



BUSBRIDGE CE JUNIOR SCHOOL

Educational Visits Policy

This policy was updated in the Autumn Term 2015

It will be reviewed in the Summer term 2018

The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned in organising and leading visits.

At Busbridge we aim to enhance the first-hand experiences of all children by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the children. All visits will be well planned, organised and worthwhile, with clear links to the National Curriculum, and will either be a stimulus, or consolidate work already covered. At all times the safety and welfare of the children will be paramount, and any arrangements made should take this into account.

The headteacher bears ultimate responsibility for any visit, so all staff will liaise with the headteacher concerning the arrangements, and follow the guidelines of this policy.

This school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. Any concerns regarding safeguarding should be passed to the teacher in charge who will in turn pass these on to the Designated Safeguard Lead (DSL), who is also the headteacher.

Aims and Objectives

Visits, both day and residential, are an important part of life at Busbridge. They provide experiences that will help children to acquire new skills and attitudes, and a better understanding of the wider world.

Visits aim to:

- maximise every child's potential through a variety of learning experiences including first-hand experience
- support and extend the curriculum
- foster an awareness and sensitivity about the environment
- enhance personal and social development eg co-operation
- develop skills of observation, research and recording
- show that life outdoors can be a source of continuous enjoyment and contribute to overall health.

Planning and Preparation

Every aspect of planning a visit is included in the Department for Children, Schools and Families' good practice guide for Health and Safety of Pupils on Educational Visits. It is important that each member of full time teaching staff has a copy of this book and follows its recommendations. It is also important that the trip leaders have read the "Guidelines for Visits and Outdoor Educational Activities 2004" published by Surrey County Council. Each visit, (day or residential), needs rigorous planning, including a preliminary visit (see p12 of the DCSF book).

For residential visits an online approval form must be completed on Surrey's EVOLVE website www.surreyvisits.org.uk at least 8 weeks before departure. This needs to be done by the trip leader and EVC (educational visits co-ordinator) and approved by the Headteacher and Chair of Governors on behalf of the Governing Body. It should then be submitted to the Head of Risk Management Strategy at Surrey County Council. Approval must be received from County before the trip can go ahead.

To summarise:

- Any visit, even a local walk, needs the approval of the headteacher.
- Any residential visit needs approval from the governing body and Local Education Authority. The headteacher will arrange for this to be completed.
- All visit planning will involve consideration of any risks and a formal assessment should be made with the aim of reducing these. Each leader will carry out a preliminary visit and prepare a risk assessment - Appendix 1 - and provide the headteacher and all accompanying staff with a copy.
- Frequent visits to the swimming pool or playing fields etc. also need a risk assessment. A generic one would cover a series of visits and a separate assessment is not required for each visit.

- There will be a leaders' meeting for staff and volunteer helpers, and a copy of the "Guidelines for Volunteers on Residential Trips" - Appendix 2 - will be given to each volunteer to read and sign.

Health and Safety

It is essential that the health and safety of all children is of paramount importance during all visits. When in *loco parentis* all teachers must take the same care that a reasonably prudent and careful parent would take in the same circumstances.

Any staff taking part must have the confidence of the headteacher and governing body. The lead member of staff will appoint a deputy. All staff and parent volunteers will need an up to date Criminal Records Bureau check (CRB), and be as well informed about the proposed visit as possible.

We aim to follow Surrey County Council and the DFE guidelines for levels of supervision. This will also be dependent on the risk assessment undertaken in the planning process.

A general guide for visits to local sites, museums and walks is:

- One adult for groups of 10/15
- Two adults, one of whom must be the teacher in charge, for groups up to 20
- Two adults for groups over 20, plus one for each additional 20 (or part)
- Classes can be combined to achieve a ratio of 1:10/1:15 depending on the activity
- Residential visits should be 1:10
- Visits abroad 1:8

There should be enough adults to cope effectively with an emergency, i.e. there is still adequate supervision if one adult is dealing with a sick/injured child.

Parent helpers **should not** lead a group which includes their own child.

Supervision levels should be set according to the risk involved but also following the stated ratios.

