

Newchurch Community Primary



Policy – Educational Visits

Mission Statement

Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society.

Persons with Responsibility

John Duckett (Educational Visits Coordinator)
Jayne Narraway

Linked Policies

Equal Opportunities
Health and Safety
Teaching and Learning

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COMMITMENT

We acknowledge that children derive a good deal of benefit from participating in educational visits “off- site”. These guidelines are designed to assist staff in planning one-day and residential visits and will help to ensure that school visits take place without incident and with regard to the Health and Safety Policies in place in school. The school will follow Warrington Educational Visits Guidance/Policy when planning all trips, which provides a detailed interpretation of this policy.

The guidelines follow the framework set out in the DfEE documents “Health and Safety of Pupils on Educational visits”, 1998; “Safety in Outdoor Education”, 1989 and Circular 22 / 94 “Safety in Outdoor Activity”. Staff must follow the framework when planning any out of school activity.

RESPONSIBILITIES

Governing Body

The Governing Body should ensure

- That the visit has a clearly defined educational purpose and stated objective
- That the visit complies with school health and safety policies.
- Where necessary, they may request a report from staff, EVC (Educational Visits Coordinator) or headteacher regarding the success of the trip.

The Headteacher

The Headteacher should ensure:

- All trips will be sent to the Headteacher via the Evolve system.
- In the event of their absence, another individual (not EVC) will have access to account and clearance to pass trips.
- That the visit complies with DfEE, LEA and school guidelines or policy.
- That the trip has a clearly defined educational purpose and stated objective.
- That the trip leader is competent to monitor the risks throughout the trip.
- That child protection procedures are in place.
- That all pre-visit requirements have taken place.
- That a risk assessment of the trip, and all activities in which the children will participate, has been undertaken.
- That trip planning takes into account the needs of the children.
- That the group leader is familiar with the location of the trip.
- That all volunteer helpers have a DBS check in place and are briefed prior to the trip.
- That the ratio of adults to children is appropriate.
- That parents have signed consent forms.
- Arrangements are in place for any medical needs the children may have.
- Adequate first aid provision is available.
- The mode of travel is appropriate.
- Travel times are known.
- There is adequate insurance cover for the trip.
- The group leader has a school contact number in case of emergencies.
- The group leader has names and contact numbers for parents of the children taking part in the trip.
- There is a contingency plan for late arrival back at school at the end of the trip.

The Educational Visits Coordinator (EVC)

The EVC should ensure

- Evolve planning has been completed using www.warringtonvisits.org.uk
- That all trips follow Warrington Policy for Educational Visits.
- That trips are recoded on Evolve in time to be assessed – 30 days before a trip and 6 weeks before a residential.
- That forms are checked and any queries with the trip are followed up with staff members.
- That all adults are logged on the evolve system.
- That all staff are trained on completing an online Evolve form.

- That staff are aware of the Critical Incidents Policy for the school.
- That all adults on the trip are named and are deemed safe to work with children – including DBS checks where necessary.
- That ratios are in place in line with school policy:

Educational Visit Ratios

(These must be adhered to. SEN and EBD children may require more adult support.)

EYFS	1:4
Y1-3	1:6
Y4	1:10
Y5	1:12
Y6	1:15

- That risk assessment is in place with regards to travel, the venue, individuals and medical needs.
- That staff have contingency plans and have considered the weather conditions.
- That adequate transportation is in place – where this involves walking, a risk assessment demonstrates the expected standard and safeguarding procedure.

The Administration Team

The admin team will ensure

- Any correspondence from parents is collated including the collection of monies.
- That DBS checks for adults are in place and up-to-date.
- That transport is arranged using system for procurement.
- That pupil registers are up-to-date.

The Group Leader

The group leader should ensure

- They will follow Newchurch planning structure
- They have obtained the permission of the Headteacher before any off-site visit takes place
- They follow LEA and school guidelines
- That all other staff and any volunteer helpers are aware of their duties
- They are aware of child protection issues
- Carry out a risk assessment prior to the trip
- All necessary planning for the trip is completed using Evolve system www.warringtonvisits.org.uk
- That they have all required information about the children accompanying them on the trip
- That staff are aware of the Critical Incidents Policy
- That adequate first aid arrangements are in place
- That the ratio of children to adults is adequate

Staff Accompanying the Trip

All staff accompanying the trip should

- Do their best to ensure the health and safety of everyone in the group
- Act as any “reasonable parent” would do in the same circumstances
- Follow the instructions of the group leader
- Ensure that children behave in a controlled and disciplined way

Volunteer Helpers

Volunteer helpers need to be clear about what is expected of them on a school visit. A separate set of guidelines has been drawn up for volunteer helpers and the group leader must ensure that these have been discussed with all helpers prior to the trip. All volunteers should have an up-to-date enhanced DBS disclosure.

