



## Educational Visits and Journeys Policy



Approved by Governors June 2015

To reviewed by October 2016

Other policies related to Educational Visits and Journeys:

Physical Educational Policy

Health and Safety Policy

Medical Needs Policy

Local Authority's School Effectiveness and Governance folder

SEND Policy

## **“Guidelines for Educational Visits and Journeys”**

(The Local Authority's School Effectiveness and Governance Handbook is kept in the Staff Room)

Learning outside the classroom has become an integral part of the curriculum at William Reynolds Primary and Nursery School. These visits provide a stimulus for learning across the curriculum and form part of our long term plan. Pupils can derive a good deal of education benefit from taking part in visits with their school and teachers are encouraged to provide these opportunities. The visits can help to develop a pupil's investigative skills and longer visits in particular can encourage greater independence.

The safety of pupils on these visits is our first priority. Since out of school visits occur relatively infrequently, they are to a lesser extent part of professional awareness. Therefore, the organisation and management of children and other adults needs special consideration. Teachers leading visits must give special attention to assessing the risk to children, on both day and residential visits, before the visit takes place. The degree and type of risk and danger will vary dependant on the activity, the environment, the conditions and the competence of those providing the activity.

Risk Assessment documentation is a legal requirement and is subject to audit. They must be thorough and signed by the Headteacher or the Educational Visits Co-ordinator (EVC) before the visit. Upon return complete the evaluation and leaving the hard copy with the office staff.

All Risk Assessments, whether written or electronically documented, must be retained for future reference. A copy of these can be found in the Risk Assessment folder, which is kept in the School Business manager office or the 'Workgroup' (T drive).

## **The Scope of School Visits and Journeys**

School visits and journeys include a wide range of activities. The range can extend from pupils walking to the local library, swimming pool, museum, or river through to pupils undertaking adventurous activities.

Between these two extremes come a whole variety of activities:

- Visits entirely contained in a timetabled school day to places of educational interest in the locality;
- Visits to other schools for sporting events and fixtures and other activities;
- Visits extending beyond a timetabled day to, for example, the theatre, concerts and sporting events;
- Charity walks and other sponsored activities off the premises organised by the school;
- Visits to residential centres
- A range of visits and journeys involving outdoor and adventurous activities

## **Planning and Organisation**

All visits must be planned and organised in accordance with the guidance and requirements of Telford & Wrekin 'Guidelines for Educational Visits and Journeys'. Whatever the visit or journey, whether to a local park, museum or swimming pool, or if it includes a residential stay, it is essential that the formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. If necessary, the teacher leading the visit should make a pre-visit inspection. Any questions about this process can be directed towards the EVC and Head Teacher

### **Checklist for Planning an Educational Visit or Journey**

The use of a checklist (see Appendix A) is recommended to ensure consistency and coherence of planning. Party Leaders should complete a checklist to be signed by the Head Teacher / EVC.

It is essential that there is a planned agenda for educational visits which is shared and understood by all adults planning to go on the visit.

Formal approval for visits is given within the school. The approval and notification form is given to the Headteacher for approval.

## **Party Leader Responsibilities and Supervision**

The party leader should have overall responsibility for the supervision and conduct of the visit and must have regard to the health and safety of the party. The party leader should:

- Obtain the Headteacher's prior agreement before any off-site visit takes place;
- Work under the direction of the EVC in relation to the planning and organisation of the visit;
- Appoint a deputy;
- Clearly define all adult supervisors' roles and ensure that 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 will be available;
- Undertake and complete the planning and preparation of the visit including briefing of party members and parents;
- Undertake and record a comprehensive risk assessment;
- Evaluate visits and / activities and advise Headteacher and EVC where adjustments may be necessary;
- Ensure that the ratio of adult supervisors to pupils is appropriate for the needs of the group
- Ensure that any accidents, incidents and/or near misses and any other relevant reporting requirements are met

HLTAs and TAs who have received appropriate training as party leaders may well be deemed competent to lead visits e.g. local visits during the school day or accompanying pupils to sporting fixtures.

Supervisors who are not employed by the LA or school cannot hold the same responsibility as school staff and must work at all times under the direction and supervision of a qualified teacher. Where there is more than one teacher or supervisor a party leader should be appointed who has authority over the whole group.

All adult volunteers, accompanying children regularly ie. on more than three occasions in 30 days, on visits, journeys or any residential visit, must have undergone an enhanced DBS check. If the adult supervisor is not regularly accompanying children, the Headteacher and EVC must ensure that the adult supervisor is not left on their own with children but are under the direction of the party leader and supervised by a teacher or TA.

