

# EDUCATIONAL VISITS POLICY

## Aims

- At Northfield Manor Primary Academy, we provide all pupils with the opportunity to visit places of interest to support the teaching of their Learning Challenge.
- We also offer the opportunity for all pupils to enjoy a residential experience by the time they leave school at the end of Year 6.

## Educational Visits Co-ordinator (EVC)

The EVC's:

- are appointed by the Head Teacher.
- are currently Lindsey Rowe and Rachel Wright.
- are required to be formally trained and qualified.
- are aware of all the Educational Visits run by the school.
- are required to keep appropriate records of Educational Visits
- are the principal contact with the Local Authority (LA) and Victoria Academies Trust (VAT) over visits planned by the school.
- are involved in the planning and management of Educational Visits including any adventure activities.
- are to ensure that an appropriate policy is in place for Educational Visits, including those relating to risk assessment, and that this is updated as necessary.
- are to attend any training and up-date training where appropriate.
- are to ensure that DFE guidance, LA guidance, VAT guidance or school policy and any other relevant documentation is readily available and accessible to staff.
- are to seek advice from the LA or other expert personnel where necessary.
- are to ensure that all staff organising visits are suitably trained to make risk assessments for their particular visit.

## Supervision

- All visits vary. The level of supervision for a visit must be based on risk assessment, and will be determined by such factors as;
  - ❖ The type, level and duration of the activity;
  - ❖ The nature and requirements of the group;
  - ❖ The experience and competence of staff;
  - ❖ The venue, time of year and prevailing/predicted conditions;
  - ❖ The likelihood and consequences of any reasonably foreseeable changes.
- All educational visits must be accompanied by an adequate number of adults, at least half of these being staff employed at the school.
- Where possible, all visits must have at least one accompanying teacher or adult of the same sex as the children.
- The school will carry out appropriate police checks of accompanying adults if they are required to manage children alone.
- All educational visits must be accompanied by at least two adults unless the visit is very local, e.g. to the Post Office, and with less than five children, when one DRB checked adult is considered appropriate.

- The MINIMUM requirement for adult/pupil ratios are as follows;
 

Category A (less than 24 hours)	1:15
Category B (all residential visits)	1:10
Category C (Educational Centres)	Refer to Head of Centre
Children in Foundation Stage ages 4 and 5	1:8

N.B. Additional Adults will be taken on trips to create a higher ratio depending on the individual needs of the children in each class/cohort.

- The school should ensure that there is an appropriate level of supervision at all times, and that this has been approved by the EVC.
- One teacher should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

### Responsibilities of the Group Leader

The group leader should:

- Obtain the Head Teacher's prior agreement before any off-site visit takes place.
- Follow LA, VAT and school guidelines and policies paying particular attention to Parental Consent and School Charging policies.
- Prepare and present a Risk Assessment to the EVC at least 2 weeks before the visit including an assessment as to whether or not mobile phones are essential, an appropriate number of first aid boxes and the access to any medication which a child might require.
- Appoint a deputy leader.
- Clearly define each supervisor's role and ensure all tasks have been assigned.
- Be able to control and lead pupils of the relevant age range.
- Be aware of child protection issues.
- Ensure that adequate first aid provision is available.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that he/she has a mobile phone to contact school in an emergency whilst on the visit.
- Carry out a review of the visit with the EVC after the visit has been completed. This can be a verbal review if appropriate.

### Planning the Visit

- All known visits must be planned as far in advance as possible.
- An initial preliminary plan for each year group must be given to the EVC in September.
- The Office Staff can then make the booking of visits, including transport, using appropriate forms.
- Parents/Carers will be notified at the beginning of the school year of the trips and events taking place during the year (where known). This is to help parents/carers plan payments of such events over the year.
- It is recommended that a pre-visit is made.
- A Risk Assessment Form (Appendix 1) must be completed, signed by the EVC, taken on the trip, and kept on record.
- The group leader and any other teacher going on the visit **must** meet with the EVC **three weeks** before the visit to confirm supervision and the timetable for the day.
- Parents/Carers must then be given the final details of the visit after the meeting has taken place.

- It is important that any additional adults needed for the visit are organised at the earliest opportunity, particularly if this means taking staff from another area of the school – ensure the teacher affected is informed well in advance.
- After the visit has taken place a review of the visit will be discussed with the EVC to identify any concerns that teachers had whilst on the visit, so that amendments can be made to any future return visit.

### Insurance

- The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies and free school. It is an alternative to insurance through which the costs of risks that materialise will be covered by government funds.
- Northfield Manor Primary Academy is a member of this risk protection arrangement.

### Transport

- When using a coach company, the company will ensure that all seats have seatbelts and will provide their own insurance for the time staff and pupils are on board their transport.
- **The registration of the coach should be passed onto the office before leaving.**
- If the school minibuses are used, reference must be made to the School Minibus Policy, and there must be a second adult on the minibus in addition to the driver.
- When public transport is used, adequate supervision must be made to accompany the party.

### Residential Visits

- The EVC's will ensure that all staff accompanying children on a residential visit are adequately briefed before the visit
- There must be sufficient members of staff from each gender to accompany the children.
- Staff with responsibility for First Aid will be identified.
- The group leader will ensure that all pupils know where staff rooms are in case of emergency during the night time.
- Parents/Carers and staff involved will have a meeting prior to the trip, to inform parents/carers about important details and allow them to ask any questions.
- All children will be given clear instructions relating to the following at the start of the visit:
  - ❖ Safety, in relation to all aspects of their visit, including chalets, areas out of bounds, meal times etc.
  - ❖ Where to go in cases of emergency.
  - ❖ Night time procedures.
- Staff should have mobile phones available to communicate with each other as necessary.
- The school must complete the necessary forms and return them to LA three months in advance for approval of the visit, except in the case of LA owned centres.
- Parents/Carers must supply a contact number for the duration of the visit and complete relevant forms – referencing any medical or dietary needs of their children.

