

# Old Bank Primary Academy



## Educational Visits Policy

2020/21

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<b>Approved By</b>	Headteacher
<b>SLT Member Responsible</b>	EVC Coordinator – Sophie Riley

# Old Bank Primary Academy

## Educational Visits Policy

### Introduction

Educational visits have impact not easily achieved through other means.

Clear aims and objectives ensure safe practice. Educational visits offer attractive opportunities for achievement to pupils across the spectrum of ability. They can stimulate and reinforce a positive attitude towards education and are recognised as achievements by teachers and peers alike. They also give children a chance to experience life in a way that is unachievable in the classroom setting.

### Aims

- To provide information for the organisation of Educational Visits, identifying roles and responsibilities.
- To identify procedures to be followed for the effective planning and preparation of all Educational Visits to ensure the health and safety of all participating pupils and adults.

### Equal Opportunities

The Educational Visits Policy will at all times follow the Equal Opportunities Policy and the Special Educational Needs Policy. The implications of the Disability Discrimination Act 2005, states that all children have the right to take part in an organised visit and schools should take pupils and manage their behaviour and medical needs appropriately. Any decision not to take a child on medical grounds should only be made after consultation with the Head Teacher and the H&SA must be informed. Any decision not to take a child on grounds of his/her behaviour should only be made after consultation with the Head Teacher.

### Roles and Responsibilities

#### 1. The Governing Body

- The Governing Body should ensure that the school has a policy relating to off site visits.
- Ensure that the Head Teacher, Educational Visits Coordinator and Group Leader can show that their procedures comply with National and Local Authority regulations and guidance.

#### 2. The Head Teacher

- Ensures that school Educational visits policy and procedures are followed by the Educational Visits Coordinator and Group Leader.
- The visit Group Leader produces suitable and sufficient risk assessments that include measures for reducing and/or eliminating risk.
- Emergency and contingency plans and appropriate child protection procedures are in place and that everyone accompanying the visit is aware of their requirements;
- The details of any visits are included within the Head Teacher's report to the Governing Body.

#### 3. The Educational Visits Coordinator

- Ensures that the correct procedures are followed, including the notification of visits in categories 3,4,and 5 and category 2 if a visit involves natural water, to the Local Authority's Health and Safety Advisor within eight weeks of the visit taking place, for his/her approval. (**see Appendix 1**)
- Ensures visits comply with regulations and guidelines.
- Ensures adequate child protection measures are in place, through ensuring adequate adult to pupil ratio, depending on the age of the pupils and nature of the visit/activity
- Ensures that agreed contact and emergency procedures are in place (detailed on the Risk Assessment).
- Organises training and induction.
- Keeps records of visits, accident and incident reports.
- Reviews systems and monitors practice.

#### 4. The Learning mentor

- Ensures the medical information is up to date for all pupils.
- Ensures inhalers are delivered to classroom teachers if needed
- Ensures any additional medication is delivered to the class teacher on the day of the trip as required.
- Ensures lunch is delivered to each classroom on the day of the trip
- Ensures the first aid kits are delivered to classrooms on the day of the trip
- Ensures the sick buckets for the coach is ready on the day of the trip.

### The Group Leader

Every off site visit will have a nominated Group Leader who will have overall responsibility for the organisation and safe running of the activity. Group Leader must ensure the following:

- That a visit is approved by the Head teacher, before any visit is arranged.
- Contacts the venue and arranges and date and time for the visit.
- Arranges transport to and from the venue.
- Informs school kitchen of the trip date so lunches can be ordered.
- Generates a letter for parents including permission slip and costing (detailed as a voluntary contribution)
- Completes a school Risk Assessment and uploads to EVOLVE for authorisation by EVC and HEAD.
- Ensures that the roles and responsibilities of other adults have been defined and ensure effective supervision of what they do.
- Ensures that a Deputy Group Leader is nominated, who will take over the role of the Group Leader in the case of an emergency.
- Is aware of child protection issues.
- Ensures that group supervisors/teachers have copies of the risk assessment and emergency contact numbers and procedures.
- That the group is well supervised and conducts itself safely. The health, safety and welfare of all involved are the Group Leader's responsibility.

