



# Educational Visits Policy

Policy Owner: Headteacher

Version no:1

Date Revised: May 2020

Next Review Date: May 2021

Sign off signatory:

## **Context**

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Woodside Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for creativity, developing learning relationships and practicing strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts ie encouraging pupils to become more risk aware as opposed to risk averse
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhance communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## **Application**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

## **Introduction**

The safety of all children and adults participating in any planned education visit or journey is of paramount importance.

It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Educational Visit Co-ordinator (EVC).

If in any doubt about the safety of any member of the party the visit should not go ahead.

All risk assessments must be given to the EVC and retained for future reference.

A risk assessment document is a legal requirement and subject to audit.

All staff planning visits should read and follow the detailed guidance "Regulations and Guidelines for Educational Visits and Journeys".

### **Planning a visit**

The following questions must be addressed:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?
- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?

### **Types of visits**

There are 4 types which each have different requirements which must be met by visit organiser:

1. Those activities which are considered an integral part of the school routine. Permission for these is obtained when the child starts school.
2. Swimming lessons: parental consent is required before the first session; this will cover all subsequent sessions.
3. Educational day visits or visits outside the normal school day: The school proforma including a risk assessment must be completed for each of these.
4. Residential visits: These visits require careful planning, the process of risk assessment should be undertaken by the visit organiser according to the "Regulations and Guidelines for Educational Visits Journeys" using the school proformas.

### **The organiser of the visit will:**

- Liaise with the EVC throughout the process;
- Fill in a detailed risk assessment
- Discuss the risk assessment with the EVC who will make a decision as to whether the visit can go ahead
- Send a letter to parents outlining the event
- Once agreed add the event to the school diary
- Choose adult supervision with care -
  - The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration;
- Complete an emergency contact list (if visit is outside school hours)
- Collate the children's emergency numbers and medical records
- Brief all adults, before the visits regarding their roles and responsibilities and what to do in case of a critical incident
- On return complete a Return and Evaluation sheet and fill in any additional accident/incident forms as appropriate.

## **Levels of supervision**

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parents. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g age, experience, children, nature of activity, location, physical hazards).

As a guide:

- Reception children should have a minimum adult to pupil ratio of 1:4
- KS1 adult : pupil ratio of 1:6
- Lower KS2 adult : pupil ratio of 1:8
- Upper KS2 adult : pupil ratio of 1:12

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times.

A qualified teacher must accompany children on all visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits in school time. For sporting fixtures out of school a qualified teacher will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available, parents will be informed that they must accompany their child and take full responsibility for them. Failure to make adequate provision could place visit organisers at professional risk.

## **Sports Fixtures**

The arrangements of all sports fixtures must be planned and organised accordingly. If staff vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, Class 1 insurance, etc are all in place. Appropriate child restraints must be used in line with government legislation.

## **Residential Visits**

Overnight stays of any kind involve additional levels of care and the minimum ratio of teachers/adult supervisors is 1:10 which may include qualified centre staff where appropriate. At least one teacher and one adult supervisor are assigned to each group, with both sexes represented in the case of mixed parties if at all possible. A summary sheet of information about children and adults participating in a residential visit is completed along with emergency contact information and a copy given to the home/school based contact. Visit organisers need to be fully aware of procedures in case of serious incidents and ensure that BDMAT emergency contact numbers are taken with the paper work and consent forms on the visit. The visit organiser will ensure that parents have the school mobile phone number for emergency contact should the need arise during or after the visit. On return an evaluation of the visit will be carried out and given to the EVC to be kept in the visits and visitors file for future reference.

## **Farm Visits**

Farms can be dangerous places so taking children to a farm should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. Those who are pregnant are at particular risk. Check that the farm maintains good washing facilities, clean grounds and public areas. Never let the children:

- Place their faces against the animals or put their hands in their own mouths after

- feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from taps
- Ride on tractors or other machines
- Play in the farm area

### **Inclusion**

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc. The visit organiser will take all reasonable steps to ensure inclusion for all. Where appropriate, the use of pupil premium funding may be used to support disadvantaged pupils.

### **Equipment**

The following items should be taken on all visits:

- First aid equipment
- One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Children should also carry their own inhaler unless too young to do so)
- Prescribed medication (member of staff to witness and record any administration of medication given by first aider, to include inhalers)
- Sick bucket
- Mobile phones
- Emergency contact pack for emergencies for all children and adults in the party

### **Transport**

Local coach companies are used to transport children, the best tender is accepted.

In the event of an accident:

1. Attempt to park in a safe place
2. Keep the passengers in the vehicle unless they are at risk by doing so
3. On a motorway children should be taken away from the road
4. Note the precise location
5. Assess the situation and report the details to school as soon as possible
6. An adult must stay with the children at all times
7. Pupils will always remain supervised by the trip leader until they are collected by an adult, unless there is specific permission to walk home alone.

### **Delays**

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

### **Injuries**

- Assess the injured without injury to yourself
- Only attempt first aid if qualified
- Reassure and protect the casualty from further harm

Send for help: dial 999 and give the following information: the location, details of casualties - age/condition, phone number

- Refer to the critical incident plan

### **Critical incident plan**

- Trip organiser to inform the Headteacher - Mrs Simpson
- Mrs Simpson to inform EVC - Mrs Sandland
- Mrs Sandland to inform Chair of Governors - Mrs D Mccarthy Dyson
- Mrs Simpson to inform parents of child/ren involved in the accident
- Trip organiser to know that no parents are to be contacted from the accident scene
- Headteacher/EVC to keep in contact with trip organiser

All educational visits are covered under the school's risk protection arrangement insurance policy through the DfE.