LEADERSHIP AND STAFFING

All educational visits are subject to Headteacher approval. Staff wishing to take children on an off-site visit are required to complete a form giving details of the trip prior to the visit taking place.

One teacher (the group leader) **must** be in overall charge of the party and their decision over the safety of the children **must** be final. A deputy should be identified who is aware of the plans and risk assessment processes.

The following minimum staffing levels **must** be adhered to:

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Ratios may need to change based on the nature of the activity, the location of the visit, the attendees involved or the weather.

SUPERVISION

The group leader **must** carry the following on the trip:

- A copy of the register (original to stay in school)
- A list of the groups and their adult helpers (a copy is to be given to the headteacher beforehand)
- A list of children with inhalers/medical needs - remember inhalers will need to be taken on the trip
- Note of emergency school contact number

- First aid pack
- Emergency contact numbers (residential trip only)

RISK ASSESSMENT

It is the responsibility of the visit leader to ensure that risk assessments are created/collected with regards to the trip. They may be sourced from a provider or may be made by the visit leader.

There are three main types of risk assessment: Generic (covering the planned trip), Specific (relating to individuals or specific risk) and dynamic (ongoing risk assessment during the trip e.g. relating to the weather or unforeseen events).

Risk assessments must be uploaded to the evolve site prior to the visit to be inspected by the EVC and headteacher.

Sites with 'Learning Outside the Classroom' certification will be able to give a provider form demonstrating that they have been inspected as a safe venue for school trips. Where the LOTC quality mark is not in place, school should request a Warrington Provider Form be completed (available through evolve). This can then be scanned and added to the trip planning/risk assessment.

Staff need to upload an itinerary on trips which outlines location, activity and timings. This will allow for them to be contacted in case of emergency.

Any children or staff with known medical conditions should be included within the risk assessment. Precautions should be taken to reduce the risk to these individuals without compromising the desired outcomes of the trip.

There are five key variables when risk assessing for an educational visit:

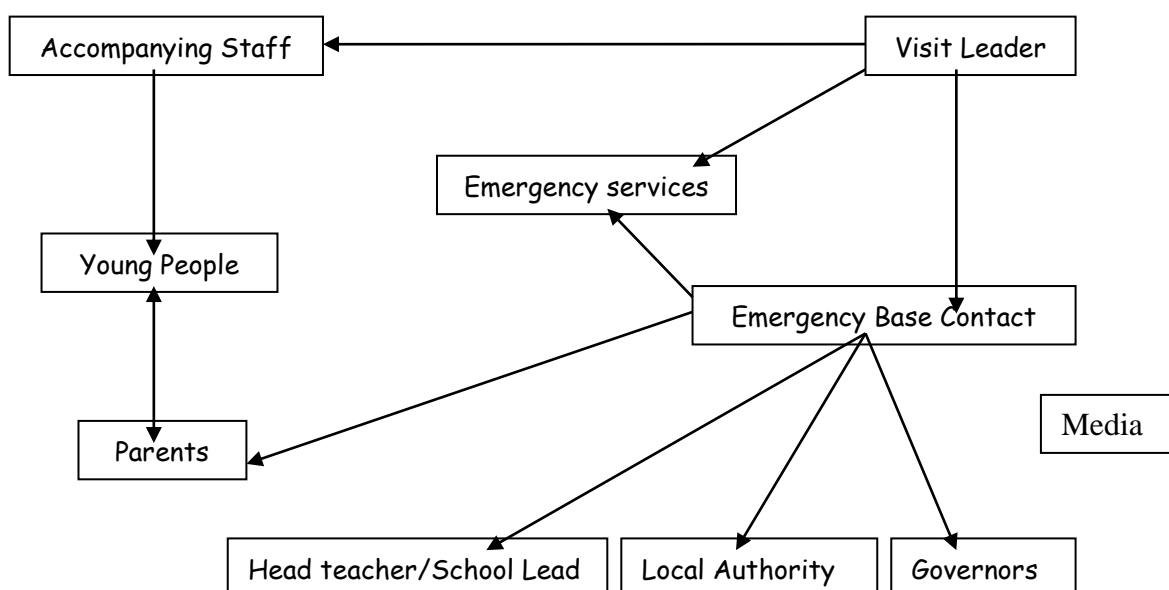
- | | |
|----------|---|
| S | Staff |
| A | Activity |
| G | Group/Children |
| E | Environment |
| D | Distance (how far are the group from base?) |

