

# THUNDERSLEY PRIMARY SCHOOL

## Educational Visits Policy



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<b>Other Policies Related</b>	<i>Charging and Remissions Policy</i>
<b>Other Paperwork Attached (appendix)</b>	<i>All paperwork on Evolve educational visits website</i>
<a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=essexvisits.org.uk">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=essexvisits.org.uk</a>	

## **SECTION 1**

This Educational Visits Policy is produced for sole use within Thundersley Primary School.

It supplements the guidance published by the Department for Education (DfE) and the Health and Safety Executive (HSE) in June 2011, which the school has formally adopted, through the Governing Body.

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School teams
- Regular nearby visits (libraries, shops, parks, place of worship)
- Day visits for particular year groups (zoo, seaside, farms)
- Residential Visits

### **Overseas visits**

- Adventure Activities, which might be classed as higher risk (for example, climbing activities, kayaking)

### **Reasons for Visits**

All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Thundersley Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

## **SECTION 2 - ARRANGEMENTS**

### **Aims and purposes of Educational Visits**

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We plan activities in advance and inform parents of these in due course- a month in advance if possible when payment is required, at least a term in advance if a school journey.

### **Approval Procedure and Consent**

The Head Teacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the EVC.

Before a visit is advertised to parents the Head Teacher and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date. This process is completed online through the Evolve website.

An exploratory visit by the lead adults should be made to the planned venue, especially before a residential trip. If this is not practicable, alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

Parents will be asked to sign a general consent form when their child enters the school. This covers participation in: out of hours clubs, school teams and nearby visits. Parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. They will also be given the timetable for the activities that pupils are involved in and will be informed [by letter/phone call/Parentmail/through their son/daughter] if an activity has to be cancelled.

Parents will be fully informed of the activities and arrangements for each visit and for all residential visits they will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions' which applies to all educational visits.

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

The EVC and group leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that DBS (Disclosure and Barring Service) screening is available for volunteer adults assisting with educational activities and visits (DBS checks will be undertaken for all adults on residential trips).

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

## **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. It includes the potential of withdrawal of a pupil prior to or during the visit if their conduct places themselves or other children at risk, and would have led to a temporary exclusion from the school only in consultation with Headteacher or Deputy Headteacher.

## **Emergency Procedures**

The school will appoint members of the SLT as the emergency school contact for visits. All major incidents should immediately be relayed to the school office. The office will relay the problem, especially those involving injury or that might attract media attention, to the Headteacher as the first point of call. If the Headteacher is unavailable, another member of the Senior Leadership Team will be the initial contact.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader for residential trips will take with them a copy of the school Emergency Procedure.

All incidents and accidents occurring on a visit will be reported back through the school reporting systems.

## **Evaluation**

All visits will be evaluated by the Group Leader with the EVC. A termly summary of all visits will be made to the Governing Body.

The EVC will ensure, through EVOLVE, that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit.

## **SECTION 3 - ARRANGEMENTS**

### **Guidance for Group Leaders.**

Group leaders should be selected by the Head Teacher and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff.

The Group Leader must ensure that:

- The school policies and guidelines are followed.
- All required paperwork is submitted to the Headteacher/ Deputy/ EVC for approval before the visit goes ahead.
- All accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities.
- They are suitably competent to instruct/supervise pupils in any planned activity.
- They are familiar with the visit location and centre.
- They understand child protection issues.
- They allow sufficient time to undertake the planning and organisation of the trip.
- They undertake and complete a comprehensive risk assessment.
- They adequately brief colleagues, parents and pupils.
- They obtain sufficient information about the pupils to assess their suitability for the visit and the planned activities.
- That they ensure all accompanying staff are briefed on pupils medical and special educational needs.
- They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities.
- They have sufficient competence and confidence to assess risks throughout the visit and to make a decision to stop activities if the risk becomes unacceptable.
- They have adequate emergency procedures in place that are known to all relevant parties.

### **Accompanying Staff and Volunteers must:**

- Follow the instructions of the group leader
- Help to maintain control and discipline
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable.

- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Inform the group leader if concerned about the health and safety of pupils during the visit

## **Supervision**

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Group leaders will also need to consider the needs of pupils with SEN and/or physical disabilities. Known behaviours, learning and physical needs should also be taken into account.

The DfE and Ofsted make the following recommendations:

For local walks and visits to historical sites, museums, places of worship and other low risk venues.

- 1 adult for every 6 pupils in school years 1 to 3
- 1 adult for every 10-15 pupils in school years 4 to 6;

The group must be led by a teacher.

Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.

## **Risk Assessment**

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local museum) but the group leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken before the visit.

The risk assessment, submitted on the EVOLVE website, should identify the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?

- What steps will be taken in an emergency?

If any adventure activities are to be undertaken the school must check that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004. All Adventurous and Overseas activities are approved by the Governing Body and Essex County Council

Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

Risk assessment is not a one off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

### **Transport**

When hiring buses and coaches it is essential that the company is reputable. The LA can provide an up to date 'Approved Bus and Coach Operators List' to enable schools to identify those operators who are able to provide vehicles and drivers to a minimum standard at all times.

The vehicle should be provided with seatbelts on all seats - with all seats forward facing, as the law requires for school trips

### **Other vehicles**

If parents or teachers private vehicles are used the vehicles must be roadworthy and adequately insured. Documentation must be checked by the Group Leader. All cars must be fitted with suitable child restraints including booster seats where required by law. Parents must provide specific permission for their child to be transported in a private vehicle.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

### **First Aid and Medical Needs**

It is advisable that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for children with medical needs e.g. use of epipen. A list of qualified first aiders is on display in the school foyer.

A travel first aid kit should be carried and also details of any children with medical needs.

### **Insurance Provision**

Thundersley Primary has adequate Employer's Liability insurance with Amlin UK.

## **SECTION 4 EMERGENCY PROCEDURES**

### **Introduction**

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the group leaders. Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid.

Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.

***All leaders must carry the school's 'Critical Incident form' - With Emergency Telephone contacts and action plan should an incident happen.***

### **Recommended Procedures:**

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and safe.
- If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the names of the injured and call whichever emergency services are required.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies the injured child/children to hospital.

- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to school.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for;
- Control access to phones until contact is made with the head teacher, emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved;

**Give full details of the incident to the Head Teacher or designated contact:**

- Name;
- Nature, date and time of incident;
- Location of incident;
- Details of injuries;
- Names and telephone numbers of those involved;
- Action taken so far;
- Telephone number for further contact.

**Serious Incidents**

For serious incidents where the media may be involved, try to identify alternative telephone numbers at "home" and "off-site base" as other lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media. Under no circumstances should the name of any casualty be divulged to the media.

The Headteacher or Deputy Headteacher should alert the Director of Education at the LA, giving details as above. The LA may identify further actions or help required (which might include financial assistance). Alternative and additional phone lines may need to be identified at an early stage.

The Headteacher or Deputy Headteacher should arrange to contact parents/carers of those involved. It is also his/her responsibility to act as a link

between the group involved, the Chairman of Governors or management committee, the LA and parents.

If it is necessary to talk to the media, the LA Press Office will do this initially. A member of the Press Office staff will be designated as the point of contact for the media and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.

The party leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

- Legal liability should not be discussed or admitted.
- All accident forms should be completed as soon as possible and Insurers, The Health and Safety Executive and the Governing Body should be informed as appropriate.