



Educational Visits and Journeys Policy



Approved by Governors February 2017

To reviewed by February 2018

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

School Emergency Plan

"Guidelines for Educational Visits and Journeys"

(The Local Authority's School Regulations and Guidelines for Educational Visits and Journeys September 2016 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.

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.

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.

2 members of staff have passed their **MiDAS** mini bus driving test.

Miss Julie Marriott

Mr James Tagg

Transportation of children in staff cars

Every car that is used to transport must be checked that it is road worthy. Should a member of staff be using their car to transport children to an event EVC/Headteacher must check their:

- MOT & TAX
- insurance which includes business - they must have contacted their insurers to make them aware that business is transporting children
- adults must be fit to drive and have no medical conditions. If they are taking regular medication the information given must be checked for side effects. This must be added to the policy to ensure all adults are aware of this.
- Check driving licence has correct details including address

If an adult is regularly transporting children then a licence check needs to be gained from the DLV. This needs to happen at least once a year and if someone has 6 points on their licence it needs to be checked every 3 months.

Children must normally use a child car seat until they're 12 years old or 135cm tall, whichever comes first. Only EU-approved child car seats can be used in the UK. These have a label showing a capital 'E' in a circle.

Should a child require a booster seat then one must be provided. They could bring in one from home but it is up to the adult driving to check the quality of the seat.

Child's weight 15kg to 22kg Forward facing child seat, high backed booster seat and harness (4-6 years)

15kg to 36kg Forward facing child seat, high backed booster seat and adult restraint (6+ years)

22kg to 36kg Forward facing child seat, high backed booster or booster cushion using adult restraint (6+ years)

As of December 2016 booster cushions will only be allowed for children aged 6years, taller than 125cm or weighing 22kg+. Children need to be 4 years old to use high backed booster with adult restraints. Under this they must use the harness.

Transportation on coaches

The coach driver is required to sign a form to say that they have checked the coach and it is road worthy.

When on a coach, teachers must check that the fire exit is unlocked. An adult must sit at the back of the bus near the exit to ensure children are safe.

Transportation in taxis

If using taxis, school must check the driving licence, id and that the car is taxed. No child must sit in the front seat of a taxi.

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 (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

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.

Some children have an individual risk assessment.

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.

Children should not be allowed to play on adventure play areas where a risk assessment has not been carried out.

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 front 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. A life guard is always present at the pool.

Forest Schools

The forest school leader has a certificate confirming their qualification of either an OCN or BTEC Forest School Leadership. They 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.

Arthog

A 16A risk assessment form must be completed and sent to Jo at least 2 weeks before going. All blue sections must be completed. All foreseeable risks must be included on the risk assessments for travel and self-led activities in the evening.

Accidents

(see **School Emergency Plan**)

Consideration needs to be given to whom among the staff and/or the Governing Body, is to act as spokesperson in dealing with the media. This may include the Head but may need to include others. Telford & Wrekin Council support is available in responding to media enquiries (with the involvement of Telford & Wrekin Public Relations Unit, if necessary) and will assist in keeping media demands satisfied.

No one else must speak to the media and any inquiries referred back to those listed above.

Those dealing with the media will follow the simple rules set out below:

- All those dealing with the media must be fully briefed about the incident.
- Stick to facts and avoid speculation where facts are unclear or unknown.
- Do not say 'No comment' but be ready to say 'I don't know' and to come back later with the answer - if there is one.
- Never admit liability of any sort.

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).

Resources

A range of resources are available to support pupil safety on visits

- High viz vests for pupils and adults
- Wrist bands for pupils that identify the school with a contact number
- Draw string bags for pupils to wear on their backs to keep their hands free
- Peaked caps in case of sun
- Wellies and wet proofs for EYFS forest school
- Clip boards

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
H - Head

EVC - Educational Visits Co-ordinator
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/ 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

Severity: Fatality = 5 Damage to Property = 4 Major injury = 3 Serious injury = 2 Minor injury = 1	Likelihood: Probable = 3 Occasional = 2 Improbable = 1	Risk rating = Severity X Likelihood
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Hazards	Potential Severity	Working Procedures Risk Control	Likelihood of Occurrence	Risk Rating	Action Required	Adult Responsible

Assessment led by	Authorised by Date
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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.