A mobile phone will be taken on all visits. Any delay in return times should be communicated to the headteacher and/or school office, and parents will be informed by a notice or via the emergency/contact tree in the case of residential visits. Each leader should be aware of the procedures regarding emergencies, as

detailed in Surrey County Council's guidelines. An emergency procedures card is to be made available for each member of staff.

First Aid

All staff involved in visits should be aware of any medical issues regarding the children. This information is given in a medical form - Appendix 4. A set of these forms goes with the teacher in charge on the trip and another copy stays in school with the Duty Officer (ie headteacher).

The leader in charge will have overall responsibility for prescribed medicines for the children in their group.

Medicines relating to particular children and information regarding their administration should be given to the designated member of staff. A medicine record sheet must be completed every time medication is given to a child, noting details such as the time, dosage etc - Appendix 4.

For day visits a first aid kit will be made available, and a more comprehensive kit will be used on residential visits. The school office will ensure these are complete.

Any accident must be recorded in the School Accident Book on return to school, and any other health issues reported to the parents. Parents will be contacted by phone in the case of serious accident or illness.

Liaison with Parents

It is imperative that parents are given full and complete written details regarding the organisation of any visit off the school site. But for local school outings, not involving transport e.g. to church or to the infant school, and within 0.25 miles of the school, a letter will be sent to parents at the beginning of Year 3 or whenever a child joins the school - see Appendix 5. This form is then kept on file. For other visits, including residential, the letter will be pertinent to that visit. Copies of such letters should be given to the headteacher, the school office and visits co-ordinator.

Residential visits must involve a parent/teacher meeting where information is given and emergency procedures explained. Parental consent should be obtained for each pupil - sample letter Appendix 7.

For day visits a Parental Consent Form should be completed for each child - Appendix 8.

Financial and Charging Arrangements

The school administrative assistant (Mrs Vaz) keeps official and separate accounts for all costs and payments. Residential visit payments can be staggered but paid in advance. All monies are paid into the Busbridge School Fund Account.

On residential visits there may be a non-refundable deposit and details of this will be given with the payment advice. All payments will have a receipt issued by the school office staff.

Costs itemised for a visit are: transport, entrance fees for all involved and in the case of residential visits, extra staffing/supply cover, board and lodgings, materials, hire of equipment, any additional insurance or charges for activities.

Parents, wherever possible, are given details of the cost of a residential trip at least three months beforehand and wherever possible there is an option to pay in instalments.

Parents are invited to contribute to the cost of school trips and visits which enhance the curriculum and educational experience of the children. All contributions are voluntary, but if we do not receive sufficient contributions, we may have to cancel the trip (see School Charging and Remissions Policy).

If a parent wishes their child to take part in a school trip, but is unable to make a voluntary contribution, the child is still allowed to participate fully in the trip as long as parental consent is given.

The governors will make every effort to provide financial support for a child's participation in a visit, where parents are undergoing financial difficulty. Parents can discuss any difficulties in confidence with the headteacher. Although board and lodging will normally be requested, the governors will observe the statutory requirements to remit any charges for board and lodging in the case of pupils whose parents are in receipt of income support or family credit, where the activity is deemed to take place in school hours.

Transport

The school office will arrange for an appropriate coach company for day and residential visits.

All children will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Children should be made aware of basic safety rules for travel. Children should not sit in the front seat of the coach or mini-bus. Adults should be seated throughout the coach.

The use of cars for shorter visits and sporting activities can be considered if the driver's insurance covers such activities. A note referring to this point should be included on each letter where transport is needed - Appendix 9.

Insurance

The county council arranges insurance for off site activities. A copy of this is available in the school office.

Equal Opportunities

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

Pupils with Special Educational and Medical Needs

Wherever it is feasible, pupils with special needs should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

Each leader, for information, should hold summary sheets containing details of the child/children's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place.

Prevent

In line with our Safeguarding policy, visits and visitors to the school are selected and assessed as to their suitability for the children. Visitors to the school and parent helpers are DBS checked prior to their work with children however for one off visitors, such as travelling theatre groups, teachers are vigilant and these visitors are never left unsupervised with the children. Content of any visits is agreed prior to a visit taking place.

