



# Educational Visits Policy

Reviewed June 2015



## Introduction

Whittlefield Primary School adopts the guidance and procedures issued in the Lancashire County Council document "Educational/Off Site visits, Policy and Guidelines 2013". This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

## Inclusion

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

## Procedures

Under and health and safety laws, schools are required to obtain appropriate approval for Educational visits.

For certain categories of visits (Type B visits) schools must seek and obtain approval from the Authority. In distinguishing which types of visits require the Authority's approval, the following categorisation has been adopted:

### TYPE A

- Educational low risk off-site visits, up to one day duration, eg. theatre visits, museum visits, visits to local schools for an event.

### TYPE B

- Educational off-site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
- Visits involving adventurous activities.
- Visits to farms or theme parks.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.

Staff wishing to undertake a **Type A** visit should submit the details on Form 1 to be signed by the Educational Visits Coordinator (EVC) or Headteacher. They should also liaise with the School Office to cost and book the visit.

The Visit Leader must undertake the completion of the Risk Assessment (Form 5). Venues to be visited may also supply their own risk assessments. It is highly recommended that staff visit venues prior to the visit in order to make informed assessments.

Staff wishing to undertake a **Type B** visit must seek approval from Whittlefield School Governors and complete Form 1 and Form 5 (Risk Assessment). After the forms have been checked and approved by the EVC or Headteacher, they must be submitted to the Authority **at least 6 weeks prior to the visit taking place**.

Both Type A and Type B visits are to be applied for using the EVOLVE online system. Teachers can find more details about this on the Staff Resource.

Following **all** visits the Visit Leader should undertake a review. Any incidents or accidents should be reported in accordance with the reporting requirements. Form 4 must be completed for all educational visits within 14 days of the completion of the activity/visit/expedition and be signed by the EVC or Headteacher. Completed Form 4s will be returned to the Authority for Type B visits.

## **Parent / Carer Consent**

A letter seeking parental consent will be sent out to parents outlining the educational objectives of the visit. Parents will be required to return the slip with their child's name and class. We will also request current emergency contact details.

## **Payment for Visits**

Requests for voluntary contributions towards the cost of the visit will be made. Where insufficient monies are sent in a planned visit may be cancelled. All monies and reply slips should be sent to the school office.

## **Duties and Responsibilities**

The Visit Leader must recognise that whilst leading the visit s/he is in effect representing the Management of Whittlefield School.

- a) Ensure the overall maintenance of good order and discipline during the visit
- b) Ensure that adequate arrangements are implemented for the safety and wellbeing of all participants, staff and children/young people, whilst on the visit. In respect of residential visits, adequate supervision must be provided 24 hours a day.
- c) Ensure compliance with the emergency procedures as set out in Section 6.
- d) Ensure that all members of staff and adult helpers are fully briefed as to their roles and responsibilities.
- e) Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- f) Undertake the completion of the Risk Assessment (Form 5) with the assistance of the EVC if necessary. Engaging children/young people in the Risk Assessment process is part of learning and enables them to become more risk aware. The Risk Assessment should identify children/young people with disabilities, special educational or medical needs. The Risk Assessment should confirm whether it is necessary to ask if the venue can meet these needs. If there is any swimming during the activity, this must

be specifically addressed in the Risk Assessment (Appendix 13)

g) Ensure that parents/carers are fully briefed about the arrangements for the visit.

h) Ensure that a signed parental/carer consent form has been obtained, together with all the relevant medical information for all children/young people participating in the Educational/Off Site Visit.

- Complete the Post Visit Evaluation and submit to the Manager/EVC.
- Ensure that a list of pupils and staff taking part in the visit is left with the Base contact.
- The Visit Leader is also responsible for ensuring that participants conduct themselves with due respect for the environment and the local community. Visit Leaders should be familiar and act in accordance with all relevant regulations and guidance contained in this document. Visit Leaders must inform the Manager if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

### **Responsibilities of All Accompanying Adults**

All adults, whether staff or adult helpers, have a duty of care towards the children/young people in their charge. All adults must:

a) Maintain good order and discipline.

b) Ensure the safety and well-being of the children/young people in their care.

c) Inform the Visit Leader of any incident involving the children/young people in their care.

d) Be aware of the nearest accident and emergency hospital (The responsibility for implementing the emergency procedures is that of the Visit Leader).

### **Responsibilities of the Base Contact**

The Base Contact must not accompany the Educational/Off Site Visit. The Base Contact must:

a) Make arrangements to be accessible throughout the duration of the visit.

b) Ensure compliance with the emergency procedures as set out in County Policy.

c) Clearly understand the visit closed procedure

## **Ratios**

The staffing required to run the visit safely needs to be identified and should take the following factors into account:-

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

The following are regarded as the minimum ratio acceptable on any visit:-

- 1 adult for every 4 pupils in Nursery
- 1 adult for every 5 pupils in Reception
- 1 adult for every 6 pupils in Years 1 - 3.
- 1 adult for every 10 pupils in Years 4 - 6.

If any of the supervising adults are parents of a child participating in the visit, then one additional adult, who does not have a child on the visit, must be added to the total number required in line with the Authority's Policy.

## **Bus / Coach Hire**

Visit Leaders must liaise with the School Office to book an operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Every passenger must have their own seat. All coach seats must be fitted with seat belts.

Please refer to the Lancashire County Council Policy and Guidelines document for Staff, Parent/Carers vehicles.

## **Emergency Procedures**

Procedure in the event of an incident, accident or emergency - **this is the responsibility of the Visit Leader.**

- Form 10 should be taken on every visit.
- Following the procedures on the checklist, as appropriate, in the circumstances.
- For all incidents, the Authority's Accident reporting procedure must be followed.

The Visit Leader should have the school telephone number (01282 429419) and telephone numbers of a Base Contact, ie. Designated senior member of staff. They should leave their own mobile telephone number with the school office and with the Base Contact. They should also have a full list of names, addresses and telephone numbers of parents/carers of all pupils involved in the visit.

## **Further Information**

Whittlefield Primary School's current EVC is Helen Draper.

For any further information regarding Educational Visits please consult the EVC or the Lancashire County Council Education/Off Site visits Policy and Guidelines document.

Copies of forms are attached as appendices. The policy will be reviewed and updated annually along with on-going review from Lancashire County Council.