



Proud to be a **Bright Futures** EDUCATIONAL TRUST school

Marston Primary Academy and Nursery



Working Together To Be The Best We Can Be

Educational Visits Policy

Approved by the Governing Body
20th June 2019

MARTON PRIMARY ACADEMY AND NURSERY EDUCATIONAL VISITS POLICY

‘Working Together To Be The Best We Can Be’

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INTRODUCTION

The purpose of this policy is to ensure that every trip made by this academy combines the safest possible environment for children and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

This policy has been reviewed in response to the following legislation:

- DfE Guidance Health and safety on Educational Visits November 2018

RATIONALE

At Marton Primary Academy and Nursery, we believe that outdoor off site activities and educational visits are a powerful, positive teaching tool that helps enhance the social, personal and emotional development of all our children. Well planned and executed visits, providing a variety of ‘real-life’ opportunities, enables our children to achieve a fuller understanding of the world around them through direct experience, giving them a chance of adventure, share new experiences and solve problems alongside their peers.

The purpose if this policy is to provide detailed advice for staff to ensure pupils stay safe and healthy whilst taking part in outdoor off site activities and educational visits.

AIMS OF EDUCATIONAL VISITS

To enhance and support the school curriculum.

To enrich and broaden the child’s knowledge, skills and understanding of the wider world outside school and home.

To promote enjoyment and promote a love of life long learning.

To emphasise links between different areas of the curriculum, and to put into practice skills learnt in the classroom

To develop the child's confidence in encountering unfamiliar situations

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To develop the child's ability to work with a group, to follow instructions and to complete tasks in co-operation with others

To ensure that children learn the importance of considering the feelings and needs of others.

To nurture self-reliance, autonomy and leadership

ROLES AND RESPONSIBILITIES

Management

Teaching staff are responsible for preliminary planning of trips and any plans must be discussed with the Executive Principal, or the Head of School in her absence, at an early stage. The Educational Visits Co-ordinator (EVC) checks the planning, giving guidance and support; the Executive Principal has overall responsibility for the safety of the pupils and staff therefore giving overall approval for every visit.

Executive Principal

The Executive Principal oversees and maintains the policy for educational visits on behalf of the Governing Body. This policy requires all educational visits have a clear and appropriate purpose, and are properly organized. It also specifies those categories of visit which may need to be reported at the planning stage to the Governing Body and/or the Trust. The Executive Principal must review operating arrangements, at least annually, with staff who directly implement this policy or undertake visits.

The Executive Principal will ensure that:

- They have appointed a suitable visit leader.
- All necessary actions have been completed before the visit begins.
- The risk assessment is complete and that it is safe to make the visit.
- Training needs have been met.
- The visit leader has experience in supervising and controlling the age groups going on the visit and has the ability to organise the group effectively.
- The visit leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity.
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance.
- That for all adventure activities, appropriate licences are in place.
- That appropriate checks are in place for outside organisations who do not hold the Learning Outside the Classroom Quality Badge.
- The Governing Body has approved the visit if necessary.
- There is adequate and relevant insurance cover.

Educational Visits Co-ordinator

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The Educational Visits Co-ordinator will ensure that:

- Educational visits meet the employers' and school's requirements.
- They support the Executive Principal and Governors with approval and other decisions.
- They assess competence of prospective leaders and staff – challenge and question the value and purpose of the visit and provide support and guidance to staff.
- Risk assessments meet requirements.
- Keep record of visits, accident or incident reports.
- Review systems and monitor them.
- Arrangements have been made for all the medical needs and special educational needs of all the children.
- They have the address and phone number of the visit's venue and have a contact name.
- They have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and volunteers' next of kin.

Visit Leader

One teacher, the visit leader, has overall responsibility for supervision and conduct of the visit or activity including direct responsibility for pupils' health, safety and welfare and must be approved by the Executive Principal.

The Visit Leader will:

- Be able to control and lead pupils of the relevant age range.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Be aware and take into account the implications for non-returnable deposits.
- Ensure all consent slips have been collected and know all the pupils proposed for the visit to assess their suitability.
- Undertake and complete a risk assessment proportionate to the nature of the visit or read and understand the risk assessment form provided by the establishment to be visited.
- Have regard to the health and safety of the group at all times.
- Observe the guidance set out for teachers and other adults below.
- Ensure that pupils understand their responsibilities.
- Follow the photography and video guidance and all parents have consented to their children having photographs/videos taken.
- Complete visit evaluation.

