

# EVERTON HEATH PRIMARY SCHOOL

## Educational Visits Policy

May 2018



**Everton Heath**  
Primary School  
*Learn - Grow - Thrive*

Approved by Governing Body Compliance Committee on:

Signed : ..... **Barbara Hutchinson**  
(Chair of Compliance Committee)

Approved by FGB on : .....

Signed..... **Nabeel Mardi** (Chair of  
Governors)

Signed : ..... **Aileen Russell** (Headteacher)

Date to be reviewed: **MaY 2019**

## 1.1 Policy for Educational Visits and Journeys

Visits and journeys are an integral part of the learning process. They offer children enjoyable experiences which have a lasting, positive impact on their personal and social development as well as supporting academic studies. It is the responsibility of Everton Heath Primary School to encourage educational visits of all kinds as part of the experience offered to our children. Visits need to be carefully planned in order to meet Health and Safety requirements and achieve the desired educational and social outcomes. Members of staff in charge of and assisting with school visits must adhere to all relevant school policies and procedures, which are in line with Local Authority guidance (*Educational Visits & Journeys- Policy document, guidance and legislation, Central Bedfordshire Council, August 2012*).

### Approval

The named member of the Compliance Governing Body Committee will approve all visits subject to the guidelines laid down by Central Bedfordshire in the Educational Visits and Journey guidance. They will check that a risk assessment has been carried out by either the group member or the Educational Visit Co-ordinator (EVC).

The EVC should:

- Be specifically competent, ideally with practical experience in leading and managing various visits similar to those run by the school.
- Attend training and update training
- Support the Headteacher with approval and other decisions
- Ensure that a policy is in place for educational off-site visits, and that this is updated annually, and is readily available to staff
- Support the Headteacher to ensure that staff assigned to lead and accompany visits are competent

Both the EVC and the Headteacher will consider the following factors when assessing the competence of a staff member to lead:

- The experience they have of leading visits
- Their competence in planning and managing visits
- The reasons of the leader for undertaking the visit

- Their employment status in regards to the school
- The experience they have in managing pastoral welfare of the pupils
- Their decision making abilities
- The experience they have of the location chosen
- Possessed appropriate qualifications and/or training
- Their level of skill and fitness, if applicable
- Their awareness of all relevant guidelines for the visit

The group leader will be a responsible adult who has completed the visits and journey leaders training. They should be familiar with Central Bedfordshire guidance on Educational Visits and should sign the Record of Visits file.

Final authorisation must be given by the Headteacher and Governing Body prior to departing the school for a visit. It is essential that sufficient time is given to the preparation and planning of a visit in order to secure its safety and success.

### Planning

Before a visit takes place, the following points should be addressed:

- A list of children and adults on the visit, as well as contact details, should be given to the school office
- Medication should be collected by the visit leader and given to the appropriate supervisor of the pupil concerned
- A first aid kit and bucket should be taken
- Spare school uniform should also be available on the trip
- Each adult should have a mobile phone which is contactable
- The Visit leader must have a sheet containing each pupil's home/emergency telephone number and medical details
- A minibus check should occur prior to departure
- All group leaders should have a copy of the 'Field File' including all contact details, risk assessments and schedule of the visit. Another copy will be left with the admin staff at school.

Additionally, prior to a visit, the following documentations should be consulted by all staff members involved in the organising and planning of trips and visits:

- **Visit proposal form**

All trips and visits should be preceded by a visit proposal form. This will outline the following points and should be presented to the EVC, at least three weeks in advance to the visit.

1. Purpose of visit and links to learning objectives and topics of focus
2. Places to be visited
3. Programme of visit including dates and times
4. School arrangements (e.g. school lunches, clubs etc)
5. Size and composition of the group (adult to child ratio)
6. Transport arrangements
7. Address and telephone number of independent provider
8. Financial breakdown of trip costs
9. Insurance arrangements
10. Details of any adventure activities to be conducted
11. Name, address and telephone number of the local point of contact
12. Any existing knowledge in regards to the places to be visited and whether there is intention for a preliminary visit

- **Risk assessment**

All trips and visits should be preceded by a risk assessment form, which the visit leader should prepare at least three weeks prior to the visit. This will include any rules and codes of conduct in place, which should be reemphasised as appropriate during the visit. This form will outline details in regards to the following:

1. Pupil groupings and adults involved (e.g. ratios, adult experience)

2. Travel arrangements
3. Activity arrangements
4. Adult roles and responsibilities
5. Pupil supervision
6. Pupil 'free time'
7. Toilet procedures
8. First aid and medication
9. A risk assessment from the organisation (if relevant and available)

Monitoring of the visit must be ongoing, and this contributes towards both enjoyment and safety. A visit planner should be completed in advance of the visit and an evaluation on return. The evaluation should be kept in the visits file to inform future practise and should cover:

- How effective control measures were
- Changing, adapting and revising the measures as required
- Making notes of the changes to the measure
- Recording any relevant information for future trips

The visit leader should ensure that all plans are in place in school and the relevant stakeholders are aware of any changes to the school day. All paperwork must be presented to the Headteacher and office staff prior to the visit. A list of children not attending is to be given to teachers and office staff, and a list of attendees to the trip staff. Kitchen staff must be made aware of lunch arrangements and after school clubs to be informed of any changes to the school day.

### **Staffing and supervision**

The nature of the visit must be suitable to the age and aptitude of the children. For all day visits where the element of risk to be encountered is similar to that normally encountered in daily life, the minimum supervisory ratios set out by Central Bedfordshire to be adhered to are as follows:

- Pre-School and Year R 1:3
- YR 1-3 1:6-8
- Y4 1:10-15

These are the recommended ratios, but the group leader may alter the ratio depending on the nature of the risks associated with different activities. Children with a statement of educational needs should have one to one supervision with an appropriate adult at all times during the duration of the visit. Staff who are assigned to support the special needs of a pupil cannot be included in the overall staffing ratio. Their responsibility should not include the wider group. A staff member with relevant first-aid training must also be present.