**( Please refer to Appendix 1 - 'Procedure for Educational Visits' )**

### 5. Teachers and other school based staff

- Follow the instructions of the Group Leader and help with the control and discipline of pupils, ensuring their safety at all times.
- Follow the procedures and guidelines detailed in the risk assessment.
- It is the responsibility of every member of staff to know precisely what their role is and understand that they have a responsibility to carry out that role, including stopping activities, if there is a perceived risk to the safety of pupils or accompanying adults participating in those activities.
- To stay in contact with the group leader and inform them of any accidents/incidents throughout the trip/visit.
- All staff members to have a mobile phone to contact other staff members during the trip/visit.

### 6. Adult Volunteers

- Every volunteer accompanying the visit should know precisely what their role is and understand that they have a responsibility to carry out that role.
- Not be left in sole charge of pupils (although they will be able to lead a small group of pupils, under the direction and overall supervision of an accompanying teacher).
- Follow the instructions of the Group Leader and teachers and help with the control and discipline of pupils, ensuring their safety at all times.
- Adult volunteers are not permitted to take children to the toilet unaccompanied by a staff member.

### 7. The Business Manager

- Ensures that there is adequate and relevant insurance cover.
- Decides costings of each trip and adds this information to the letter generated by the group leader when requested.
- Supports parents with online payments
- Supports teachers in identifying children without permission and/or payment.

## 8. Pupils

- Will follow instructions and behave appropriately at all times.
- Will be well briefed before the visit as to the objectives and expected outcomes of the visit, as well as expectations of behaviour.
- Will be given any medication they require at the correct time.
- Will stay with their given adult for the duration of the day.

### **Pre-visit requirements**

Thorough planning and preparation are essential for the safety and well being of all participants in any visit, journey or activity.

These requirements are in addition to the 'Procedures for Educational Visits' (**Appendix 2**) which need to be viewed as an essential part of this policy document:

- There are no statutory requirements regarding the ratio of adults to pupils as this depends upon the nature of the activity, gender of the group and the location. It is important however when deciding upon the number of adults, that sufficient cover is still maintained if a child needs one to one attention or an adult has to accompany a child away from the main group. There should always be a minimum of two accompanying adults, even if the group of pupils is small. Recommended ratio for the school is FS- 1:6, KS1 – 1:8, KS2 – 1:10. This would not include pupils who require 1:1 support.
- Parents should always be made aware when their children are leaving the school premises. In certain circumstances, parents may wish to exercise their rights to refuse to allow their child to take part in a school visit, but they must still attend school on that day. Arrangements must be made by the trip leader for these children to spend the day in an appropriate class within school.
- Voluntary contributions can be requested for any educational visit taking place within school hours. In line with the school's Charging and Remissions policy. The visit organiser can ask for an appropriate voluntary contribution but cannot insist that the amount is paid, nor can pupils be prevented from taking part if a contribution is not forthcoming. The school may cancel a visit if insufficient funds are collected and contributions are then returned.
- The Activity Centres and Associated Adventure Activities Licensing regulations 1996 require certain activities to be licensed when commercial companies sell them or where Local Authorities provide them with or without charges. They include caving, climbing, and trekking and water sports.
- Only reputable companies should be used to transport pupils. Pupils should wear seat belts. The school must provide sufficient supervisory staff to ensure the health, safety and welfare of the pupils under the school's duty of care. The driver has no responsibility for the conduct and behaviour of the pupils.
- When public transport is used, close supervision of the pupils must be ensured. Pupils should be prepared in advance concerning their behaviour.
- Caution should be exercised over the use of private cars, both belonging to parents and staff. Where such transport is used, the visit organiser should be confident that vehicles and drivers are legal. A valid driving licence, MOT certificate and insurance should be checked by a member of the senior management team before a journey takes place. Parents must also be informed of a private car journey and give written consent for their child to travel by this means.