Alcohol consumption - staff must behave in the manner expected of a reasonable parent. However if a member of staff drinks excessively, this would breach their duty of care, which they have 24/7, whilst on a visit.

### **Risk Assessment**

A risk assessment for a visit need not be complex but it should be comprehensive. A risk assessment will never eliminate risk, it is designed to identify what the risks are, and to put in place the safeguards to minimise them.

The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- how could they be harmed?
- what safety measures need to be in place to reduce risks to an acceptable level?
- what additional measures should the party leader put in place?
- what steps will be taken in an emergency?

The person responsible for the risk assessment should record it and give copies to all teachers / supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

Frequent visits to local venues such as swimming pools may not need a risk assessment every week, but will need an evaluation completed after every visit. A generic assessment of the risks of such visits should be made and reviewed at regular intervals, and careful monitoring should take place.

The party leader and other adult supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

### **First Aid**

First Aid should form part of the risk assessment. Before undertaking any off site activities, the Head Teacher or party leader should assess what level of first aid might be needed. On any visit, a trained first aider should have good working knowledge of first-aid and ensure that an adequate first-aid box is taken. For outdoor and adventurous activities (OAA), visits abroad or residential visits, at least one of the group's adults should be an appropriately qualified first-aider.

The minimum first-aid provision for a visit is:

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

Other considerations when considering first-aid needs should include:

- wherever practicable, a suitably qualified first aider
- specialist items (e.g. Epipens, Inhalers) needed by any individual members of the group (see Children with Health Issues List).

An up to date list of staff who are trained First Aiders is located around the school and available from the office staff.

### **Financial Planning**

The party leader should ensure that parents have early written information about the costs of the visit, and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit.

The Head Teacher should ensure that banking arrangements are in place to separate the visit's receipts from other school funds and from private accounts.

Parents must be told that any voluntary contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to voluntarily contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed. The School Governors, as part of the school budget setting arrangements, allocate an amount of money each year to support the shortfall costs. This ensures that all planned visits go ahead.

For residential visits to the Arthog Outdoor Education Centre, parents in receipt of Working Tax Credit with an annual income, as assessed by the Inland Revenue, that does not exceed an agreed amount, will also qualify for remission of board and lodging charges. This cost will be met by the school through the Pupil Premium Grant.

## **Planning Transport**

All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years (inclusive) must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

Children aged between 3 and 14 years must use an adult seat belt, or, if available for those under 135cms in height, a child seat, booster seat, booster cushion is available. There are two which are kept in the main office.

When transporting children by car, it is also necessary that staff have the appropriate 'business' insurance. See *Guidance on use of private vehicles*, in *Local Authority's School Effectiveness and Governance*, which is kept in the Staff Room.

The level of supervision necessary should be considered as part of the risk assessment for the journey. The party leader is responsible for the group at all times including maintaining good discipline.

## **Supervision, Care and Responsibility**

Teachers and Adults other than Teacher Supervisors (AOTT's) must act towards the pupils as a careful parent would towards his or her children in similar circumstances. In practice this means that all party supervisors will need to undertake greater care than that expected of a careful parent.

All AOTTs accompanying pupils on a visit or journey must have undergone an 'enhanced' DBS check. For the protection of both adults and pupils, all AOTTs should ensure that, wherever possible, they are not alone with a pupil (check the school's Single Central Register kept in the Main Office).

Minimum Adult to child ratios are as follows:

- 1 : 6            in Year 1 - Year 3 ( 2 adults accompany most visits)
- 1 : 10-15       in Year 4 - Year 6 (as a school, we generally have 1:8)
- 1 : 8            on residential visits.  
(Prior arrangement with Arthog may need to be taken to ensure this ratio is maintained.)

Checks should, therefore, be carried out on volunteers and staff employed by contractors who will have regular contact with children and young people attending the school (or other educational establishment) either on or off the premises.

For primary aged pupils it may be acceptable for female teachers only to accompany mixed parties as long as the Headteacher, parents and staff are satisfied that it is an appropriate arrangement.

### **Information to Parents**

Parents should be informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter. Seeking annual consent for such routine visits is strongly recommended.

Parents need to be aware that the teachers and other adults other than teachers supervisors (AOTTs) on the visit will be exercising the same care that a prudent parent would.

