



King's Cross Academy

Educational Visits Policy

1. Context

We believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes King's Cross Academy a supportive and effective learning environment.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Opportunities for creativity, developing learning relationships and practising strategic awareness.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of leadership and personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at King's Cross Academy is to ensure that all visits are Safe, Educational and Enjoyable!

2. Application

Any visit that leaves the King's Cross Estate is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

Visits within the King's Cross estate are covered by a parents consent form and risk assessment.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

3. Types of Visit & Approval

There are two 'types' of visit:

- Visits/activities within the King's Cross Estate that are part of the normal curriculum and take place during the normal school day. These trips do not require parental consent for each individual visit/activity but do require a risk assessment to be signed off by the Headteacher.
- Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc. must have a risk assessment at least a week prior to the visits that is signed off by the Headteacher.

4. Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for completing a risk assessment at least one week prior to the visit to check that all risks have been actioned. They should obtain outline permission for a visit from the Headteacher or Assistant Headteacher prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the Assistant Headteacher where necessary.

All teachers in the year group must carry out the risk assessments together.

The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The visit leader will share information with all staff involved in the visit.

The visit leader is responsible for ensuring the contact details during the visit are left with the business manager who will share with office staff. The visit leader also has responsibility to ensure a first aid kit and pupil medication is taken on the visit.

In case of any delays in reaching the trip destination or in returning to the school the school office must be informed.

The Assistant Headteacher will support and challenge colleagues over visits and learning outside the classroom activities. The Assistant Headteacher is the first point of contact for advice, on visit related matters and will check final visit plans on before submitting them to the Headteacher.

The Head Teacher has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the school's insurers to gain approval.

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed regularly.

5. Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The Academy has an emergency plan in place to deal with a critical incident during a visit. The plan is located in the Academy Emergency Planning document and must be read by all staff members before embarking on a trip.

When an incident overwhelms the Academy's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from Argent LLP (the company that plays the major role in forming KCA Trust) and Camden Council.

6. Food

The school will provide a packed lunch for children in Reception and KS1. No nuts should be included in packed lunches. No fizzy drinks will be included.

Food should not be shared with other children due to health and safety and allergies.

7. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children should be used for those trips beyond the King's Cross estate.

Nursery 1:5

Reception 1:8

Key Stage One 1:10

Children who need support 1:1

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

Parent helpers are welcome on educational visits and will attend a briefing with the teacher before the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times.

8. Mobile phones and social network (See KCA Social Media Policy)

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls unless in an emergency.
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'.
- Only the Lead teacher and class teachers will have the phones switched on to communicate with the school (or in case of any emergency).
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Headteacher.

9. First Aid (See KCA Medical Conditions Policy)

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.

For adventurous activities, there should be at least one trained first-aider in the group.

10. Parental Consent

Parents should be given information about the purpose and details of the visit in advance. Consent is not required for activities within the King's Cross Estate.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents- via letters, meetings, etc. so that consent is given on a 'fully informed' basis.

11. Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

King's Cross Academy will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

12. Farm/Animal Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Lead teachers should be familiar with 'Preventing or controlling ill health from animal contact at visitor attractions- Advice to Teachers' and associated documents. Refer to: Farming & Countryside Education: www.face-online.org.uk

Expectant mothers will not be permitted to go on visits to farms.

13. Charging/funding for visits (See KCA charging policy)

Parents will be asked for a voluntary contribution for all trips off the King's Cross Estate.

14. Transport

Travelling on trains, including the Underground.

When travelling on trains the leader must contact a member of staff at the station to inform them that they are on a school trip and ask to escort them to the correct platform and to inform them of their destination. Leaders must ensure all children and staff are on the public transport and board once it is safe.

Once the children have boarded the transport they must be seated wherever possible, all staff and volunteers to give priority to the children.

If at any point whilst using the transport that a group of children are left behind with an adult- the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school immediately or whenever possible.

Use of staff cars to transport pupils is not permitted.

Document Control

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Approved by Governors	Summer 2016
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Signed – Chair of Governors	
Signed – Headteacher	