### **First Aid**

First aid should form part of the risk assessment. Before undertaking any off-site activities, the Group Leader or Head Teacher/EVC should assess what level of first aid might be needed.

The minimum first-aid provision for a visit is:

- A suitably stocked first-aid box;
- A person appointed to be in charge of first-aid arrangements.

Other considerations when considering first-aid needs should include:

- The numbers in the group and the nature of the activity;
- The likely injuries and how effective first aid would be;
- The distance of the nearest hospital.

First aid should be available and accessible at all times. A trained first aider is required to attend all trips (unless the trip takes place within the local area of the school).

## **Requirements during a visit**

Once any group has left the school premises the Group Leader has overall responsibility for everyone within the party.

- The Group Leader must ensure that regular head counting of pupils' takes place, particularly before leaving any venue and before any means of transport is allowed to depart.
- The school's behaviour policy will apply during the course of a visit. Any pupil misbehaving or acting in a manner that may endanger themselves or any other group members must be removed from the activity being undertaken. Where this reduces the levels of supervision to below the minimum assessed as required the visit or activity must be stopped for everyone in the group.
- If the level of risk to any pupils or other participants is assessed as being unacceptable the Group Leader, or in their absence the deputy Group Leader or sub group leader, must stop the activity.
- Pupils should not be required to wear name badges; however stickers with school emergency contact details might be appropriate. School uniform can help to identify group members more easily.

The school must identify at least two people who will be school based contacts for the duration of every off site visit. For category 1 and category 2 visits that take place within the school day this will be the school office. For category 2, if beyond the school day and category 3 – 5 visits this will be the school office and either the Head or Deputy Head. The school based contacts will need to have copies of the list of names and contact numbers for everyone undertaking the visit – pupils and adults, as well as the contact numbers for the Head Teacher/EVC, Chair of Governors, and Kirklees Schools and Children's Services. **(See Appendix 3)**

## **Requirements after a visit**

The same requirements for reporting and recording accidents that are applicable to schools on a day-to-day basis are applicable whilst schools are undertaking off site visits.

## Appendix 1

## Visit Categories

All off site visits undertaken will fall within one of five categories.

### Category 1

Curriculum based activities that take place on a regular basis, occur mainly within school hours and are not classed as Category 5 visits.

Such activities must be approved by the Head Teacher/EVC.

Any category 1 visit involving natural water should also be authorised by the Local Authority.

**Risk assessment must be submitted to EVC at least 2 weeks beforehand.**

### Category 2

Day visits, school trips and activities that parents would not regard as a part of the normal school day and which are not classed as Category 5 visits.

Such activities must be approved by the Head Teacher/EVC. The Governing Body should be informed of visits that have taken place and may wish to be informed of visits planned.

Any category 2 visit involving natural water should also be authorised by the Local Authority.

**Risk assessment must be submitted to EVC at least 3 weeks beforehand.**

### Category 3

Residential visits or activities in this country, which are not classed as Category 5 visits, for one or more nights away from home.

Approval should be obtained from Head Teacher/EVC, Governing Body and Local Authority

**Risk assessment checklist must be submitted to EVC at least 9 weeks beforehand.**

### Category 4

Residential visits to any place outside Great Britain, which are not classed as Category 5 visits, that include overnight accommodation and journeys involving air or sea travel that are included within a Category 3 visit itinerary (e.g. ferry crossing to France).

Approval should be obtained from Head Teacher/EVC, Governing Body and Local Authority.

**Risk assessment must be submitted to EVC at least 9 weeks beforehand.**

### Category 5

Day visits, trips and ventures that involve pupils participating in adventurous activities as defined and identified within section 7 of Educational visits guidance 2005 ( copy on public server in Educational visits folder).

Approval should be obtained from Head Teacher/EVC, Governing Body and Local Authority.

