



EDUCATIONAL VISITS POLICY

Full copies of our policies and procedures can be found on our website or are available from the office
www.newburland.leics.sch.uk

Adopted by the governing body at the meeting held in October 2017 – see minutes

Due for review every 2 years

Aims

- To enable pupils to derive maximum educational benefit from visits.
- To undergo experiences that will not be available within school.
- To ensure pupils stay safe and healthy at all times.
- To encourage independence, cooperation, collaboration and collective responsibility, where appropriate.

The school follows the LEA Off Site Education Visits policy.

Roles and responsibilities of the LEA, Governing Body and Head Teacher are as laid down in the above document.

The school's Educational Visits Coordinator (EVC) is the Head Teacher.

The responsibility for approving all out of school visits remains with the Head Teacher and Governing Body. The Head Teacher will approve local visits, but residential visits will be approved by the school's governors.

Principles Newton Burgoland primary School will adhere to: -

- All visits will be approved by the Head Teacher before they are booked (governors if residential)
- All visits will comply with the LEA's and school's health and safety requirements.
- All visits will have a named party leader and deputy in case of emergency.
- No visit will take place without a thorough risk assessment of the destination and travel route.
- An Educational Visits Approval Pro-forma will be completed and signed by the Head Teacher / Chair of Governor (where appropriate) before each visit,
- Adequate child protection procedures will be in place.
- The correct adult: pupil ratios will be adhered to.
- The LEA will approve all residential visits through EVOLVE.
- Written permission will be required from parents/carers.
- A first aider will accompany all trips with adequate first aid equipment and necessary preventative medicines for children with requirements.
- Buses / coaches with seat belts will be used for all visits
- Adequate insurance cover will be in place.
- Venue contact details and names of all visit participants will be left with the Business Manager/Senior Teacher.
- The class trip folder will be taken on all visits.
- There will be a contingency plan for any delays, including a late return home.
- Any serious risks or near misses will be reported to the Head Teacher
- An accident book will be carried and completed as necessary
- In the event of an emergency, emergency procedure will be followed.

Role of party Leader

To have overall responsibility for the supervision and conduct of the visit and to have regard to the health and safety of the group.

The party leader will:

- Obtain the Head's prior agreement before any visit takes place by submitting an Educational Visits Approval pro-forma and obtaining a completed provider form in the case of adventurous activities where the provider does not hold an LOfC badge.
- Appoint a deputy.
- Conduct an exploratory visit to undertake a proper risk assessment.
- Complete a comprehensive written risk assessment for aspects of the trip for which they have responsibility (amend existing RA if venue previously visited) and ensure all accompanying adults have read copy and signed to indicate this.
- Ensure the ratio of adults to children is appropriate.
- Clearly define each group supervisor's role and ensure all tasks have been assigned. Ensure that everyone is aware of and accepts the nature of the particular responsibilities and roles they will assume and that they are advised of their position with regard to personal responsibility.
- Be able to control and lead pupils of the relevant age range.
- Ensure that adequate first-aid provision will be 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 health and safety of the pupils is unacceptable and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the school contact and can access a copy of the school's emergency procedures.
- Ensure that group supervisors have details of the pupils' special educational and medical needs which will allow them to carry out their tasks effectively.
- Carry a list of names, addresses, ages and if relevant, a brief medical history of party members.

Group leaders should be familiar with the following documents:

- LA Off Site Education Visits policy
- Newton Burgoland Primary School Risk Assessment Policy
- Newton Burgoland primary School Emergency Policy
- Newton Burgoland primary School Health and Safety Policy
- Newton Burgoland primary School Child Protection & Safeguarding Policy
- Guidance for safer working practices

Supporting staff should:

- Follow the instructions of the group leader and help with control and discipline.
- Consider stopping the visit or activity, notifying the group leader if they think the risk to the health and safety of the pupils in their charge is unacceptable.

Non-teacher adults should:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline.
- Speak to the group leader or teacher supervisors if concerned about the health and safety of pupils at any time during the visit.
- Never supervise a party of more than 10.