Evaluation and Reporting

A written evaluation of each visit should be made within one month, after discussion with the teachers/adult leaders on the visit. The pupils' views should also be taken into account. This should be given to the EVC and headteacher. After consultation, any issues should be addressed, resolved and noted. Appendix 10 can also be used for residential visits.

Any appropriate letters of thanks should be written and sent. Accounts should be checked, finalised and closed.

Leadership and Development

The Educational Visits Co-ordinator (EVC) has the responsibility for:

- Updating, communicating and discussing school policy in relation to trips/visits
- Providing support for staff planning and organising trips
- Advising and liaising on current DFE guidelines, especially Health and Safety issues
- Monitoring the work carried out during and as a result of the visits
- Overseeing the balance of visits within a year group, and in a child's time at Busbridge.

The guidance provided in this document, and Surrey County Council and DFE guidelines, ensures that due care is taken over the health and safety of all young people, teachers, youth workers and other adults taking part.

Group 1 –	Group 2 –	Group 3 -	Group 4 -
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Group 1 –	Group 2 -	Group 3 -	Group 4 –
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For each class, please give group leader name and children's names, including surnames.

Appendix 2

Guidelines for Volunteers on Residential Trips

Thank you to all those who are prepared to go on and be involved in school trips in order to support members of staff and provide adult supervision. Your participation is very much appreciated and we have drawn up these guidelines to ensure that everyone involved has an enjoyable experience as this is often one of the highlights of the year for the children.

It is important that roles and responsibilities are clearly defined and that all involved know what is expected of them. As well as the information below, all volunteers should read the school's policies for **Safeguarding and Child Protection, Behaviour and Discipline, Outdoor and Educational Visits, Physical Intervention, and Health and Safety**. These can be found on the school's website or in the school office, and are updated regularly.

This school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. Any concerns regarding safeguarding should be passed to the teacher in charge, who will in turn pass these on to the Child Protection Liaison Officer (CPLO), who is also the headteacher.

Disclosure and Barring Service (DBS) check

As specified within the school's Safeguarding and Child Protection policy, all those attending a residential trip must have obtained an enhanced DBS check for Busbridge Junior School within the last 3 years. This check takes about 2-3 weeks and **must** be completed prior to the date of any residential trip. If you require any further information please ask as soon as you are able.

Welfare and Safety of Children and Volunteers

It is our responsibility to ensure the safety of all involved on school trips, both children and adults. Activities will be properly planned and supervised, and the necessary equipment and information will be provided, either by the school or by staff employed for that purpose. Full details of the programme and what you will be expected to do - and not do - will be given to you prior to the trip to ensure that you are fully informed and that you are completely happy and comfortable with what is anticipated. If there are activities you would prefer not to be involved in please tell us at the earliest opportunity.

There will always be a member of staff who bears ultimate responsibility for any issue arising on the trip so it is important that you raise any queries you may have with that person at the earliest opportunity and make use of the support they can offer.

Photographs/Video

Please do not take photographs of the children unless you have been asked to do so by a member of staff. Photographs must be taken on a device belonging to Busbridge Junior School and not on a personal mobile phone or device. Parents have the right to refuse permission for photographs to be taken of their child and any photographs taken should be solely for school use. Children are occasionally allowed to take their own cameras on residential trips but these are for their own use only.

Telephones

Children are not allowed to take mobile telephones with them on residential trips to encourage them to be independent whilst they are away. If it is felt that communication between children and parents would be helpful whilst they are away, for example, where there is illness in the family or severe homesickness, this will be the responsibility of the school staff. It can be unsettling for both parents and children to hear information via others and we ask you not to telephone other parents nor pass on information about the children or their activities.

