



Godalming Junior School

EDUCATIONAL VISITS POLICY

This policy was reviewed: Spring 2015

1. Introduction

This policy should be read in conjunction with supporting documents, including:

- The Surrey County Council Guidelines for Educational Visits and Outdoor Activities

All forms are available on EVOLVE or from the Educational Visits co-ordinator (EVC).

2. Aims and Purposes

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

Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Inter school team sports, such as football and netball
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

3. Responsibilities

Under the statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES requirements and LA guidelines. This school's EVC is Julie Robinson.

The role of the EVC is detailed in the publication: The Surrey County Council Guidelines for Educational Visits and Outdoor Activities, a copy of which is in the Staff Room or available on (EVOLVE) This has been compiled by the LA's Outdoor Education Consultant, Alan Cottle.

Specific responsibilities include:

- Local Authority - to approve overseas, residential and adventurous activities
- Headteacher - to approve visits and assesses competence of visit leaders
- EVC - to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA

- Visit leader - to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults - to supervise children, continually assess risks, manage risks in line with risk assessment
- Pupils - to follow instructions and procedures in line with the risk assessment

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

4. Approval Procedure

All matters regarding each visit outside school - feasibility, planning, safety, organisation etc - will require the prior approval of the head teacher and EVC. The Governing Body receives copies of letters to parents about educational visits through parent mail, so they are kept informed of all visits.

In addition, visits that are:

- Overseas
- Residential or
- Involving adventurous activity

will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types.

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

5. 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 'Acknowledgment of Risk').

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that the detail of other incidental activities is included. The letter should also state the cost of the visit per child.

6. Staffing

a) Ratio

As a general guide and in normal circumstances, the adult/child ratio will be 1:10

However, a professional judgement must be made for each visit, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity

- Needs of individuals within the group - medical, SEN, behaviour, etc
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

b) Supervision

Pupils must be supervised throughout all visits. All school staff must wear their identification badges throughout the visit. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

Supervising parents 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 in their immediate care, and sign a copy of the code of conduct for visitors. The visit leader will retain permission letters, medical forms for both adults and children and hold the Operation Duke Card.

7. Risk Assessment

‘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 acceptable (i.e. low).

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

- Generic Risks - normal risks attached to any activity out of school. These will be covered by reference to the ‘Educational Visits Checklist’, and the school’s generic self assessment.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies. These should be recorded on Form EV5.
- Ongoing Risk - the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this

they will develop risk awareness - an educational issue as well as a safety issue. It is an essential life skill.

In the event that during a visit, the trip leader considers that behaviour of pupils is so poor as to constitute a risk to others on the trip, they have the right to consult with the headteacher who may take the decision to:

- Send extra staff to support individual pupils
- Call off the trip
- Send individual pupil home at the expense of the parents

The health and safety of those involved in a visit overrides any disability act.

9. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus

- **All** pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.
- **ALL** children will wear seat belts on any vehicle and if appropriate use a booster seat when travelling in a car.
- **NO** child is allowed to sit in the middle seat of the back row of a coach or minibus.
- **NO** child is allowed to sit in the front seats of a coach or minibus
- An adult **WILL** sit next to each emergency exit
- When travelling by coach, adults **WILL** spread out their seating positions to ensure adequate supervision during the journey with teachers taking a lead role in supervision

10. First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has first aid training.

First aid kits are available from the medical room. If the visit involves the party splitting up, a kit should be taken for each group.

The appointed **First Aider** will be responsible for collecting and administering medication and will retain any spare medication such as Epipens although if any child requires an Epipen his/her group leader will retain their medical pack. The **Class Teacher/Trip Leader** retains overall responsibility for all medication for the children in their class.

11. Water 'Margin' Activities

Where pupils 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.

12. Money

Spending money will be allowed on some educational visits. It is the responsibility of the trip leader to decide the amount of spending money allowed on the trip.

For day visits, the children are expected to look after their own spending money unless the trip leader decides that this is not appropriate where a designated member of staff will look after this money.

During residential visits, all spending money must be handed to a designated member of staff before the trip begins and will be securely retained by that member of staff until such times as the money is needed.

When money is handed in, given out and at **ALL** other times, two members of staff must be present to ensure robust procedures are followed.

13. Emergency Procedure

Visit leaders must take with them a copy of:

- Parents contact details
- Pupil medical information
- Adult medical information
- School emergency contact details

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

14. Safeguarding

Every adult accompanying an educational visit is responsible for the safety and well-being of all the pupils. Adults should immediately stop any activity that they feel is not safe or not adequately risk assessed by the trip leader and EVC with the risk assessment and procedures shared with all adults.

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to one of the CPLOs as soon as possible on your return to school. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to one of the CPLOs in confidence, who will refer the matter to the Headteacher (or the Chair of the Safeguarding Committee if the concern relates to the Headteacher) who will consider what action to take.

15. Educational Visits Checklist

The Educational Visits Checklist is an essential part of the risk management process and should be adhered to for all visits.

16. Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

17. Booking Procedure

Please see attached



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Procedure for Organising an Educational Visit

Please follow the procedure below to ensure that

- you are supported in planning the visit
- you receive information to enable you to plan a safe and effective visit
- risks are minimised or eliminated
- communication between all interested parties (office, head, LA, parents, governors, children) is effective and efficient

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- Office staff

Procedures

1. Inform the headteacher, check that proposed dates are convenient and put in diary.
2. Complete transport booking form from admin office at least 3 months in advance or as early as possible.
3. Liaise with the Admin office with regards to booking transport, cost, letter to parents and, if necessary, additional insurance.
4. Inform parents using standard letter from school office.
5. Carry out pre-visit if possible and necessary
6. Complete a risk assessment for the event
7. Give EVC copies of all relevant forms and risk assessment for completion of Evolve at least 2 weeks before the event.
8. Use the educational visits checklist as an aide memoir before and on the day of the visit

On the day of the Visit

- Refer to the checklist
- Ensure educational visits code of conduct helpers forms signed
- Gather emergency contact details of all helpers. Take a copy to the office and one copy on the trip
- Ensure all pupil contact details held
- Distribute contact labels to pupils
- Ensure medical information collated and shared as necessary
- Collect first aid kit(s)
- Take asthma pumps and EpiPens as necessary
- Brief supervising adults, including parents regarding mobile phone and safeguarding procedures
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of pupils regularly, and always when changing locations
- Ensure pupils are aware of standards of behaviour required and consequences of poor behaviour i.e. cancellation of trip, sending pupil home - at the discretion of the headteacher
- Ensure trip leader has a set of school keys in case of late return to school.

Local Visits

- Ensure that you are familiar with the 'generic risk-assessment for local visits
- Ensure you have the correct ratio of staff to pupils
- Ensure medical information collated and shared as necessary
- Collect first aid kit(s)
- Take asthma pumps and Epipens as necessary
- Brief supervising adults, including parents regarding mobile phone and safeguarding procedures
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of pupils regularly, and always when changing locations
- Ensure pupils are aware of standards of behaviour required and consequences of poor behaviour i.e. cancellation of trip, sending pupil home - at the discretion of the headteacher
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After the Visit

It is important that after each visit a proper evaluation 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 supervising parents. The purpose of the evaluation is to identify what went well and what could have been done better, in order to inform future planning.

If the headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**