EMERGENCIES

The group leader will need to assess the situation at the time and take action to:

- Follow Critical Incident Policy
- Liaise with the emergency services
- Ensure all the members of the group are accounted for
- Protect the party from further danger
- Provide first aid and comfort
- Evacuate to safe accommodation if appropriate and possible
- Inform the headteacher of the situation

In critical incident cases related to educational visits the following procedure should be followed:



***It is imperative that staff do not speak to the media relating to critical incidents.
The use of mobile phones and other devices will not be permitted on trips.***

INSURANCE

The LA carries insurance with Zurich Municipal Insurance for all educational visits of one-day duration. The group leader will need to ensure that insurance cover for residential visits is applied for prior to the visit. The LA will advise on this.

PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Whilst every effort is made to ensure that our policies are “inclusive” the Headteacher may determine that an activity is not appropriate for an individual child where their inclusion could put others at risk. This could apply particularly to a child with behavioural problems.

INFORMATION FOR PARENTS

Parents need to know in writing well in advance practical details of what they should provide for the trip, e.g. packed lunch, clothing pocket money and equipment.

PARENTAL CONSENT

Parental consent is required for all activities which take place off-site.

The Headteacher **must** always receive a copy of any letter sent to parents.

TRANSPORT

The group leader must ensure that any coach booked for transporting the children off-site is fitted with seat belts and is adequate to transport the number of children who will be going on the trip. The group leader retains the right to refuse transportation in a vehicle they deem to be unsafe. Coaches will be selected via procurement at Warrington Borough Council.

Parents providing car transport must confirm that:

- They are fully insured
- They have the appropriate number of seat belts
- Where necessary, child seats will be used.

CHARGING FOR TRIPS

Parents **cannot** be charged for any visit that occurs during school hours. However, the school may ask for a “voluntary contribution” towards the cost of the trip. No child may be excluded from taking part in any trip during school hours for not contributing towards the cost. A visit may be cancelled if there are not enough voluntary contributions to make the trip viable.

Parents can be charged for board and lodging on a residential visit and when the trip is deemed to be an “optional extra” i.e.:

- It takes place out of school hours
- It does not form part of the National Curriculum

FIRST AID

Where possible, all trips and activities should have a first aid trained member of staff present or easily reachable.

The **minimum** contents of a travelling first aid kit are:

- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated wound dressing (18cm x 18cm)

- 2 triangular bandages
- 2 safety pins
- Medi wipes
- 1 pair disposable gloves
- A Resus-aid is recommended, but not essential

TERRORIST ATTACK

The current climate suggests that terrorist attacks affecting school trips are a possibility. The following procedures should be taken in the event of such an attack.

- Ensure that all staff are aware of and have read the critical incident policy.
- Ensure that plans can be changed and that alternatives have been considered where possible.
- Stay alert of local and national news. If overseas, then use www.fco.gov.uk for news.
- Be vigilant at all times and report any suspicious activity or objects. Ensure that children are informed to do this too.
- Follow any guidance or instruction given by the emergency services.
- Increase ratios and reduce the freedom of movement on trips where necessary.
- Avoid congregation in public places e.g. platforms, stations etc.
- Consider the benefits of all trips and sites prior to the visit - are they essential?
- Consider all group members including those with medical conditions, disability or special educational needs.
- Ensure that all group members are aware of the 'Run, Hide, Tell' guidance.
- Ensure that staff have a spare mobile charger which is available to the group leader in the event of an emergency.
- Ensure that a meeting point is arranged and that alternatives are identified in case of emergency. All group members should be aware of this.
- Stick to your itinerary where possible to ensure that group can be contacted and their whereabouts are known to the emergency base contact.
- Ensure that the emergency contact details for all children are kept by more than one member of staff.
- Assign a deputy group lead.
- Consider additional medication where necessary and water/snacks if possible long duration away from base is a possibility.

USEFUL DOCUMENTATION

OEAP A handbook for: EVCs, Visit Leaders and School Governors.

<https://oeapng.info/> - Website with trip guidance for EVC, Visit Leaders, Governors, Head teachers, Parents

www.warringtonvisits.org.uk – Website for booking educational visits containing supporting Warrington documentation and policy.

www.fco.gov.uk – National news from foreign office

Newchurch planning structure for educational visits



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Remember: Ratios may change based on the nature of the visit, location, environment, weather, nature of the group on the visit.