**Risk assessment must be submitted to EVC at least 9 weeks beforehand.**

## Appendix 2

### Procedure for Educational Visits

#### Category 1 visits

Curriculum based activities that take place on a regular basis e.g. trips to local parks, mosques, churches, shops etc. (Trips not involving transport or cost)

#### Prior to the visit

Identify group leader, who will then:-

- ❖ Request permission from the Head via Evolve
- ❖ Generate a letter for parents (with permission slip or option to remove)
- ❖ Inform the kitchen if packed lunches will be required or if lunch times will be altered.
- ❖ On the day they will gather first aid kit, medicines and lunches if required.
- ❖ Complete a school risk assessment and submit to the Educational Visits Coordinator and Head Teacher via Evolve at least 2 weeks prior to the visit.

#### Category 2 – 5 visits

#### Prior to the visit

For each trip group leader must;

- ❖ Identify any possible dates
- ❖ Identify venue and any feasible alternative venues including contact numbers
- ❖ Suggested transport
- ❖ Calculate costs
- ❖ Identify activities, workshops etc

Planned trips must then be authorised by the Headteacher.

The Group leader will then

- ❖ Confirm booking for venue, transport and activities
- ❖ Inform kitchen of date, year group and number of FSM and/or changes to the lunch time.
- ❖ Put date in school diary.
- ❖ Generate a letter to parents (including donation amount)
- ❖ Send letters to parents and collect reply slips.
- ❖ Complete a risk assessment for the trip and upload onto Evolve for approval by EVC and Head Teacher.

Staff must be made aware if staff will be absent for duty (for example lunchtime supervisors) on the day of the visit so appropriate cover can be organised.

#### On the day of the visit

The group leader will;

- ❖ Collect packed lunches
- ❖ Collect a first aid kit and a bucket (for the coach journey)
- ❖ Take any medication (with care plans)

The Group leader will ensure

- ❖ The group leader and deputy have the mobile number of the school-based contacts.
- ❖ Each class leaves a copy of their register at the school office (if online system has not been completed).
- ❖ All staff mobile phones are switched on.
- ❖ First Aid kits and other medication are kept with class.
- ❖ All adults and children comply with the risk assessment.
- ❖ Any accidents/incidents are reported on return.

### Appendix 3

Name of School.....EVC.....

#### Planning Checklist For All Off – Site Activities

When planning an Off-Site Visit consideration should be given to current advice and guidance supplied by the DFES and the Local Authority.

For visits in Categories 3,4 or 5 and all Categories involving natural water, either directly or indirectly, this form should be copied and forwarded to the Health and Safety Adviser along with relevant risk assessments at least 8 weeks prior to the visit taking place.

Late Notification

Ref. No:.....

Date of Trip:	Group Leader:
Departure Time:	Contact No (Leader)
ReturnTime:	Contact No (School)
Venue (include name of provider)	Category of Visit:
Age of group:	No of Children:
	Male:                      Female:
	Adults:
	Type of Transport:
Qualified First Aider:                      Y/N	
Copies of Risk Assessments Attached.                      Y/N	
I have considered the visit application and confirm that it has been planned and organised in accordance with Local Authority guidelines for educational visits. I approve this visit.	
Signature of Headteacher:	Signature of Health and Safety Adviser:

This checklist is designed to help the Head, EVC and the Group Leader to ensure:

- The health, safety and welfare of young people and staff.
- The maximum educational benefit to pupils.
- Effective management, planning, organisation and leadership.

The checklist may be an aide memoire and note pad to be used by the Group Leader and could also provide a formal record for the Head, EVC or Governors. It may be used by the Head to decide whether final approval for a visit is given.

Visit Location:.....

Type of Activity:.....

1 **Group Leader** Name:

Is there a clearly identified group leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?

2 **Purpose**

Is there a clearly identified purpose for the whole programme and any of its constituent parts. Appropriate to the age and ability of the group?

3 **Risk Assessment**

Has the group leader assessed the risks involved in all aspects of the visit or activity and recorded the significant findings (or made reference to a previous record, with amendments as necessary?). Where generic risk assessments are used it is essential any site specific circumstances be written on to the risk assessment or a separate sheet attached.