Pupils should:

- Be given clear instructions that they are to stay in their particular group within sight of their group supervisor.
- Understand:
 - the aims and objectives of the visit/activity
 - background information about the place being visited
 - how to avoid specific dangers
 - why they should follow specific instructions and rules
 - what standard of behaviour is expected
 - what to do if separated from the group
 - emergency procedures
 - safety precautions regarding transport.

Child Protection

The planning and organisation of all visits, particularly those of a residential nature, must include precautions to protect children from abuse such as racial, sexual or physical harassment from either adults or other children.

In the case of residential visits, all accompanying volunteers must be DBS checked. This is not the case with day visits, though accompanying adults with a group, must stay with a member of school staff and their group at all times.

LEA Authorisation

Any visit involving an overnight stay must have the authorisation of the LEA. Such trips are registered on the EVOLVE portal.

Risk Assessments/ Risk benefits

Risk assessments are legal requirements. They involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken, or whether more should have been done. The aim is to ensure no-one gets hurt or becomes ill. RA's should explicitly cover how SEN and medical needs are addressed. The programme of the visit, as set out in the risk assessment and consent form should not be deviated from and should, if necessary, include details of contingency measures.

Staff are only responsible for conducting RA's on the elements of the visit over which they have control. Anything provided by an outside contractor will be the responsibility of that contractor. Staff should ask to see RA's drawn up by those providing services for them.

The written risk assessment, which is the responsibility of the party leader, should be given to the Head Teacher well in advance of the visit, so that she can see that effective planning has taken place. The group leader and other supervisors should continually re-assess risks throughout the visit.

Three levels exist for RA's for school visits:

- Generic activity RA's, which are likely to apply to the activity wherever and whenever it takes place, for example travel arrangements.
- Site specific RA, which will differ from place to place and group to group
- On-going RA's that take account of, for example, illness of staff or children, changes of weather, change of activity etc.

RA's should be based on the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The following factors should be taken into consideration by the party leader when assessing the risks:

- The type of visit/activity and level at which it is being undertaken
- The location, routes and mode of transport.
- The competence, experience and qualifications of supervising staff.
- The ratio of teachers and supervisory staff to pupils.
- The group members age, competence, fitness and temperament and the suitability of the activity.
- The SEN or medical needs of children.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit.

RA's should be copied and given to all accompanying the visit, to the LEA for a residential and to the Head Teacher and Governing Body for a residential.

In addition the trip leader should consider the benefits of the activity so that the risk is judged against these.

Supervision ratios.

Staffing must be determined by the risk assessments. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time.

For day visits and local activities (not including swimming in KS2), the following ratios are considered the minimum:

- Under 5's –1:4
- Years 1 – 3 1:6
- Years 4 and 5 1:10 – 15

For residential visits:

1:10 accompanied by at least 2 adults. One adult must hold a valid first aid certificate.

First Aid

- A fully trained first aider, whether teacher or group supervisor, must accompany any off-site visit.
- A suitably stocked first aid box must be taken.
- A person must be appointed to be in charge of first aid requirements.

Accidents

Following any accident, the Accident Book (contained in trip folder) should be and be given to the Head Teacher and Business Manager on return. Accidents are reported online through Assessnet. Third party eye witness accounts should be sought and recorded immediately.

Charging for visits

Charging will be made in accordance with the school's charging policy.

Communicating with parents

Parents should be informed of:

- Date of the visit, location and its aims
- Times of departure and return and modes of transport
- Size of group and levels of supervision
- Details of accommodation and security- residential
- Provision for SEN and medical needs
- Procedures for children who become ill (residential)
- Names of party leader (for residential visit – all accompanying adults)
- Details of activities planned and how assessed risks will be managed
- Details of charges
- Money to be taken if appropriate
- Clothing and equipment required
- What they are asked to consent to.

Off-site Sports Events

- The Head Teacher must know in advance that a match will be taking place.
- Parents are asked to transport their own children if necessary (see below)
- A list of those taking part must be left with the Head Teacher or Business Manager
- Parents must give permission for pupils to participate (this could be for the year or for an individual match).

Parents transporting other people's children to sports or other events

When parents offer to transport other people's children they sign to say that the following are in place:

- A current, clean driving licence is held
- The vehicle is roadworthy with, if applicable, an MOT certificate.
- Appropriate insurance is held.
- They will use a booster seat for pupils as required by law.

