



Educational Visits Policy

Learning Together, Learning For Life.

Links to Visionary Statement

We aim to

- keep children's learning at the heart of our thoughts and actions
- provide the opportunity for all our children to achieve academic excellence within a broad and balanced curriculum
- create an ethos which nurtures creativity, self-belief, independence and a sense of respect for other
- ensure that our schools are happy, safe, supportive and secure places in which to learn
- create a stimulating learning environment
- develop strong and productive partnerships with parents and the wider school community
- have high expectations in all areas of school life
- prepare children for the future
-

Agreed and Signed on behalf of the Full Governing Body.....

Date:

Next Review:.....



Introduction

Safely managed educational visits, with a clear purpose, are a vital part of a broad and balanced curriculum. They offer an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public with regard to educational visits for which it is accountable.

Purpose of the policy

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA or other technically competent sources.

Key Principles

- Any visit or activity beyond the school grounds is regarded as an outside activity and will be governed by the guidelines.
- The Headteacher and Educational Visits Co-ordinator (EVC) – Emily Jones - will be responsible for the approval of all visits.
- In the absence of a suitably trained Educational Visits Co-ordinator the Deputy Head teacher automatically assumes this role.
- There will be a named and approved Event Leader (and where appropriate, deputy) on all educational visits. This Event leader will be specifically competent for the role. If in any doubt confirmation will be sought from the Local Authority.
- Working with the EVC as necessary, the Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. See Appendix 1. (NB: Residential trips or those involving high risk, adventurous activity requires use of Evolve, a different risk assessment from the Local Authority – see EVC for details). The Event Leader will assume full responsibility during the visit, including ongoing risk assessment. At our school each class teacher assumes responsibility for their class's school trip.
- The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for assessment/monitoring through use of Evolve at least 1 month before the departure date.
- Bath and N.E. Somerset specifies an adult/child ratio of 1:8 (1-6 for under 5s). This should be regarded as a minimum requirement and increased as the type of activity dictates **however, as**



a school we prefer to operate at a 1:6 ratio for all classes. Some children may require 1:1 support for behavioural and/or Special Educational Needs.

Information to and from parents

Parents must be invited to give 'informed consent'. Parents are asked to sign a consent form when the child enters school, this then gives the school permission to take their child out into the local area without the need for a separate form. The local area is defined as that which is within easy walking distance. However, staff should check that all parents have completed this form and a record should be kept in the school office.

Parents will still need to be informed that such a trip is taking place.

For trips that involve longer distances parents must give their consent for that specific activity. The teacher should therefore send out information well in advance (minimum 2 weeks).

This letter must: -

- ◆ Give clear information about what activities/sites the trip involves
- ◆ Seek the parent's consent
- ◆ Make it clear that staff stay with the children throughout the visit, although a named Activity Provider may take responsibility for some activities
- ◆ Make it clear if responsibility is being passed over to an Activity Provider (in this circumstance event leaders should check the competency/qualifications of the provider)
- ◆ Establish if the child has any medical needs or circumstances not already brought to the school's attention
- ◆ Request an emergency contact number for the child on the day of the trip
- ◆ Ensure that parents have agreed to drop off/pick up their child at a specific time if outside school hours
- ◆ Parents' attention must be drawn to insurance arrangements. There is a copy in the school prospectus; in addition, a notice giving details must be displayed in the school entrance.
- ◆ Inform of the cost of the activity and ask for a voluntary contribution, where necessary. Also inform that insufficient contributions may result in cancellation.

(Note: parents must be assured that no child will be deprived of the activity because of inability to pay. Small subsidies can be found from school fund but must on no account exceed 10% of the total cost. Children entitled to pupil premium funding will be offered to have the cost of the trip paid from this funding.)

Teacher preparation

- Carry out a risk assessment:

The law requires an employee to take all reasonable measures to ensure, so far as is reasonably practicable, their own safety of those who may be affected by their actions in the course of their duties as employees.

A risk assessment is an essential tool in reducing the level of risk that staff and their pupils are exposed to. Only when the planned activity has been considered in conjunction with other information, such as



predicted behaviour of pupils, different weather conditions and other variable hazards, can it be claimed that all reasonable steps have been taken to ensure the safety of your pupils and staff. The risk assessment document provides evidence that all appropriate factors have been taken into consideration.

There are three types of risk assessment: -

- ◆ **Generic** – provided by the LA in the form of guidance about Health & Safety.
- ◆ **Visit/Site Specific** – produced by the school or site visited. This applies to sports fixtures and educational visits. (If visiting providers outside the Local Authority or with animals, e.g. Longleat, teachers should ask to see their risk assessments).
- ◆ **Ongoing** – taking account of changing situations during or just prior to a visit. This involves objective observation, i.e.: realising a change in the weather, or subjective feelings, i.e: realising the children are uneasy with an activity.

The teacher should carry out an exploratory visit beforehand.

