

Policy for Educational Visits

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Introduction

The Governing Body recognises the importance and value of educational visits and is keen to encourage their development. The safety of the children and adults involved in them is paramount. It is essential that all visits are planned and supervised with great care.

Through this policy we aim to provide the procedures and guidelines which will enable our visits to be implemented safely. It gives advice and information about responsibilities for staff, procedures in the event of an accident, insurance and financial arrangements.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

Planning & procedures

1. The Visit

To establish the appropriateness and safety of a visit the following questions should be considered by the organisers. All concerned should have a clear understanding of the objectives relating to the curriculum and to social and personal development. Appendix 1 outlines the specific procedures to be completed before the visit, during and after the visit.

Activities must match the age, needs and experience of pupils and should address questions such as:

- What is the aim of the visit?
- Where does it fit into the pupils' current curricular needs?
- Is it in line with the school's curricular and safeguarding policies?
- Is the aim being achieved in the most efficient and effective manner?

One Key aim applicable to all Educational Visits is that of teaching children to be observant and identify hazards, knowing what to do if they spot one – this is in line with our school aims and our PSHCE curriculum.

2. Planning

Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk.

No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

3. Risk Assessment

All proposed Educational activities off school site must follow the completion of a formal risk assessment. Risk assessments are to be written down prior to the event and communicated to all involved.

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualification of the school supervisory staff.
- The group members' age, competence, fitness and temperament
- The ratio of experienced staff to students.
- The quality and suitability of available equipment.

- Seasonal conditions, weather and timing.

4. Responsibilities

The Governors have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit.

The Local Authority also has a duty of care for children on school visits.

The Head Teacher has overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

All Staff have the responsibility to co-operate with the Head Teacher and the Governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the Head Teacher.

All injuries or accidents should be reported to the Head Teacher and recorded in the school accident book. The L.A. should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

Parents must receive written details of routine visits and journeys. Their written consent is required for all activities that differ from the daily norm.

Supervision of Pupils - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group.

Party leaders retain responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey of increased risk.

Appendix 2 outlines the expected code of conduct to be adhered to by pupils on an educational visit.

First aid provision

Residential visits must include a minimum of one member of staff with a recognised First aid qualification. Wherever possible a qualified first aider should also support other 'non residential' visits. Individual pupil's medication together with a complete first aid kit must be taken on all educational visits.

5. Staffing the Visit.

For reasons of both child protection and Health & Safety it is important that wherever possible a minimum of two staff support each visit, one of whom should be a qualified member of staff.

Suitably experienced party leaders should be found or the visit will not take place.

Voluntary helpers must be carefully selected and must act towards the children as a careful parent would in similar circumstances. However, the teacher retains primary responsibility for supervising the party at all times.

Minimum recommended staffing ratios are as follows:

- For day visits without a high risk, a ratio of 1 adult to 10 children is required.
- Activities with increased levels of risk will require lower ratios.
- For children under 8 years, a ratio of 1 adult to 6 children is recommended.

LA guidance states:

- each visit should include a teacher – but this is at the discretion of individual governors
- no difference in number of children that qualified / unqualified staff should have assigned to them

6. Transport:

Whenever an educational visit is due to take place that requires transport hired by the school, approved reputable companies should be used. It is important to ensure that this hired transport should be equipped

with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained.

Appendix 1

Prior to Visit.

Complete a risk assessment form and have it signed by the Head teacher and a copy is retained by the party leader

1. Identify party leader.
2. Discuss proposal with Head Teacher.
Enter in school diary. (Administrator)
3. Check permission required. Arrange insurance as necessary.
4. Calculate cost involved, include transport, insurance, admission charges and extra adults.
5. Letter to parents assessing financial viability of the visit and gaining parental consent
6. Risk assessment and parent meetings as appropriate.
7. Book coach, confirm in writing and keep copy of letter/email. (Administrator)
State time of arrival at school and return time. (Administrator)
8. Cancel school meals in kitchen (At least 2 weeks notice) (Administrator)
9. Cancel milk if appropriate. (Administrator)
10. Identify extra adult helpers - (see suggested ratios).
11. Preliminary visit to venue where possible.
12. Identify Special needs/problems for particular children (e.g. travel sickness)
13. Prepare group lists for all helpers.
14. Send out details to parents including itinerary and emergency contact at school.
Make clear the anticipated time back at school.
15. Notify staff and SEN support staff as appropriate.

Day of Visit.

1. First Aid kit as appropriate.
2. Leave contact numbers in school
3. Buckets, bin liners, paper towels,. Inhalers / Medication where appropriate
4. Money or cheque(s) for expenses.
5. Packed lunches.
6. Establish emergency contact at school is unchanged.
7. If appropriate copy of venue details and itinerary to be left in school with the Head Teacher.

8. All children have the appropriate clothing.
9. List of all children needs and contact details with teacher.
10. Lists of all groups to all staff and parent helpers.
11. Parents reminded of their role on the day.

Before Leaving the Venue.

1. Check all children on the coach. The visit leader must be satisfied that all children are accounted for before coach leaves.
2. No children in the front seats or centre rear seat of coaches.
3. All children seated and seat belts on.

Return to School.

1. Leader satisfied all children have been collected or allowed home according to parents wishes. No child is to be left at school alone.
2. Return First Aid kits and other equipment .
3. Inform Head Teacher of any incidents immediately and final numbers for insurance purposes.

Notes for Parent Helpers.

1. Provide a précis of work and the main purpose of the visit.
2. Where there is a busy schedule an indication of those places, activities etc. which are essential and those which are desirable.
3. Encouragement not to force information onto children but to allow them to observe and 'discover' for themselves.
4. Reassurance that visits are demanding on energy and are not easy.
5. A thank you for their help on the day.

APPENDIX 2.

CODE OF CONDUCT FOR OUTDOOR VISITS.

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. We listen to our group leader and do exactly as we are asked, the first time of asking.
3. We travel on coaches sitting down safely.
4. We stay with our group and always ask permission to go elsewhere (toilets etc.)
5. We walk quietly wherever we go not disturbing other people e.g. when visiting a town museum we walk along pavements in pairs keeping next to the wall-side.
6. We respect property.
7. We obey the country code.