When school arranges for a parent to use their own transport to transport other people's children to an event a 'Trips from School using Personal Vehicles' form is completed: see appendix/

Monitoring and Evaluating Visits

The success of all visits will be reviewed immediately afterwards by group leaders with consultation with participants. Risks may be re-assessed during or immediately afterwards by group leaders. These should be recorded and stored in the Risk Assessment folder in the school office.

This policy will be reviewed in accordance with the programme for policy review included in the Governors Responsibility Document.

Appendices: -

- Checklist for Day Visits
- School Visit Checklist and Emergency Numbers
- Risk Assessment
- Trips from School using Personal Vehicles

**Newton Burgoland Primary School
Checklist for Day Visits**

1. Provider form complete if appropriate
2. Risk assessment/ risk benefit form complete
3. Trip form complete and given to the office with 1 and 2 attached
4. Visit agreed by Head Teacher (complete notification of visit form)
5. Risk assessments shared with all supervising adults.
6. First Aider on trip
7. First Aid kit for each coach
8. Emergency Trip Folder for each Class and/or Coach
9. Sick buckets, tissues, newspaper, clean wipes etc. for all coaches.
10. Bin liners
11. Spare clothes
12. Medication / inhalers with parents instructions/authorisation.
13. Mobile phone
14. Details of destination and timetable
15. Any equipment e.g. pencils, crayons, clipboards
16. Pro-forma of destination, names of party etc. left in school.



School Visit Checklist and Emergency Numbers (to be carried at all times)

Please use this checklist before you leave the school

- a. Visit to & date -
- b. Aim of visit –
- c. Preliminary visit undertaken by -
- d. Learning Outside the Classroom Quality Badge – YES/NO
- e. Risk Assessments in trip folder, read & signed by all staff
- f. Copy of class list and attending adults in trip folder and office
- g. Pupils medical forms and guidelines for administration of medicines (Epipen etc)
- h. Supporting adults have a list of pupils in their charge – Teachers to do
- i. A mobile phone with the Group Leader – Number below
- j. Emergency contact numbers below
- k. Named deputy leader (below) if group leader is incapacitated in any way
- l. First Aid kits available – Trip Leader to collect
- m. Accident trip book in trip folder
- n. CAMERA/IPAD TAKEN
- o. Person trained in First Aid –
- p. Ratio of Pupils to Adults/ no of adults on trip –

Emergency Contact Numbers

Name of Excursion Leader –

Deputy Leader –

1. Emergency Numbers: -

a) School Tel: No. 01530 270320

b) Head Teacher: Sue Ward - Mobile 0780 312 1813 Home: 0116 319 6956

2. Major Incident Line: Pager 07659 170195 Mobile 07786 198283

3. Address & Telephone of Excursion/visit:

4. Travel Company & Telephone –

5. In an Emergency see ‘Emergency Action Card’

6. Teacher Signature

7. Trip Authorised by Head Teacher – Signature.....

Risk Assessment

Risk Assessment – Date _____

Newton Burgoland Primary School, School Lane, Newton Burgoland, Coalville Leics LE67 2SL Tel: 01530 270320

Assessment Undertaken Date:

Signed.....

Ratio 1: ____ approx.

Aims	Benefits

Step 1 Hazard	Who might be harmed	Step 3 measures taken to control the risk	Step 4 Likelihood	Step 5 severity	5 Is the risk adequately controlled / further controls Benefits of exposure	Step 6 Review and revision
			Unlikely Possible Very likely	Minor moderate Severe		
			Unlikely Possible Very likely	Minor moderate Severe		



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Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

Together We Can Achieve Excellence

TRIPS FROM SCHOOL USING PERSONAL VEHICLES

TRIP TO..... ON

Details/Information Required	Checked/Evidence
Driver Name & Address Contact Phone Number	
Vehicle	Reg No and Make
Driving Licence – check valid dates and driver above on licence	Expires
MOT Certificate – check for vehicle shown above and expiry date	Expires
Insurance Certificate – check for driver and vehicle shown above and valid dates	Insurer Expires
Checked by	Signature