The following information on matters that might affect pupil health and safety should be given to parents in writing:

- dates of the visit;
- visit's objectives;
- times of departure and return - parents must have agreed to meet their children on return. Arrangements for any delay are outlined on the Risk Assessment.
- the location where the pupils will be collected and returned;
- the itinerary for the visit;
- names of the party leader, of other staff and of other accompanying adults.
- Arrangements for lunch
- Twitter / Text school number and information

### **Preparing Pupils**

The party leader should decide how information is provided, but must ensure that the pupils understand key safety information. Pupils should understand:

- The aims and objectives of the visit/activity;
- How to avoid specific dangers and why they should follow rules;
- What standard of behaviour is expected from pupils;
- Who is responsible for the group;
- What to do if approached by anyone from outside the group;
- What to do if separated from the group
- Emergency procedures

### **Pupils with Disabilities / Special Educational Needs**

Schools EVCs and party leaders should check that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits; and to include those disabled pupils who wish to take part in educational visits out of school hours. This will usually entail discussion with the pupil, parents, party leader and other supervisors.

The Disability Rights Commission 'Code of Practice for Schools' is a useful source of guidance for dealing with disability issues with examples. It is available from the school SENDCo.

### **Free Time**

Down time or recreational time, for example during the evenings on longer residential visits, may involve close or remote supervision, but should never be unsupervised. The supervisors continue to be in charge and need to establish the limits and framework that need to be applied to such "free time". Arrangements for any such "free time" should be included in the planning and programme for the visit and also within the detailed information given to parents upon which their consent is based. Planning needs to consider how to achieve "downtime" for staff. On overnight stays where a staff member has to be got up in the night and has significant sleep disruption they should be able to be taken off duty the next day.

## Open Water

Activities at water margins must have a clear purpose and plan to maximise benefits and control risks. Whenever activities are planned to take place near open water a "plan B" must always be available and pre checked for feasibility. Swimming and paddling or otherwise entering the waters of river, canal, sea or lake should never be allowed as an impromptu activity. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. The activities should be formal and supervised. Parental consent is required.

## Swimming

William Reynolds Primary and Nursery school has a nominated member of staff to undertake the role of swimming co-ordinator. This role will include ensuring the proper operation of a third party pool. This will involve monitoring and recording for the pool and sessions, including the following:

- Risk assessments
- Pool safety operation procedures and emergency plan
- Monitoring of staff training and maintaining records of qualifications
- All swimming related communications to staff
- Conditions of pool hire

Two adults should accompany each school party to the pool (this is in walking distance), one of the adults is a teacher. Pupils attending swimming lessons must be supported by adults in the following ratios:

| Pupils  | Recommended Pupil: Adult Ratio | William Reynolds Pupil: Adult Ratio |
|---|--------------------------------|-------------------------------------|
| Under 7's   | 12:1                           | 10:1                                |
| Beginners and Non-Swimmers i.e. unable to swim 10m unaided on back and front  | 12:1                           | 10:1                                |
| Swimmers with disabilities  | 1:1 or up to a maximum of 8:1  | 1:1 or up to a maximum of 8:1       |
| Improving swimmers: over 7 years old. Swimmers of a similar ability to each other who can swim at least 10m competently and unaided on their back and on their front. | 20:1                           | 10:1                                |
| Mixed ability groups: pupils with a range of ability where the least able and least confident are working well within their depth.                                    | 20:1                           | 10:1                                |
| Competent swimmers: Those swimmers who can swim at least 25m competently and unaided on from and back, and can tread water for 2mins                                  | 20:1                           | 10:1                                |

The lead teacher for swimming plans the visits and timetables and is a trained swimming instructor. School buys in an additional swimming instructor. A life guard is always present at the pool.

### **Forest Schools**

It is necessary to complete a form 16A if you are taking groups to a Forest School session off-site.

The forest school leader must have a certificate confirming their qualification of either an OCN or BTEC Forest School Leadership. They must have a current outdoor First Aid certificate and a current DBS and child protection training. Both the Forest School Leader and the site that they are delivering sessions on must be insured. A risk assessment must be in place and signed by the Forest School Leader delivering the sessions.

### **In the case of a fatality (see School Emergency Plan)**

Party leaders or other supervisory adults may speak to the press or other media only in circumstances where this course of action has been agreed by and with the advice of Telford & Wrekin and Headteacher. No one else in the party should speak to the media. Names of those involved in the incident should not be given to the press or media as this could cause distress to their families.

### **Insurance**

William Reynolds Primary and Nursery school is part of the Travel Insurance Scheme through the local authority.

Teachers on out of school activities are provided with personal accident cover under their conditions of service. Certificates for this are on display in the Main Office (AIG Liability Insurance).

