

Sir John Lillie Primary School

Policy for Educational Visits

Introduction

The Governing Body recognises the importance and value of educational visits and is keen to encourage their development. The safety of the staff and children involved in them is paramount. It is essential that all visits are planned, **risk assessed 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.

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 policy?
- . Is the aim being achieved in the most efficient and effective manner?

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. 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.

The school reserve the right to prevent a child from attending the trip/school journey according to an assessment of their previous behaviour. However, where possible, the school will endeavour to ensure that all children will attend educational trips.

The attached risk assessment must be completed at **least two days** before the trip to ensure that all staff attending have been fully briefed and that the Head/Deputy Heads are aware of all factors.

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 and LA notified.

The L.A. also has a duty of care for children on school visits.

The Headteacher 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 Headteacher and the Governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the Headteacher. All injuries or accidents should be reported to the Headteacher 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. We collect written consent for all activities that differ from the daily norm and activities that extend outside the normal school hours. In EYFS parents are asked to give their permission and sign for small local visits, which will take place during school hours. They will be notified when these are happening.

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.

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 pupils' medication together with a complete first aid box 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. (See SJL recommended staff:pupil ratio in risk assessment)

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 teachers retain primary responsibility for supervising the party at all times. (See Appendix 10)

All NQTs will be supported by a member of the SMT on their first few trips.

The teacher leading the trip must be aware of adults CRB/DBS status to ensure supervision in all areas of the trip is suitable. No voluntary helpers must be left alone with pupils, at any point.

6. Transport:

Whenever an educational visit is due to take place that requires transport hired by the school, 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.

It may be necessary from time to time for pupils to use public transport, where buses/tube trains are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill which pupils should be taught.

Finally, parents should be made aware of the school policy via the school website or on request at the school office.

APPENDICES.

1. Check list for all Educational Visits.
2. Checklist for Outdoor/Residential Visits.

APPENDIX 1.

CHECK LIST FOR VISITS.

Prior to Visit.

Complete a risk assessment form and have it signed by the Head teacher and a copy to all adults involved

1. Identify party leader and party organiser.
2. Discuss proposal with Head Teacher.
Enter in school diary.
3. Check permission required. Arrange insurance as necessary.
4. Calculate cost involved, include transport, (3 quotes), insurance, admission charges and extra adults
5. Letter to parents assessing financial viability of the visit and gaining **parental consent**.
Fix meeting if appropriate.
6. Book coach, confirm in writing and keep copy of letter. (Administrator)
State time of arrival at school and return time. (Administrator)
Order a coach with extra seats to leave front & back free
7. Cancel school meals in kitchen (At least 2 weeks notice)
8. Cancel milk if appropriate. (Administrator)
9. Identify extra adult helpers - male and female in mixed parties (see suggested ratios/SJL ratios in risk assessment).
10. Preliminary visit to venue where possible.
11. Identify Special needs/problems for particular children (e.g. travel sickness/asthma pumps/epi pens)
12. Prepare group lists for all helpers.
13. Send out final details to parents including itinerary and emergency contact at school.
Make clear the anticipated time back at school.
14. Notify staff and SEN support staff as appropriate.
15. Identify First Aider and inform of medical issues.

Day of Visit.

1. First Aid kit as appropriate.
2. First Aider to take asthma pumps/Epi pens/Health Plans/ emergency numbers as necessary etc
3. Telephone if possible (Leave contact numbers in school)
4. Buckets, bin liners, paper towels, saw dust. Inhalers / Medication where appropriate
5. Money or cheque(s) for expenses.
6. Packed lunches.
7. Establish emergency contact at school is unchanged.
8. Yellow wristbands on all children.
9. List of mobile phone numbers of staff to office.
10. Details of venue including maps if appropriate.
Copy of venue details and itinerary to be left in school with the Head Teacher.
11. All necessary equipment is available including a list of items taken.
12. All children have the appropriate clothing.
13. List of all children on each coach with teacher.
14. Lists of all groups to all staff and parent helpers.
15. 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. On a minibus one adult must sit at rear of bus to ensure access to back exits.
7. 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 to classrooms or office.
3. Inform Head Teacher of any incidents immediately and final numbers for insurance purposes.

Notes for Parent Helpers.

1. Provide information related to the visit, for example, its historical context or where it fits in the curriculum.
2. The main purpose of the visit.
3. Confirmation from parent that they will not leave the children in their care, or smoke or use their mobile phone on the trip.
4. A list of children in their group, any medical issues.
5. Where there is a busy schedule an indication of those places, activities etc. which are essential and those which are desirable.
6. An invitation to get involved with the teaching process where they feel able, they are not being presumptuous.
7. Encouragement not to force information onto children but to allow them to observe and 'discover' for themselves.
8. Not to spoil a child's visit by insisting on writing and drawing. Better to look and talk and write later.
9. Reassurance that visits are demanding on energy and are not easy.
10. 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.