Conduct

As a parent helper on a school trip you are reminded that you are acting as a representative of the school and as such we expect you to adhere to the behaviour we and you would expect of your child's teachers. We would particularly draw your attention to the following:

You must:

- Refer to the member of staff in charge if you are unsure of your authority or what is an appropriate response in a given situation, particularly in matters of discipline.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and be a positive role model to pupils.
- Treat all children equally.
- Safeguard the dignity of all children, and do not do anything which might embarrass or humiliate anyone.
- Respect and preserve any confidential information that you are given about a child, or in relation to events that occur on this trip.
- Abide by the school's Child Protection Policy and ensure that your behaviour towards children would always be considered appropriate and that any concerns you have are dealt with in the correct manner.

You must not:

- Put yourself in a position of possible misinterpretation or misunderstanding eg by being alone with a child. Wherever possible make sure you can be seen by others or are chaperoned.
- Show aggression or irritation towards a child, either verbally or physically, or deliver any kind of slap, smack or blow, or threaten to do so.
- Be sarcastic or derogatory, make remarks or jokes to children of a personal, racist, discriminatory or offensive nature and do not use language that is inappropriate eg swearing.
- Give or receive gifts unless notified to the member of staff in charge.
- Allow, encourage or condone children to act in an illegal or unsafe manner eg smoking.
- Behave in an illegal or unsafe manner or undertake any work with children when not in a fit and proper state.

In addition, you have an obligation to report to the teacher in charge any situation which causes you concern or which may give rise to complaint, misunderstanding or misinterpretation, including where another adult is involved.



Visit to

Dates: From..... To.....

I, confirm that I
have read and understood the Guidelines for Volunteers on Residential Trips for Busbridge
Junior School, and agree to abide by them.

Signed

Date

Appendix 3

PERSONAL AND MEDICAL DETAILS

[Trip details]

PUPIL'S NAME.....CLASS.....

DATE OF BIRTH.....

PARENT'S FULL NAME

HOME ADDRESS.....

.....

.....

TELEPHONE NO:.....

EMERGENCY CONTACT NAME:..... TEL NO:.....

NAME & ADDRESS OF FAMILY DOCTOR:.....

.....

.....TELEPHONE NUMBER:.....

FOOD ALLERGY

Please give details of any food that your child **CANNOT** eat:

.....

.....

Has your child had any of the following (*please circle appropriate answer*):

Asthma or Bronchitis	YES	NO
Heart condition	YES	NO
Fits, fainting or backouts	YES	NO
Severe headaches	YES	NO
Diabetes	YES	NO
Allergies to any known drugs or medication	YES	NO
Any other allergies, eg material, food, insect bites etc	YES	NO
Other illness or disability	YES	NO
Any recent contact with contagious diseases and infections	YES	NO

If the answer to any of the questions overleaf is YES, please give details:

.....

.....

Continued over the page

Has your child received vaccination against Tetanus? YES NO

Date if YES.....

Is your child receiving medical treatment of any kind from either your Family Doctor or Hospital? YES * NO

Has your child been given specific medical advice to follow in an emergency? YES * NO

* If the answer to either of these questions is YES, please give details:

.....
.....
.....

MEDICINES

Any medicines that need to be taken during a school journey must be handed by the parent/carer to the member of staff in charge of medicines. The medicines should be in containers clearly labelled with the child's name, the type of medicine and the dosage instructions.

1. Will your child need to be given any medication during this trip? If so, please indicate:

❖ Medication and reason for taking.....

❖ Dosage.....

❖ If your child uses an **Inhaler**, please indicate whether this should be kept (please tick)

During the day (a) with your child..... or (b) with the group leader.....

During the night (a) with your child..... or (b) with the group leader.....

❖ If your child uses an **EpiPen**, please indicate whether this should be kept (please tick)

During the day (a) with your child..... or (b) with the group leader.....

During the night (a) with your child..... or (b) with the group leader.....

2. I give my permission for the above to be administered by one of the group leaders and I will ensure that I explain the use and dosage of the medicine in advance of the trip.

3. I consent to any emergency medical treatment necessary during the course of the visit.

4. I consent / do not consent * (* **delete as appropriate**) to my child being given a mild painkiller (paracetamol) if considered necessary by the party leader.