### First Aid & Communication

- Sufficient First Aid bags/boxes must be taken on all school visits.
- Necessary medication must be kept safely by one member of staff and they will be responsible for the administering of medication during the trip, as long as parents/carers have given consent (ref. Management of Medicines Policy)
- The group leader will ensure that he/she has access to a mobile phone to contact school or the Emergency Services if necessary.



LA / DFE Guidelines

The Educational Visits Co-ordinator will ensure that regular reference is made to the LA, VAT or DFE guidelines for school visits. These may be found in the Head Teacher's office.

***Date agreed by the Governing Body: 4/12/17***

***Signed: David Duff***

***(Chair of Governors)***

## Appendix 1 - RISK ASSESSMENT FORM

### RISK ASSESSMENT FOR ALL EDUCATIONAL VISITS

ISSUES	HOW TO MANAGE IT
Passers by 'Interfering'	<ul style="list-style-type: none"> <li>+ A mobile phone must be taken.</li> <li>+ Ignore and move on or return to school.</li> <li>+ Use mobile to contact school.</li> </ul>
Crossing Roads/Traffic	<ul style="list-style-type: none"> <li>+ Adult at the start of the line, in the middle and at the end.</li> <li>+ Walking in pairs in compact group.</li> <li>+ When crossing, children to walk across the road in waves with an adult at each end.</li> <li>+ Road crossing will be carefully supervised, and taken at the safest points possible.</li> </ul>
Inappropriate Behaviour	<ul style="list-style-type: none"> <li>+ Reminder to all children of rules prior to visit.</li> <li>+ Use Mobile to contact visit leader and school.</li> </ul>
Lost Children	<ul style="list-style-type: none"> <li>+ When arrive at venue, children should be shown where to go if they get lost. Tell them they should go there straight away and wait for an adult from school.</li> <li>+ Regular counting. Visit leader to oversee that this continues throughout the trip.</li> <li>+ Each adult should be given a list of the children in their group(including medical needs) , so if one of their children goes missing they know exactly who straight away.</li> </ul>
Injury/Illness	<ul style="list-style-type: none"> <li>+ First aider required on every trip.</li> <li>+ Assess injury with a first aider.</li> <li>+ Member of staff (NOT VISIT LEADER) to return to school or accompany in ambulance with injured child if needed.</li> <li>+ Use mobile to contact school or 999.</li> <li>+ Required medication and first aid kits taken. Medication distributed to adult in charge of child.</li> </ul>
Bus Journeys	<ul style="list-style-type: none"> <li>+ Seats (if on minibus) and Seat Belts checked.</li> <li>+ Children counted.</li> <li>+ Supervision on and off bus.</li> <li>+ On bus journeys, children must be seated and belted at all times.</li> <li>+ Where possible the coach should park on the side of the road closest to the final destination.</li> <li>+ Getting on and off should be carefully supervised with staff spread out to cover the coach, the steps and any road crossings.</li> <li>+ Staff should sit at intervals on the coach to help with supervision.</li> <li>+ Never sit children on the front row or next to fire exit.</li> </ul>
	<ul style="list-style-type: none"> <li>+ <b>A copy of this form should be given to all supervising adults with a copy sent to the EVC</b></li> </ul>

#### How to manage it - additional points

- + There must be two adults for any off site class activity.
- + There should be a clear purpose for the visit that is shared with the children
- + Children should be reminded of safety rules and what to do in case of specific problems.
- + The head should be notified prior to departure and on return. Any 'near miss' incidents should be reported and recorded.
- + The teacher should know the destination and any specific hazards identified and noted along with control measures.
- + Children should walk in a single file on narrow pavements.
- + A check will be made that a member of staff has relevant knowledge to deal with Specific issues.
- + Staff are familiar with the route to be taken.
- + Make sure it is an agreed route.
- + If a trip is returning after school ends. Indication of how children are to be dismissed from school premises must be obtained. **Children must be taken back into school and dismissed from the door.**

❖ **Emergency procedures- Must be dealt with by key members of staff.**

<b>NORTHFIELD MANOR RISK ASSESSMENT FOR EDUCATIONAL VISITS</b>	
Group:	Venue: Address: Telephone number: Date: Depart time: Return Time: Purpose of visit:
<b>ASPECTS TO CONSIDER</b> (List only actual significant hazards/risks)	<b>Control Measures</b>
<b>6 Key areas</b> are identified below where potential hazards may occur. These are the areas that must be reviewed before final approval is granted.	Written evidence that six key areas have been considered putting into place suitable and sufficient control measures. These reduce the likelihood and the severity of significant risks to an acceptable low level/rating. <b>Suitable briefings must be given for all 6 key areas to the relevant people</b>
<b>PEOPLE</b>	
1. Type of Group (Nature of Children) <i>List children who have significant needs and how you would overcome / manage these eg. 1 to 1.</i>	
2. Staffing (Names + Phone Numbers)	
<b>CONTEXT</b>	
3. Equipment <i>Include list own equipment and equipment onsite. What are the risks of using this equipment? How would you manage / overcome these risks?</i>	
4. Venue/Environment <i>Attach risk assessment and a map of the venue, if they have one. Consider issues with the weather.</i>	
<b>ORGANISATION</b>	
5. Travel <i>If using more than one coach or minibus, attach lists of children and adults name on each coach / minibus.</i>	Name of coach company: Telephone number:
6. Emergency Procedures (Including Medical Needs) <i>List the medical need, medication and how to overcome any problems.</i>	
Signed: Visit Leader Print Name	
Signed: Phase Leader Print Name	
Signed: EVC Print Name	