The risk assessment (visit/site specific) should be recorded, dated and approved by the Headteacher/EVC. The information within it should be communicated to all who take responsibility during the visit/activity. All the control measures must be implemented. The risk assessment must be shared with the helpers before the trip begins. (This usually takes the form of a verbal briefing). Children should also be informed about any apparent risk and given clear direction and expectations for behaviour.

Staff should be aware that risk assessment is a dynamic and ongoing process and risk needs to be reviewed throughout the trip and acted upon should circumstances dictate.

Frequent visits to local venues such as the church may not need a risk assessment every time but will need to be reviewed at regular intervals to take account of changes to the site.

- Transport should be organised well in advance of the trip.
- Coaches should be booked with seat belts and pick up and drop off times should allow plenty of times.
- If the trip is weather dependant teachers should have an alternative plan.
- The Headteacher must be given an itinerary together with approximate time-table.

First aid

- On a trip first aid always has to be available and accessible. It is recommended that at least one member of staff within the class group should hold a basic level of first aid training and be willing and able to administer first aid. For Foundation Stage trips a member of staff with paediatric training must accompany the Foundation Stage classes.
- Every effort should be made to include pupils with special medical needs on school visits whilst maintaining the safety of all group members. Details of medical needs should be recorded and carried with the group. Health plans for pupils with severe medical needs should be taken with the group.



Vetting suitability

- DBS checks are not required if adult volunteers remain under the supervision of a teacher. However, if a parent helper is required to be left completely unsupervised for any length of time, then a DBS check will be required.

When going on trips the teacher should ensure that they take the following with them: -

- Class medical bag, including medicines and first aid kit
- Spare clothing if necessary
- List of all trip participants
- Contact number of the school
- Emergency procedures sheet (See Appendix 2)
- Mobile phones (belonging to school)
- A list of all trip participants should also be left at the school office, including identification of which coach they are on. The school will hold the emergency contact details.

Additional Responsibilities

- Inform the kitchen a **fortnight in advance** if lunch-times are affected.
- **A copy of the letter (paper and live) sent out to parents must be given to the office staff for filing in letters folder for reference.**
- The Headteacher must be informed of unreturned slips. Parents' permission is essential in law: it is the Head teacher's ultimate responsibility if the law is contravened.

On the day

- Whatever the length of the visit regular head counting is essential to ensure children are where they should be. This is vital before and after embarking on any type of journey.
- Each child must have attached to him/her a label giving the name of the school and telephone number and, if appropriate, pick-up points and times.
- Adults should have a list of children in his/her care, a meeting point with relevant times, and the telephone number of the Event Leader/ school.
- It is desirable that each adult is fully briefed with notes on the visit and its educational context.
- Each adult should be aware in case of individual or group difficulty, they should contact the Event Leader so that a change in arrangements can be monitored and school/parents kept informed as necessary.

Please see Policy Statement on Visitors to Paulton Infant School with regard to visits/visitors to the school site.



Policy Document: Educational Visits



PAULTON INFANT SCHOOL RISK ASSESSMENT FOR OFFSITE VISIT OR SPORTING FIXTURE				
Important: The event leader must ensure they have identified the hazards, assessed the risks involved in all aspects of the event and recorded the significant findings.				
Risk Assessment prepared by				
Trip approved by Date:				
Teacher/s & TAS: Adult helpers:		Class:		Date:
Destination: Other agencies involved:		No. of pupils: Ratio of adults to children		
Transport arrangements (name and telephone number):				
Departure:		Return:		
Special arrangements – for children with SEN/Disability:				
Hazard / <small>Things at the venue, parts of the activity etc that could cause harm</small>	Risk <small>The harm that could be caused</small>	Who is at risk?	Current Controls in Place <small>Are they adequate? Is the risk acceptable?</small> <small>Refer to generic Risk Assessments & guidance documentation accessed at or from BANES</small>	Level of Residual Risk <small>Low, med, high</small>

Last Updated: October 2021

Next Review: October 2022

Chief Executive Officer: Mrs Emily Massey

The Partnership Trust is a charitable company limited by guarantee registered in England and Wales under No. 07728112

Registered Office: Fosse Way School, Longfellow Road, Radstock, BA3 3AL



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Use other sheets if required

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EMERGENCY PROCEDURES FOR SCHOOL TRIPS

The teacher takes charge:

- ❖ Assess the situation.
- ❖ Safeguard the uninjured.
- ❖ Attend to the casualty.
- ❖ Inform the emergency services.
- ❖ Ensure that a staff member accompanies casualties to hospital.
- ❖ Ensure rest of group are adequately supervised.
- ❖ Notify police if necessary.
- ❖ Inform the school contact.
- ❖ School contact to get details and inform parents.
- ❖ As soon as possible record what happened.
- ❖ Complete accident report form.
- ❖ Do not speak to media or discuss legal liability.

If a child gets lost:-

- ❖ Gather the group together.
- ❖ Take a head count.
- ❖ Ensure group is safe and adequately supervised.
- ❖ Organise 'search' using people that know the child.
- ❖ Contact emergency services if necessary.
- ❖ Contact school.