ANY OTHER RELEVANT INFORMATION (please complete if appropriate):

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

Signed.....Date.....
Parent/Guardian

Appendix 5

PARENTS' CONSENT FOR LOCAL VISITS

From time to time all our children carry out activities that are within close proximity to the school, such as sports at Busbridge Infant School and visits to Busbridge Parish Church.

This letter is to seek your consent for all such local visits throughout the year. For every non-local and residential trip a letter giving details will be sent home with a permission slip attached.



Miss Carolyn Holmes
Headteacher

PARENTS' CONSENT FOR LOCAL VISITS

Name of Child Class

I give/do not give consent for my child to leave the school premises with a teacher or teacher helper on a local visit.

Signed Date
Parent/Guardian

Appendix 7
Sample Letter - Consent for Residential Trips

23rd November 2009

Dear Parents

Little Canada, Isle of Wight – 26th April to 30th April 2010

Plans are now in place for this wonderful trip, and we are able to let you know the total cost.

The total is £243.00, which includes all travelling, accommodation, bedding and activity costs. This can be paid in full or in four separate instalments. If you wish to pay by instalments we would be grateful for the money on the following dates:

£43.00 by Friday 18th December 2009

£60.00 by Friday 29th January 2010

£70.00 by Friday 26th February 2010

£70.00 by Friday 26th March 2010

There will be an information evening next term to give you more details about Little Canada but in the meantime please do not hesitate to contact us if you have any questions.

We would like to draw your attention to the fact that although monetary contributions are voluntary, we would be obliged to cancel the visit if the costs are not covered. Please contact Miss Holmes as soon as possible if you need to talk in confidence about any difficulty in covering the cost of this trip.

Please complete the slip below and return with your first payment and the enclosed payment card (which should please accompany each future payment) by Friday 18th December.

Yours sincerely

Mrs Smith

Mr Jones

Little Canada, Isle of Wight – 26th April to 30th April 2010

Child's Name..... Class.....

I wish my child to take part in the above residential trip and enclose payment of £.....

OR

I do not wish my child to take part in the above residential trip
(Please cross out whichever does not apply)

Signed..... Date.....
Parent/Guardian

Appendix 9

Form for Parental Consent for a child to take a journey by car and to take part in a sport's fixture.

Sport	
Against	
Venue	
Date	
Leaving School at:	
Children to be collected from: at (time):	

Please retain this part

✂-----✂

****** Please return the whole of the form below ******

Sport..... **Venue**.....

Date..... **Time**.....

I wish my child Class to be allowed to take part in the above mentioned school fixture on the date specified, or if it is necessary to postpone this match, on the re-scheduled date.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and instructions given by the staff in charge are obeyed.

I certify that so far as I am aware my child is medically fit* to undertake this journey and associated activities and there are no known health reasons why he/she should not do so. I authorise medical treatment to be provided should this become necessary during the course of the visit.

I understand that those supervising the visit are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent. The school will not be responsible for personal injury or any other damage or loss unless it is negligent.

* Please give details if your child suffers from any medical condition of which, whilst not affecting his/her ability to undertake this journey, you consider the party leader should be aware:

Contact telephone number

Signature..... Date

Parent/Guardian

I will be able to transport(please indicate how many) children to the match and have a valid driver's licence, MOT Certificate, road tax and insurance, and I have a current CRB clearance through Busbridge Junior School. **OR**

I will not be able to transport any children to the match.

(please cross out whichever does not apply)

Appendix 10

RESIDENTIAL VISIT – EVALUATION FORM

Teacher in Charge.....

Venue.....

Date(s) of Visit.....

Number in Group:

Boys..... Girls..... Supervisors.....

Purpose of Visit.....

Please comment on the following features:

	Rating out of 10	Comment
The Centre's pre-visit organisation		
Travel arrangements		
Content of Education programme provided		
Instruction		
Equipment		
Suitability of Environment		
Accommodation		
Food		
Evening Activities		
Courier/Representative		
Other comments and evaluation, including incidents not involving injury or damage		

Signed.....Teacher in Charge

Date.....