



Educational Visit Policy

Date	Review Date	Coordinator
SEPT 20	SEPT 21	Susan Harrison

This policy has been written in conjunction with 'The Governors Guide to the Law' and LA guidelines to school visits and outdoor activities.

The policy was agreed by the Governing Body in March 2009 and will be reviewed annually. The last review took place in SEPT 18 and the next review will take place in SEPT 19.

Introduction

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

School adheres to the Wakefield Educational Visit Handbook and appropriate staff complete all the relevant documentation within this guidance. Please see Appendix 1 Education Visit Risk Assessment Pack.

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.

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 using schools Educational Visit Risk Assessment resource. All Risk assessments are to be completed 1 week prior to the event and communicated to all involved, including children. Children will also complete a group risk assessment with their class teacher / group leader. The headteacher should receive an electronic copy of all risk assessment to read and authorise the documentation 1 week before the visit commences. All documents once submitted will be filed online and also a paper copy of the documents will be printed out and held in the Educational Visit Risk Assessment file. A copy will also be taken on the visit by the group leader and shredded after the visit has taken place..

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, qualified centre 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. Authority for residential visits require the approval of the Governing Body.

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

EVC

The EVC is Tim Downes. The EVC is responsible for ensuring all procedures are in place and followed by all staff.

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.

Pupils will complete their own risk assessment prior to educational visits. These will be kept in the Educational Visit Risk Assessment file.

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

Educational 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 three 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, the Council 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.

Secondly, the visits to the swimming pool (Year 4) are provided directly by the Council and school service buses are used that may or may not carry seat belts. This practice is determined by the Local Authority and not the school, in accordance with transportation guidelines (DfES HSEV doc para 130).

Thirdly, it may be necessary from time to time for KS2 pupils only to use public transport, where buses are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill pupils should be taught.

Finally, parents should be made aware of the school policy via the school prospectus.

Appendix 1

Prior to Visit the following documentation must be completed using the EVOLVE website

1. Form EV CL1 (all parts)
2. Form EV VN2
3. Generic Risk Assessment 'All Educational Visits'
4. Transporting children Risk Assessment (only if transport is being used)
5. Itinerary of the visit
6. Check list

Additional points for consideration

1. Identify party leader and party organiser.
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. (Administrator)
State time of arrival at school and return time. (Administrator)
8. Cancel school meals in kitchen (Administrator)
9. Cancel milk if appropriate. (Administrator)
10. Identify extra adult helpers - male and female in mixed parties (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 final 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.
16. Check parent helpers CRB.

Day of Visit.

1. First Aid kit as appropriate.

2. Telephone if possible (Leave contact numbers in school)
3. Buckets, bin liners, paper towels, saw dust. Inhalers / Medication where appropriate
4. Money or cheque(s) for expenses.
5. Packed lunches.
6. Establish emergency contact at school is unchanged.
7. Details of venue including maps if appropriate.
Copy of venue details and itinerary to be left in school with the Head Teacher.
8. All necessary equipment is available including a list of items taken.
9. All children have the appropriate clothing.
10. List of all children on each coach with teacher.
11. Lists of all groups to all staff and parent helpers.
12. Parents reminded of their role on the day.

Before Leaving the Venue.

1. Check face against name of all children on the coach.
2. If two coaches involved the visit leader must be satisfied that all children are accounted for before any coaches leave.
3. Check all equipment is on the coach.
4. Check all children have bags, clothing etc.
5. No children in the front seats or centre rear seat of coaches.
6. All children seated and seat belts on.
7. Order a coach with extra seats to leave front & back free for added safety

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 to Store.
3. Inform Head Teacher of any incidents immediately and final numbers for insurance purposes.

4. Make well-earned cup of tea or coffee.

Notes for Parent Helpers.

1. Provide a précis of work to which the visit relates including historical context where relevant.
2. The main purpose of the visit (apart from enjoying it!)
3. Where there is a busy schedule an indication of those places, activities etc. which are essential and those which are desirable.
4. An invitation to get involved with the teaching process where they feel able, they are not being presumptuous.
5. Encouragement not to force information onto children but to allow them to observe and 'discover' for themselves.
6. Not to spoil a child's visit by insisting on writing and drawing. Better to look and talk and write later.
7. Reassurance that visits are demanding on energy and are not easy.
8. A thank you for their help on the day and an invitation to get involved again.

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 - we never change places or shout loudly.
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, along pavements in pairs keeping next to the wall-side.
6. We respect property by not sitting on walls or touching cars. Looking after vegetation and not pulling it.
7. We obey the country code when in the countryside.
8. We always leave places as we found them without litter. Do not bring bottles or cans.