Other Staff and Adults Involved in a Visit

Staff on school-led visits will act in the course of their normal employment during their normal hours. They will be acting under an agreement with the Executive Principal if some of their time on the visit falls outside normal hours. Volunteers must be under the immediate supervision of a teacher and not have sole charge of groups of children. All adults must have an up to date enhanced CRB check.

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Staff and other adults on the visit must:

- Do their best to ensure the health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would.
- Follow the instructions of the leader and help with control and discipline.
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Responsibilities of pupils

The Visit Leader should make it clear to pupils that they must:

- Follow the school code of behaviour.
- Not take unnecessary risks.
- Follow the instructions of the leader and other adults.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the visit leader about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

PLANNING OFF-SITE VISITS

Before a the Visit

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them. The Executive Principal is responsible for overseeing the planning all off-site visits. In practice, the detailed planning is delegated to the visit leader, but the Executive Principal must be satisfied that the person planning the visit is qualified to do so and has the necessary experience. The Visit Leader must agree all plans with the Executive Principal.

All residential educational visits and those requiring Trust approval will be recorded electronically and with a paper copy stored in the Educational Visits File. All other visits will be recorded using the school system.

Time can be allocated for pre-visits if a potential establishment has not been visited by the school before. A pre visit is advisable, but it is acceptable to gather the necessary information by other means if necessary. For example through: personal recommendation; direct contact with visit destination or Internet research. The purpose of this exploratory visit or research is to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit.

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- Assess potential areas and levels of risk.
- Ensure that the venue can cater for the needs of the staff and pupils in the group.
- Ensure that the Visit Leader is familiar with the area before taking a party of young people.

USING OUTSIDE ORGANISATIONS

INCLUSION AND EQUAL OPPORTUNITIES

Pupils with Special Educational and Medical Needs

Educational visits should fulfil the needs of all children; therefore the Head of School will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Children with IEPs / IBPs / EHCPs may need additional supervision or support whilst on a visit.

Participation

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the visit leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the Visit Leader should consider whether such pupils will return home early.

Risk Assessment

As part of the visit planning, completing the risk assessment process for any activity that will be led by school staff is the responsibility of the Visit Leader and the staff team. Where an activity is led by staff from the establishment to be visited, it is their responsibility to assess any risks. It is the Visit Leader's responsibility to ensure that the risk management process has taken place by the establishment and it is reasonable to request copies of the risk management plan.

The risk assessment will determine the adult to child ratio for each visit. The risk assessment should include the following considerations:

- the activities and associated risks
- the level of risk
- the control measures that need to be in place to reduce risks to an acceptable level

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The Visit Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

The Visit Leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken □ the location
- the competence, experience and qualifications of supervisory staff
- the group members' age, competence, fitness and temperament
- pupils with special educational or medical needs □ the quality and suitability of available equipment
- seasonal conditions, weather and timing.

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Where possible it is recommended that the party leader is not in charge of a group of children, to ensure the safety and supervision of the whole group of children and adults.

As general guidelines, the following ratio of adults to children should be used:

Nursery: 1:4

Reception: 1:4

Year 1 to 2: 1:6

Year 3 to 4: 1:8

Year 5 to 6: 1:10 / 1:15

Regardless of these suggested ratios, each visit will be assessed individually.

Where a high adult to pupil ratio is required, it is not always feasible to use school staff alone. Volunteers with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

All adult supervisors, including school staff and volunteers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.

If the school is leading an adventure activity, such as canoeing, the Trust or Governing Body must ensure that the visit leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

First Aid

Visit Leaders are in charge of pupils during a visit and have a duty of care to make sure that the pupils are safe and healthy. It is common law duty to act as reasonably prudent parent would.

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group. The Visit Leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- a suitably stocked first-aid bag
- a person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. The contents of a first-aid kit will depend on what activities are planned.

Communication with Parents / Guardians

Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would.

The Visit Leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer / residential visits.

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Special arrangements may be necessary for parents for whom English is a second language.