Visit leaders have overall responsibility for the supervision of a visit, and so:

- All supervisors must be competent to undertake their specific responsibilities during a visit, and must also be aware of these
- All supervisors must have DBS clearance in line with the school's procedure
- No adult should accompany the trip except as a designated supervisor with identified responsibilities
- Parent/carer supervisors should be deployed carefully
- All supervisors must have reasonable prior knowledge of the pupils, including special educational or medical needs, or disabilities
- All supervisors should carry a list of the young people in their group at all times
- Each group should have an appropriate number of supervisors to cover emergency or unforeseen circumstances
- Each pupil must know which supervisor is responsible for him/her
- A supervisor always holds the duty of care and this can only be discharged onto another in particular circumstances and in relation to medical care
- Where possible, mixed gender groups should have male and female supervisors
- Each group should be able to contact the visit leader or other supervisors, should it be necessary
- All supervisors must have a clear plan of the activity undertaken
- All supervisors must be aware of the risk assessment and its content

- Supervisors should be competent to exercise appropriate control of the group, ensuring that pupils abide by agreed behavioural standards
- All groups must have appropriate access to first aid

### Financing

Trip organisers must prepare a detailed outline of the financial breakdown in advance of each visit, in order to ensure and demonstrate that each trip will be self-financing. Advice may be sought from the finance officer. The budget should be prepared for approval to the EVC as part of the initial planning process. The trip organiser holds the responsibility for liaising with the finance officer to ensure that disbursements are processed in advance.

### First aid

For all school visits and trips there should be a responsible adult with a good working knowledge of first aid appropriate to the environment. Based on the nature of the particular trip, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required. A first aid kit appropriate to the visit must be carried.

### Letters to parents/carers

Prior to a visit, the visit leader should ensure that all plans are in place in school and the relevant stakeholders are aware of any changes to the school day. A letter must be sent out to parents/carers at least two weeks prior to the visit and should include:

- Rationale of the visit and how it links to the curriculum
- Details of the venue
- Cost of the trip
- Travel plans
- Required equipment/clothing/lunch

Written consent should be obtained through the return of a permission slip. In the event of a child having to be excluded from a visit because the parent has forgotten to return the form a telephone consent will be accepted provided it is witnessed by a third party.

## Insurance

The school's annual insurance policy is arranged through Aspen and provides indemnity against specified risks of cancellation, personal accident, medical, personal effects and legal liability related expenses. Insurance is provided for each individual member of a school trip party involved in full-time education or a teacher or other adult.

## Transport

- **Private Cars**

Use of private cars for the transportation of young people should be avoided wherever possible. It is important to consider the issues of insurance in regards to child protection, 'in loco parentis' and a driver's competence. Therefore no planned use of private cars should take place. In the event of an emergency, a private car may be used to transport a pupil to a doctor's surgery or hospital. This would not be considered 'planned activity' and under no circumstances should a member of staff travel with a pupil in the absence of a chaperone. The visit leader remains responsible at all times under common law, unless the responsibility is passed back to the individual parent or carer.

- **Coaches**

If transport by coach is necessary, the trip organiser must liaise with the Office Manager who will obtain quotes from reputable companies and book the most competitively priced coach. All coaches will be fitted with seatbelts. There must be one first aid kit for every coach.

- **Minibus**

All drivers of the minibus would have undertaken recognised minibus driver training and periodic reassessment of ability to drive the minibus

## Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled persons because of their disability, without material or substantial justification. Reasonable adjustments are made to avoid pupils being placed at a substantial disadvantage to their peers. However, the

Disability Discrimination Act does not require responsible bodies to place employees or pupils 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.

### Emergency Procedures

- A nominated person at school should be the first point of contact in case of emergencies. This person should have a list of all those who are taking part and their home contact numbers.
- When all of the main school are out on a visit, emergency contact details are passed on the Pre-School leader who remains in school until everyone returns
- There are Educational Visit Co-ordinators in place (The Head and one other member of staff).
- The EV policy should be reviewed annually.
- The Governors are responsible if an accident takes place, if Central Bedfordshire guidelines have not been followed. We must ensure the policies, practises and procedures relate to CBC guidance. ( See attached CBC Policy - updated February 2017 )
- The EVC must have recent training. ( Revalidated ever three years )
- Training is available for Governors, see handbook.
- For some visits e.g. church, the annual parental consent form is sufficient.
- For visits further a filed a specific consent form is required.
- Governors should approve visits which are outside the normal operation of the school day.
- Parents must be fully informed of the activities the children will be undertaking and the educational value of the visit. They should be made aware of the insurance cover (This is in the office for all to view).
- There should be a complaints procedure (same as school one).

### Guidance notes for staff with regard to school visits

- Read policy for Educational Visits before going.
- Refer to risk assessment. This may be generic for some visits e.g. Church. These are reviewed and amended wherever necessary.
- Parental consent forms should include the Learning Outcomes.
- Fill in the evaluation form and put it in the visits record book.
- Supervisors should have access to a mobile phone.
- The school emergency contact numbers should be kept handy.
- It is useful to have a small number of first aid and antiseptic wipes for each group.
- Several first aid packs are carried on every visit.
- Central Bedfordshire recommends that group leaders do not have members of their own family in their group unless the activity is age appropriate. E.g. younger children on a day trip, sibling on a residential visit.
- The group leader oversees the well-being of the whole party and as a consequence does not have a specific group.

To be reviewed : May 2019