

**Review Date: July 2016**

# **MILTON PARK PRIMARY SCHOOL**

## **EDUCATIONAL VISITS POLICY**



### **Introduction**

At Milton Park Primary School, Equal Opportunities plays an integral part in all aspects of teaching and learning. We acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at Milton Park, both to support the work in the classroom and to provide opportunities for enrichment and the broadening of horizons.

The Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfE requirements and LA guidelines. She has completed the LA EVC training course.

The EVC for the establishment is: Linda O'Coy.

The Headteacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process.

### **Competence to Lead**

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In assessing competence to lead, the EVC will take account of the factors stated in the North Somerset Children and Young Persons Services School Trips Policy. The EVC must be confident that the leader is competent to undertake a risk assessment and manage the organisation of the trip.

### **Before the Visit**

#### **Visit Leader to:**

- Discuss proposed visit with Headteacher.
- Complete Trips and Visits Form and submit part 1 to Carol Blizzard and part 2 to Linda O'Coy - at least 3 weeks prior to date of trip.
- Undertake a preliminary visit to assess potential risks.
- At least 3 weeks prior to trip, complete Risk Assessment(s) and forward to Linda O'Coy for approval. The Risk Assessment should include arrangements specific to pupils with special educational needs. A blank form,

as well as some generic risk assessments (eg coach travel, walking in the local area) and some written for previous trips to some destinations are available from the T: drive in the folder 'Risk ASsessments for Trips'. Pre-existing risk assessments should be checked for accuracy and updated to reflect changes identified during the preliminary visit.

- Book Visit
- Book Transport
- At least one week before, ensure that packed lunches for children eligible for free school meals are ordered with the kitchen.
- At least one week before, send a letter to parents with a permission slip specific to your trip. Liaise with Carol Blizzard regarding the level of parental contribution requested to meet the cost of the trip.
- Arrange for sufficient adults to accompany to meet the specified ratio:
  - Year R 1 : 3
  - Years 1, 2 and 3 1 : 6
  - Years 4, 5 and 6 1 : 10

*(Note: adult volunteers must not bring younger children)*

*This ratio may vary as nature of activity or venue dictates.*

- In the case of residential visits and/or adventurous activities, further forms will need to be completed and submitted. Visit leader should liaise with Linda O'Coy on the requirements.

## **Assessment of Risk**

Risk Assessment is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be low.

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1 Generic Risks – normal risks attached to any activity out of school.
- 2 Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- 3 Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

Further detail on risk assessment will be found in North Somerset's School Trips Manual.

## **Approval for Visits**

All matters regarding each visit off site – feasibility, planning, safety, organisation, etc – will require the prior approval of the EVC and Headteacher.

Approval of 'normal' day visits are at the discretion of the Headteacher and EVC. However, trips that are:

- overseas,
- residential, or
- involving an adventurous activity (as defined in the Off Sites Visits Document) will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.
- If an external provider or tour operator is being used, they must complete the detailed External Provider Form at the time of the provisional booking.

## **Plan B**

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

## **Role of Accompanying Volunteers**

Supervising volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils/participants in their immediate care, and be shown the completed Risk Assessments. Volunteers must never be left unsupervised with pupils, and must not carry out personal care (changing, toileting or feeding), manual handling/restraining or First Aid. Only staff may undertake these tasks.

## **First Aid**

On all trips there must be at least two members of staff with a current First Aid qualification. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications will be required for Early Years or Adventurous Activities. First Aid kits are available from the School Office. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

## **Transport**

Travel arrangements should be included in the risk assessment. If travelling by coach or minibus, all pupils/participants must wear a seat belt. A booster seat will be

required for pupils less than 135 cm tall. If a minibus is being borrowed or hired, the driver must have passed an appropriate training course.

If private cars are being used to transport pupils, specific forms will need to be completed and documentation provided to prove the roadworthiness of the vehicle and the safety of the driver. Visit Leader to liaise with Linda O'Coy.

### **Water 'Margin' Activities**

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this can be provided by the EVC.

### **Cost**

It is our policy that events and activities which require payment should be funded by inviting voluntary contributions from parents to meet the full cost where possible. The cost of attendance on school trips, including the Year 6 residential, for pupils currently entitled to receive free school meals may be subsidised from Pupil Premium funding.

### **Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

### **The reply slip should read:**

"I give permission for my child \_\_\_\_\_ to take part in ..... I have read and understand the information about the visit. I enclose my voluntary contribution."

### **In the case of sports fixtures, the reply slip should read:**

"My child \_\_\_\_\_ is able to play in the ..... match (at .....) on .....

I have read and understand the information in the letter, and give permission for my child to take part."

### **Emergency Procedures**

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either: contact the school, emergency services and/or parents (liaise with onsite First Aiders) as appropriate. For visits that take place outside of school hours the school mobile phone must be with the leader at all times.

### **After the Visit**

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the parental volunteers. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning. The appropriate Risk Assessment(s) should be updated (and saved) to reflect this.

### **Advice and Guidance**

Both North Somerset Council and PCS (our Health and Safety Advisors) have Outdoor Education Advisors who can be contacted for any matter concerning off site visits and experiential learning and safety.

### **On the Day**

- Share the risk assessment with all adults going on the trip.
- Ensure that a complete list of all pupils and adults going on the trip is left with the school office staff, together with itinerary and expected time of return.
- Inform everybody of possible hazards (risk assessment), eg water, major roads, etc. Make sure everyone knows the pick up point and leaving time.
- Take money/card and school mobile phone for use in emergency.

**Never** label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

### **On the Coach**

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

- Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission to do so by an adult.