The following information on matters that might affect pupil's health and safety is useful to parents, and will be included in a letter to parents / guardians prior to a visit:

- dates of the visit
- times of departure and return
- mode(s) of travel including the name of any travel company
- details of accommodation with security and supervisory arrangements on site
- names of leader, or other staff and of other accompanying adults
- visit's objectives
- details of the activities planned and of how the assessed risks will be managed □
voluntary contribution details
- insurance taken out for the group as a whole in respect of luggage, accident,
- cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested
- clothing and equipment to be taken
- money to be taken
- the informative reply slip to be given by parents and what they will be asked to consent to.

Where monies are required, it must clearly be stated on the letter. If it supports the curriculum a voluntary contribution must be asked for. It can, however, state that if insufficient funds are collected than the trip can not go ahead.

If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Principal will need to consider whether the child may be taken on the visit or not. A parental consent form should be completed for each pupil in the group.

Parents must be informed to:

- provide emergency contact number(s)
- sign the consent form
- give the Visit Leader relevant information about their child's health which might be relevant to the visit

Legal Position with Parents

The law is quite clear and states that a child should not be prevented from taking part in an activity or visit because the parents are unable or unwilling to pay. Schools can only request contributions towards the costs, and are not allowed to charge for the cost of those children who do not pay or for those adults who are going.

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Letters home should make clear that a request for contributions towards the cost made but that the trip cannot take place unless there are sufficient contributions. It should be made clear that there is no wish to place unacceptable burden on parents who have financial difficulties but that it is hoped they will make some contribution, however small, and that this will be appreciated and accepted.

Parental permission is needed before a child can be taken on an educational visit. This can be done in several ways:

- A parent / carer's signature on a return slip. This is the preferred way because it implies an understanding and acceptance for a specific trip.
- A general permission slip signed at enrolment is acceptable as a 'catch all' in the event of there being no other evidence of acceptance for a specific trip. Although it was originally devised as a cover for non-paying local trips it will suffice where costs are being incurred as well, and providing you are sure that the parent will not object as a matter of principle. It is sensible to try and make telephone contact as well.
- Any action that implies that the parent/ carer understands that a trip is planned and are willing for their child to go. This would normally include sending the child with a packed lunch when they normally have school dinners, or sending the entrance fee or fare money.
- If none of these is forthcoming it is acceptable to phone the parent / carer, or other responsible adult relative (if they have been nominated as an emergency contact) and seek permission verbally from them. Other emergency contact numbers such as a neighbour or family friend are **not** able to give permission.

Preparing Pupils / Information to given pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

It is for the Visit Leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information.

Pupils should understand:

- the aims and objectives of the visit / activity
- background information about the place to be visited
- how to avoid specific dangers and why they should follow rules

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- why safety precautions are in place
- why special safety precautions are in place for anyone with disabilities
- what standard of behaviour is expected from pupils
- who is responsible for the group
- what to do if approached by a stranger
- what to do if separated from the group
- emergency procedures
- rendezvous points

Transport

The school mini buses should be used where possible for all visits.

Teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have an appropriate license and insurance cover for carrying the pupils. Volunteer drivers should be carefully vetted by the school before they are permitted to drive pupils in their cars. If necessary, assurances should be requested by the Head of School.

Principal / Visit Leaders, who wish to use parents/volunteers to help transport pupils in their own cars, must ensure that they are aware of their legal responsibility for the safety of the pupils in their cars.

Parents' agreements should be sought for their children to be carried in other parents' cars. If pupils are going to be transported to venues in parents' cars, parental consent is required.

Pupils using transport on a visit should be made aware of basic safety rules including:

- Arrive on time and wait for the transport away from the road, track, etc.
- Do not rush towards the transport when it arrives.
- Wear seatbelts and stay seated while travelling on transport.
- Make sure bags do not block aisles on the transport. □ Never attempt to get on or off the moving transport. □ Never throw things out of the transport vehicle's windows.
- Never get off a vehicle held up by traffic lights or in traffic.
- Never run about while transport is moving or pass someone on steps or stairs.
- Never kneel or stand on seats or otherwise impede the driver's vision. □ Never distract or disturb the driver.
- Stay clear of automatic doors / manual doors after boarding or leaving the transport. □ After leaving the vehicle, always wait for it to move off before crossing the road.
- If you have to cross roads to get to the transport always use the Green Cross Code.
- If you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

SPECIFIC REQUIREMENTS FOR VISITS

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RESIDENTIAL VISITS

The Academy will bear in mind the following:

- The Visit Leader should ideally have adjoining rooms with staff quarters next to the children's.
- The immediate accommodation area should be exclusively for the use of the group.
- Access by staff to children's rooms must be available at all times.
- Separate male and female sleeping areas for children and adults.
- Ensure that the whole party is aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel.
- Security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors.
- Ensure that locks / shutters etc. work on all the rooms used by the group.
- Storage of clothes, luggage, equipment etc., particularly safekeeping of valuables.
- Adequate lighting – it is advisable to bring a torch.
- Provision for sick, disabled pupils or those with special needs.
- Safety in rooms (electrical connections, secure balconies).
- Recreational accommodation / facilities for the group.