4 **Location**

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?

5 **Advice**

Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice? This may be a member of staff who has a co-ordinating role for off-site activities within your establishment or the Health and Safety Adviser.

6 **Approval**

Does the proposed activity fall within Categories 3, 4 5 (1, 2 if natural water involved)? If so, it will need to be assessed by the Health and Safety Adviser, at the planning stage. You should forward a copy of the checklist and details of the visit to the Health and Safety Adviser.

7 **Venue**

Does the visit involve hazardous activities booked through commercial, charitable or private providers? If so, have you informed the Health and Safety Adviser.

8 **Staff**

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so? Have members of staff or adult volunteers been vetted, regarding child protection, where necessary? Does staffing include male and female supervision, where necessary?

9 **Staff/Pupil Ratio**

Will the group have an acceptable staff/pupil ratio necessary for the activities proposed? Do plans and staffing ratio's reflect the needs of those with special needs/access

#### **10 Preliminary Visit**



Has the group leader made a preliminary visit to the site or centre to be visited, to check arrangements? (e.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential arrangements, and reference from previous users) If not, has action been taken to ensure the group leader is aware of potential hazards and opportunities?

#### **11 Parental Consent**



Has parental consent been obtained for the visit as a whole and for any hazardous activities, which are planned?

#### **12 The Programme**



Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions? If not, will another provider be offering additional appropriate equipment? Are the young people prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all of the participants? Is there an alternative programme in the event of poor weather, for example?

#### **13 Organisation**



Are sufficient staff aware of dietary and medical needs of young people and staff? Have suitable and sufficient first aid arrangements been made?

#### **14 Transport**



Is appropriate and legal transport available? Are there suitable and sufficient qualified drivers for any planned minibus journey? Will departure and return times be made known to staff, young people and parents? Is there a contingency plan, in the event of a delay or early return?

#### **15 Finance and Insurance**



Have adequate arrangements been made to finance the visit and manage the finances? Are you aware of VAT Regulations, e.g.regarding criteria for VAT recovery? Is there adequate and relevant insurance cover?

#### **16 Briefing for Young People**



Will the young people be properly briefed on the activities they will undertake during the visit? The briefing may need to include: appropriate clothing and equipment, rendezvous procedures, safety risks of jewellery, groupings for study or supervisory purposes, a system of recall and action in emergencies, agreed codes of conduct and behaviour, significant hazards, relevance to prior and future learning.

## 17 Briefing for Staff



Will the party leader also brief adults and voluntary helpers? The briefing may include: anticipation of hazards and the nature of the programme, defining roles and responsibilities of staff, careful supervision, to cover the whole of the time away, standards of behaviour expected from young people, regular counting of participants, how much help to give to young people in their tasks, a list of names of people in sub groups and emergency procedures.

## 18 Emergency Contact



Has a named person been identified at home or at “base” in the event of an emergency, who has a contact list of the group members, including staff, and a programme of the group’s activities? Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency?

## 19 Preparation and Communication



Is there adequate time and opportunity to prepare for the visit or activity. Have other staff and colleagues whose work may be affected been notified of planned arrangements?

## 20 Follow Up



Have arrangements been considered for appropriate follow up work and evaluation after the visit? Has a report been provided for the Head or other colleagues, where appropriate, to share positive aspects of the visit and learn from problems or incidents? Have other records been completed relating to vehicles or equipment, for example?

## 21 Copy to Health and Safety Adviser



Ensure that a copy of this checklist is forwarded to the Health and Safety Adviser for approval of visits in Categories 3, 4 and 5.  
(and any other activity or off-site visit that involves natural water directly or indirectly for assessment by the Health and Safety Adviser).

Completed forms should be forwarded to Health and Safety Adviser, Schools and Children’s Service, Kirklees:

**Khalid Razzaq**

01484 226457

Principal Health & Safety Advisor,  
Corporate Safety Unit,  
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