

Brough Primary School



Educational Visits Policy

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Lead Person	S Mearns

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Governor for Education Visits - **Mr. M Harrison** (email m.harrison@broughprimaryschool.co.uk)

The LA Educational Visits and Outdoor Learning Consultant - Clare Johnson (email clare.johnson@eastriding.gov.uk)

The head teacher has overall responsibility for approving all the school's educational visits.

Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as "educational visits". Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, builds cultural capital and prepares them for adult life. The school's head teacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits which offer children an experience which cannot be gained in classrooms or through utilising technology. We run day visits linked to topics in all year groups and visits organised as part of extracurricular activities such as the school choir. The school runs a comprehensive calendar of sporting visits as part of the South Hunsley Partnership, which involve children from across the school over the course of the school year. We also offer two residential visits for children in upper Key Stage 2.

Access to Generic Policies and Guidelines

The LA Educational Code of Practice and Visits Guidelines are accessible via the EVOLVE Online educational visits system for East Riding of Yorkshire

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=eastridingLA

The East Riding generic risk assessments are available in the resources section of EVOLVE. All those pertinent to each individual visit, together with the visit specific risk assessment must be signed by all staff and volunteers attending each visit prior to the visit commencing.

Monitoring

The EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures.

Procedure for completing risk assessments for Educational Visits

The EVOLVE on-line system must be used to record all visits. In addition, visit leaders must ensure the following forms are completed or referred to:

1. **Booking Educational Visit**

Inform the EVC of an intended educational visit as soon as the date is approved by the head teacher, to allow the EVC an opportunity to check all timescales are adhered to and all necessary documents, including visit specific risk assessments are completed.

2. **EVOLVE On-Line**

The visit leader completes the EVOLVE on-line form for every trip at least **2 weeks** before the departure for day visits and **6 weeks** before for residential visits. The visits specific risk assessment, letters to parents, contact details of the pupils (where necessary) and any other relevant documentation should be uploaded to EVOLVE before the form is submitted. These are sent electronically through EVOLVE to the EVC for vetting, who will then forward them on to the head teacher for final approval. For residential visits the electronic forms are also emailed via EVOLVE online to the local authority Educational Visits Coordinator, Clare Johnson for authority approval.

3. **Specific Risk Assessment**

Specific risk assessments must be completed by the visit leader for all visits, and a copy must be attached to the EVOLVE form when submitted them for approval. The visit leader should consider what specific risks are present at each location for the whole group or for individual children. These may be to do with the visit itself or individual children who require additional supervision or have medical/physical needs which require additional consideration. Copies of these risk assessments should be circulated amongst and signed by the staff on the visit so that everyone is aware of supervision requirements. (The EVC is available to give advice regarding which specific risk assessments would best suit each cohort/visit). These forms need to be specific to the visit e.g. Cruckley Farm has a bull in the field which must be avoided or James, with his wheel chair, needs specific access and care arrangements.

4. Generic risk assessments

In the specific and Evolve on-line risk assessment forms, reference is made to any generic risk assessments that have been carried out (e.g.: all travel, all visits). These are available on-line with the EVOLVE system. They need to be read, agreed with, and signed by all staff prior to the commencement of an educational visit. There is no need to do anything else other than to ensure that all staff going on the trip have read and signed the appropriate risk assessments.

5. Ratios

The adult : child ratio as detailed below should be adhered to unless the group leader, in consultation with the head teacher feels changes to the visit ratio support is required due to the nature of the group or the nature of the visit. This might involve adding additional supervisory staff or taking less staff depending on the visit.

Day visits

- Children (age 3 - 4) 1:5
- School years 1-3 (age 5-7) 1:6
- School years 4-6 (age 8-10) 1:15

Residential visits

- 1:10 and for mixed gender groups it is preferable to have at least 1 male and 1 female member of staff unless specifically approved by the head teacher.

6. Additional Equipment

Whilst on the visit, **high visibility vests** and **wristbands** showing the school name and contact details are available for use if deemed necessary and appropriate for the visit.

Appendix

LEA guidance for planning an educational visit

1. At the beginning of the academic year

For visits with significant financial commitment, "Outline Approval" should be obtained from parents before firm bookings are made.

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

3. Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

4. The Overall Group Leader/Visit Organiser

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Head teacher.

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. **Leaders should note, it is not school policy to allow children of staff to be present on a visit unless they were also a pupil at the school.**

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other, adult should be reported immediately. Young people on extended educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training.

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA Educational Visits Guidelines provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgment for the Head teacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Consultant, if necessary), as part of the risk assessment and management process. It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. Particular consideration should be given to staffing levels required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe.

When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. E.g. High Adventure in Keighley. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be recorded on Evolve, and approved by the EVC, Head teacher and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate. Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore consider the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. The Visit Organiser should undertake an appropriate specific risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders before the visit takes place. Appropriate written evidence of this process should be provided and the specific risk assessment should be submitted with the EVOLVE form.

10. Insurance and finance arrangements (including charging arrangements)

The Head teacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and higher costing visits – are checked over and agreed first by the EVC/Head teacher before financial commitments are made;

- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received "Outline Approval" by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- Money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

11. Charging arrangements

The school will ask parents for voluntary contributions towards the cost of visits to enable them to go ahead; if insufficient contributions are made visits may be cancelled. Please refer to the school Charging Policy for details.

12. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. A list of approved companies is available on Evolve. Leaders should refer to the Local Authority's generic risk assessments that give detailed recommendations for all standard forms of transport.

13. Parent information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.

Parents/guardians of a child taking part in non-routine visits will be asked to complete a consent form for each trip. For routine, local visits, the school requests written consent as part of the admissions process, which covers the time children spend in the school, unless parents write to withdraw that consent.

There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about. Any special/medical needs of pupils must be known and supervising staff must be briefed and trained accordingly. Parents are asked to give written consent for the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must carry parent contact details for all pupils on a visit, unless it is entirely within the school office hours.

14. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit.

Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. In the case of visits taking place entirely within the school day, this contact can just be entered as 'Office'.

The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those children on the visit when any part of the visit falls outside of normal office hours. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

15. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.

Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance. "Buddy systems" are an effective means of promoting safety and welfare within the group.

High visibility vests and wristbands giving the school contact number, are available for use if deemed necessary or appropriate. During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognize dangers and manage risks sensibly.

16. Post visit review and evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Head teacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Head teacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Consultant.