COASTAL / RIVER VISITS

The Visit Leader should bear the following points in mind in the risk assessment of a coastal / river activity:

- Tides and sandbanks are potential hazards so timings and exit routes should be checked.
- Ensure group members are aware of warning signs and flags.
- Establish a base on the main land to which members of the group may return if separated.
- Look out for hazards such as glass, barbed wire and sewage outflows etc.
- Some of a group's time on a beach / river banks may be recreational. Visit leaders should consider which areas of the terrain and sea are out of bounds.
- Cliff tops can be highly dangerous for school groups even during daylight.
- The group should keep to the path at all times. Visit Leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

SWIMMING

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit, should be thoroughly risk assessed and approved by the Trust. Paddling will only be allowed as part of a supervised activity, preferably in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

FARM VISITS

Taking children to a farm will be very carefully planned, and the risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas.

The basis rules for a farm visit will be:

Never let pupils:

- Place their faces against the animals or their hands in their mouths after feeding them.
- Eat until they have washed their hands.
- Sample any animal foodstuffs.
- Drink from farm taps (other than in designated public facilities).
- Ride on tractors or other machines.
- Play in the farm area.

DURING THE VISIT

Medical administration

The Visit Leader must ensure all medical equipment is clearly labelled and guidance is given to the time it is to be administered, by the first aider or nominated adult supervisor.

Head counts

Regular head counts must take place. All staff accompanying the group must carry a list of all pupils and adults at all times.

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Pupils must not wear name badges.

The Visit Leader must establish a rendezvous point and tell all pupils what to do if they become separated from the group.

Missing Children

If an individual child is lost then the Visit Leader should immediately notify the responsible authority in the place being visited. When this has been done and all reasonable precautions have been taken then telephone the school to let us know. The Head of School will, if appropriate take responsibility for the next action and for passing the messages to all concerned.

If you are in a place where this is impossible, make a quick initial search, collect the other children together, leave them with an adult, find a telephone, ring the police and then school. Remember your position so that you can take officers there if necessary.

Generally if the adults in charge are confident and the children are not frightened then there is no reason why the rest of the day should not be enjoyed. It may be necessary for the school to send out another adult to meet the group. Under other circumstances it may be necessary for the adult concerned to bring back the group to school.

Emergency Procedures

Visit Leaders/teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation or to stop an activity they feel unsafe or dangerous.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend the casualty
- inform emergency services and everyone who needs to know of the incident.

Serious incidents must be reported immediately to the school emergency contact (usually the Head of School) by the Visit Leader. It is then the responsibility of the school to notify the Executive Principal, who will notify the C.E.O. of the Trust as soon as possible.

In the event of a serious injury / emergency, the main factors to include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.

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- Inform school contact. The school contact number should be accessible at all times during the visit. Include name, date and time of incident, location, names of others involved, actions so far and actions yet to be taken.
- Write down accurately all events, times and contacts as soon as possible. □ Notify the police / British Embassy if necessary.

If a child falls ill, but not seriously enough that an ambulance is needed, then telephone the school and explain the situation. The advice will be to send an adult back with the child.

AFTER VISIT

Evaluation

In the event of a serious incident, an accident form must be complete as soon as possible. (No one must speak to the media or other parties for legal reasons.)

Monies

Return all unspent money, receipts and break down costs needs to go to the office.

MONITORING AND REVIEWING

The policy will be reviewed every two years or sooner should new legislation/guidance be published.

The next review date is summer term 2021.

Signature of the Chair of Governors: *Trish Latimer*

Date: 20th June 2019

Mrs Trish Latimer

Signature of the Head of School: *A. Coyle*

Date: 20th June 2019

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Mrs Alice Coyle

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