓ Collate details of any students who have additional needs (medical or other) that may require adjustments to be made for them on the day. It is the responsibility of the trip lead to ensure that all of this is in place (for example, details of allergies/medication requirements/sensory needs – LSA provision)
- ✓ Ensure all supporting staff have been fully briefed on the logistics of the visit as well as the requirements of their role as a group lead
- ✓ Communicate with the rest of the school regarding visit details and names of invited students on Sharepoint at least **three working days** before visit

- ✓ Ensure up to date groups lists and registers are left with the school office on day of the visit – this must include accurate records of which students are actually on the visit and therefore, record all absence/non-attendance correctly
- ✓ Have up to date contact details for their SLT PLL on the day of visit so that they are able to maintain regular contact

### **Risk Assessments**

- Prior to any trip/visit taking place, a risk assessment must be completed. This may well include a preliminary visit, even if the venue has been visited before.
- The purpose of the risk assessment is to ensure that there has been due consideration given to the risks and hazards which may present themselves during travel to/from location as well as whilst at location itself. Some venues may have their own risk assessments; please check when booking as this should be added to the visit folder.
- The school's risk assessment templates should be used as a starting point for any risk assessments being completed.
- When completing a risk assessment, consider: what could go wrong; what will be done to avoid any possible issues/problems; what will be done in the event of something going wrong.
- One member of staff supporting the visit should be a First Aider. A First Aid kit must be taken on all visits and this should be collected from the School Office prior to departure.

### **Staff/student ratios**

- Staff/students ratios should be based on the level of adult support required to ensure that the visit runs smoothly and safely.
- The maximum ratio of staff to students is **1:15**. This is also the maximum group size for visits. The ratio of **1:15** can be used where the following criteria is met:
  - ✓ Attending a venue where there will be venue staff to support with supervision of students during activities/visit (and the venue does not require a higher ratio of adults)
  - ✓ Travel to venue via coach/minibus
  - ✓ Group leader(s) are not included in the group supervision of **1:15**
- Where travel is via public transport and/or foot, the maximum ratio of staff to students is **1:12**. If you are unsure as to the staffing/student ratio for your visit, please speak to the EVC.
- Where travel is via public transport and/or foot, and will be taking place after 6pm, the maximum ratio is **1:10**.

### **Travel and transportation**

- Unless agreed otherwise with parents and carers, all travel must commence and end at the school site.
- A full risk assessment must be completed for all stages of travel.
- If travel is via TfL's School Party Travel scheme, application must be made at least three weeks prior to date of travel.

- If travel is via coaches, an arrangement must be made with the coach company for coaches to collect and drop off students from the main road (Central Way) – this is due to turning restrictions on Birchdene Drive.
- If travel is via the school minibus, the trip lead must follow the school's protocol regarding minibus booking and usage.
- For all travel, students must be allocated to groups. These groups must be numbered and assigned supervising staff members who are responsible for overseeing the safe travel of their allocated group. Students must remain within their groups for the duration of the journey.
- When travel is via multiple coaches/minibuses, group lists with staffing must be left with reception clearly identifying which students and staff are travelling on each vehicle. Students/staff must not move between vehicles once allocated.

### **Sporting Fixtures and Events**

In order to support students' participation in sporting fixtures away from the school site, the following steps should be followed:

- Completion of Initial Visit Proposal Form and direct submission to EVC
- Communication with parents/carers and consent sought via letter and/or telephone/email
- Details of event including location, staffing and students attending to be recorded on Sporting Fixtures and Events Tracker on Sharepoint, under Educational Visits
- Risk assessment to be reviewed and amended as appropriate and saved under event name and date within Sharepoint folder
- Student names to be shared on Sharepoint with all staff along with event details a minimum of **three working days** prior to visit
- Staff/student ratio should follow guidelines outlined above

Where event dates and times are known some time in advance, the Initial Visit Proposal Form must be submitted in a timely fashion.

Where the school is looking to participate in a sporting event/fixture for the first time, this should be discussed with the SLT PLL first.

### **Residential Visits and Overseas Visits**

Visits which require overnight stays or overseas travel must be approved by the Local Academy Committee. As a result, an Initial Visit Proposal Form must be completed a **minimum of two full academic terms** prior to the proposed date and submitted to both the EVC and the Head of School.