

Badgerbrook Primary School

Policy for Educational Visits

When considering this policy, full reference must be made to the orange file, 'Guidance for the Conduct of Educational Visits and Adventurous Activities published by the Local Authority (LA). A copy of this document is kept in the Main Office.

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 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

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 the aim being achieved in the most efficient and effective manner?

Party Leaders should read the checklist in Appendix 1 and all other appendices in this policy prior to organising a visit.

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.

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.

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. Authorisation of residential visits requires the approval of the Governing Body.

The LA also has a duty of care for children on school visits. The LA should be informed of any residential visits.

The Headteacher and Educational Visits Co-ordinator have 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. 'Near misses' should also be reported. The LA should be informed of serious injuries i.e. hospital visits.

Parents must receive written details of routine visits and journeys. Their written consent is required for all activities off site.

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 in an emergency.

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.

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.

Suitably experienced party leaders should be found or the visit will not take place.

Voluntary helpers must be carefully selected and should have a CRB check prior to the visit. They must have clear, written guidance and should be supervised at all times by a member of staff. The teachers retain primary responsibility for supervising the party at all times.

Minimum recommended staffing ratios are as follows:

Years 1 to 3 a ratio of 1:6 (1 adult to 6 children)

Under 5s Foundation Classes should have a higher ratio
Years 4 to 6 a ratio of 1:10 – 15 (1 adult to 10 – 15 children)
For Residential Visits 1:10 (1 adult to 10 children)
All Residential Visits must be accompanied by at least two adults.

Head Counts

Frequent head counts are vital in the supervision of all parties at all times. In addition to taking place during an activity, they should also be carried out before leaving the group base, at the beginning and end of segregated activities and on final return to base. They will also need to take place at other appropriate times e.g. checkpoints on a route or rendezvous points.

Roll Lists

A list of names, addresses, and if necessary, brief medical history, should always be carried by the party leader.

Supervision of Young People

Young people should be given clear instructions that they are to stay in their particular group, or within a defined area and in sight, or contact, with a member of staff in charge. A member of staff should have had appropriate First Aid training and should carry an appropriate First Aid kit.

Children with Special Needs

Where young people are identified as having particular special needs, this must be reflected in a higher staffing ratio, which must not be less than that which applies in school and in some cases will need to be higher. Staff need to take into account the terms of the SEN and Disability Discrimination Act. The Party Leader should check with the venue that the children's needs can be met e.g. adaptation for pupils with physical difficulties etc. Young people with specific medical requirements e.g. asthma, epilepsy, or those with specific dietary requirements will need to be given particular attention.

Duty of Care

All leaders and adults connected with the visit or outdoor activity owe a duty of care to the young people they accompany. The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the school situation (P 36 Orange folder)

Information to Young People

It is for the group leader to decide how to provide information, but they should be satisfied that the young people understand key safety information:

- The aims and objects of the visit/activity
- Background information about the place to be visited
- Relevant customs/culture of the place visited, where appropriate
- How to avoid specific dangers and why they should follow rules
- Why safety precautions are in place
- What standard of behaviour is expected from them
- Who is responsible for the group
- What to do if approached by a stranger
- What to do if separated from the group
- Emergency procedures
- Rendezvous procedures

Transport

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

The Group Leader should consider:

- Passenger safety
- Traffic conditions
- Weather
- Journey time and distance
- Stopping points on long journeys for toilet and refreshments
- Supervision

Private Cars

Teachers and others who drive young people in their own cars must ensure their passenger's safety, that the vehicle is roadworthy, and as employees that they have the relevant insurance. (Business insurance)

The driver is responsible for making sure that young people have a seat belt and use it at all times and use the appropriate child car seats.

If parents use their own cars to help transport young people, the Group Leader must ensure that the parents are aware of their legal responsibility for the safety of the young people in their cars and appropriate steps are taken to ensure these are properly insured, with MOT certificates where necessary and full driving licences are held. Parental agreement should be sought (on the parental consent form) for the young people to be carried in other parents' cars.

Minibus Transport

Minibuses may be used for some local journeys.

The driver is responsible for the minibus including its roadworthiness at the time of the visit. The Driver must be qualified to drive a minibus and have a current, valid and clean driving licence.

Emergency Procedures

In the event of a serious or tragic event occurring, the leader should refer to the School's Emergency Planning procedures. Leaders of school parties should make every effort to contact their establishment in the case of emergency. The Headteacher will then decide whether to contact the Local Authority. Staff should contact Local Authority directly if this is not possible.

Residential Visits

These are planned with the Headteacher/Educational Visits Co-ordinator in line with the LA Guidance for the Conduct of Educational and Adventurous Activities.

This policy was reviewed in Autumn 2015.

It will be reviewed as part of the regular monitoring and evaluation cycle.

Signed *F Jones* Headteacher 10.10.15

APPENDIX 1

CHECK LIST FOR VISITS

Prior to Visit:

Complete a risk assessment form and have it signed by the Head teacher.

Complete School Visit – Offsite form (Appendix 3)

1. Identify party leader and party organiser.
2. Check any centre instructors are suitably qualified
3. Discuss proposal with Head Teacher.
Enter in school diary. (Party Leader)
4. Check permission required. Arrange insurance as necessary.
5. Calculate cost involved, include transport, (3 quotes), insurance, admission charges and extra adults. Provisionally book coach. (Party Leader)
6. Letter to parents assessing financial viability of the visit and gaining **parental consent**.
(Party Leader). Add details about lunches, clothing, footwear, sun protection, medication as appropriate.
7. Book coach, confirm in writing and keep copy of letter.
State time of arrival at school and return time.
Order a coach with extra seats to leave front & back free (Party Leader)
8. Cancel school meals in kitchen (At least 2 weeks notice) (Office Staff)
9. Cancel milk if appropriate. (Office Staff))
10. Identify extra adult helpers - male and female in mixed parties (see suggested ratios).
11. Preliminary visit to venue where possible.
12. Identify Special needs/problems for particular children (e.g. travel sickness)
13. Prepare group lists for all helpers.
14. Send out final details to parents including itinerary and emergency contact at school.
Make clear the anticipated time back at school.
15. Notify staff and SEN support staff as appropriate.
16. Prepare an Emergency Plan

17. Get consent for any contingency plans if the planned activity is cancelled.

Day of Visit:

1. First Aid kit as appropriate.
2. Telephone if possible (Leave contact numbers in school).
3. Party Leader has a list of the names and contact numbers for children and adults in the party. **Take CEGA Insurance Card.**
4. Buckets, bin liners, paper towels, saw dust.
5. Inhalers, medication where appropriate in a named container with written instructions from the parent re: dosage etc.
6. Money or cheque(s) for expenses.
7. Packed lunches.
8. Establish emergency contact at school is unchanged.
9. Details of venue including maps if appropriate.
10. Copy of venue details and itinerary to be left in school with the Head Teacher.
11. All children have the appropriate clothing.
12. List of all children on each coach with teacher.
13. Lists of all groups to all staff and parent helpers.
14. Parents reminded of their role on the day.
15. If an activity appears unsafe – stop it, even if an instructor is there.

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 of the 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. All children seated and seat belts on.

Return to School

1. Party Leader contacts school if there is expected to be a delay in the time of arrival at school.
2. Party Leader satisfied all children have been collected or allowed home according to parents wishes. No child is to be left at school alone.
3. Return First Aid kits and other equipment to Store.
4. Inform Head Teacher of any incidents immediately and final numbers for insurance purposes.

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.
7. We obey the country code when in the countryside.
8. We always leave places as we found them without litter.