## William Reynolds Primary School and Nursery Educational Visit Checklist

The safety of pupils is the first priority of any trip. The following checklist is an essential part of any planning.

Tick each task as you complete it, referring to the notes as indicated.

PL - Party Leader

EVC - Educational Visits Co-ordinator

H - Head

SA - School Administrator

|    | Action   | Who            | Complete |
|----|--|----------------|----------|
| 1  | Obtain Head Teacher's Approval   | PL/H           |          |
| 2  | Carry out the document Risk Assessment and pass to EVC or H at least 3 working days before the visit.                              | PL / EVC       |          |
| 3  | Make a preliminary visit where possible.   | PL             |          |
| 4  | Check insurance for staff driving.   | PL/H/<br>Staff |          |
| 5  | Plan travel arrangements, and confirm with the coach company route if possible (leave a copy with School Administrator in School). | PL/SA          |          |
| 6  | Calculate cost to children.  | PL/SA          |          |
| 7  | Make staffing and First Aid arrangements   | PL/H           |          |
| 8  | Include telephone numbers on Risk Assessment   | PL/SA/H        |          |
| 9  | Write to parents giving full information of the visit and requesting consent. Show Head letter before visit.                       | PL             |          |
| 10 | Make arrangements for the collection of funds/consent forms.   | PL/SA          |          |
| 11 | Request packed lunches for FSM in consultation with School Administrator for whole day visits.                                     | SA/PL          |          |
| 12 | Brief staff on roles and responsibilities.   | PL             |          |
| 13 | Prepare and brief pupils.  | PL/T           |          |
| 14 | Compile emergency numbers for children involved in the visit (Residential Visit).  | PL             |          |
| 15 | Check and pack First Aid requirements.   | PL/SA          |          |
| 16 | Check 'Alert Web' for children who are not allowed photographs taken   | PL             |          |
|    | On return  |                |          |
| 17 | Complete evaluation on risk assessment   | PL             |          |

Appendix B  
RISK ASSESSMENT



Type of Activity:

Date of Assessment:

Date of Review:

Location:

Children's Medical Needs (high profile)

Adults other than teacher with DBS check

Copy of RA given

Mobile phone nos.  
  
School: 01952 388280

|  |  |   |
|--|--|---|
| <b>Severity:</b><br>Fatality = 5    Damage to Property = 4<br>Major injury = 3    Serious injury = 2    Minor injury = 1 | <b>Likelihood:</b><br>Probable = 3    Occasional = 2    Improbable = 1 | <b>Risk rating =</b><br>Severity X Likelihood |
|--|--|---|

| Hazards | Potential Severity | Working Procedures Risk Control | Likelihood of Occurrence | Risk Rating | Action Required | Adult Responsible |
|---------|--------------------|---------------------------------|--------------------------|-------------|-----------------|-------------------|
|         |                    |                                 |                          |             |                 |                   |
|         |                    |                                 |                          |             |                 |                   |
|         |                    |                                 |                          |             |                 |                   |

|                   |                                |
|-------------------|--------------------------------|
| Assessment led by | Authorised by ..... Date ..... |
|-------------------|--------------------------------|

Evaluation of visit or event

Educational visit and journey went as planned with no incident.

Signed: \_\_\_\_\_ (party leader)

If an incident took place during this visit, please complete below:

What incident/accident took place?

Where did it happen?

Include names of pupil and adults involved

What treatment (if any) was required?

Were parents notified? Yes / No

If parents were contacted: Time: \_\_\_\_\_ Date: \_\_\_\_\_

How were parents informed?

Verbally  by whom

First aid slip

***All reportable accidents should be recorded on the appropriate accident report form.***

***If this was an accident that needed medical attention please ask parents to sign this slip.***

Name

signature

date

Signed: \_\_\_\_\_ (party leader)      Date: \_\_\_\_\_

### Emergency Procedure framework during a visit

If an emergency occurs the main factors to consider include:

- Establish the nature and extent of the emergency ASAP.
- Ensure all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised.
- Notify the police if necessary.
- Inform the School Home Base contact:
- Pass details on regarding the incident, names of casualties, time of incident, location of incident, location of injured, names of any others involved so that parents can be reassured, action taken so far, action yet to be taken, details of any assistance required.
- Write down accurately all relevant facts and witnesses and preserve any evidence.
- Keep a written account of events, times and contacts, even if it is just notes.
- Complete an accident form as soon as possible.
- Do not speak to the media.
- Do not discuss legal liability.
- Contact parents as appropriate in consultation with School Base.

