

Woodland Grange Primary School

EDUCATIONAL VISITS POLICY

Aims

- To enable pupils to derive maximum educational benefit from visits.
- To undergo experience 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 LA Code of practice No. 11.

Roles and responsibilities of the LA, 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 Woodland Grange will adhere to.

- All visits will comply with the LA'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 LA will approve all out of county residential visits.
- 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 school secretary.
- The Emergency Procedure pack will be taken on all visits.
- There will be a contingency plan for any delays, including a late return home.

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.
- 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 a copy
- Ensure the ratio of adults is appropriate.
- Clearly define each group supervisors' 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.
- 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 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 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 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:

- *Code of Practise 11 – Guidance for the Conduct of Educational Visits and Adventurous Activities (in the staffroom)*
- *Code of Practise 2 – Risk Assessments (in the Office with generic risk assessments)*

- *Code of Practice 6 – Insurance (in Head Teacher's room)*
- *Woodland Grange's Emergency Policy*
- *Woodland Grange's Health and Safety Policy*
- *Woodland Grange's Safeguarding and Child Protection Policy*

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 to 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
- Wear Woodland Grange safety wristbands with phone number of school.
- 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 CRB checked. This is not the case with day visits, through accompanying adults with a group, must stay with a member of school staff and their group at all times.

LA Authorisation

Any visit involving an overnight stay must have the authorisation of the LA.

Form A1 (appended) should be submitted, together with all relevant risk assessments to the Outdoor Education Advisor at Beaumanor Hall at least 6 weeks prior to the visit.

Risk assessments

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 ensure no-one gets hurt or becomes ill. RA's should explicitly cover how SEN and medical needs are addresses. 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 he 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 and group to group

On-going RA's that take account of, for example, illness of staff or children, changes of whether, 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 ration 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 LA for a residential and to the Head Teacher and Governing Body for a residential.

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** 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 with a member of staff of each sex for mixed groups. 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 LA's blue Notification of Accident form must be completed (available from the office) and given to the head teacher. Third party eye witness accounts should be sought and recorded immediately.

Charging for visits

Charging will be made in accordance with school's charging policy i.e. for day trips, voluntary contributions for the appropriate proportion of the whole cost of transport and admission charges with 50% reduction for children whose parents are on benefits.

For residential visits, the full cost of board and lodging may be made with a voluntary contribution towards the cost of transport.

Communication with parents

Parents should be informed of:

- Date of the visit, location and it's aims
- Times of departure and return modes of transport
- Size of groups and level of supervision
- Details of accommodation and security

- Provision for SEN and medical needs
- Procedures for children who become ill
- Names of party leader (for residential visit – all accompanying adults)Details of activities planned and how assessed risks will be managed
- Standards of behaviour expected
- Details of charges and insurance
- Money to be taken
- Clothing and equipment required
- What they are consenting to.

Swimming

Woodland Grange uses Brookside School swimming pool.

L/A pool staff ratios are followed i.e. 1 staff on poolside : 20 children.

The teacher in charge of swimming or nominated deputy holds the Leicestershire swimming teachers lifesaving certificate.

She/he checks:

- Water temperature
- Water clarity
- Changing facilities for cleanliness and safety
- First Aid equipment
- Emergency exits
- Safe behaviour of all children

Off-site sports events

- The Head Teacher must know in advance that a match will be taking place.
- A list of those taking part must be left with the Head or PE Coordinator in her absence.
- Risk assessments will be in place for:
 - the journey
 - injury to players
 - illness to either staff of players

- Parents must give permission for pupils to participate (this could be for the year or for an individual match).
- Parental permission to transport pupils must be sought in writing.

Parents transporting children to sports or other events

A copy of the attached pro-forma should be completed prior to any parent transporting a child stating:

- A current, clean driving licence is held
- The vehicle is roadworthy with, if applicable, an MOT certificate.
- Appropriate insurance is held.

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.

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

Appendices:

- Form A1 – Notification of School Visits form to the LA
- Educational Visits Approval pro-forma.
- Pro-forma to be left at school on the day of the visit
- Sample risk assessment form.

Woodland Grange Primary School

EDUCATIONAL VISITS POLICY

INITIAL VISIT PRO-FORMA

This pro-forma is to be approved by the Head Teacher. No visit is allowed to take place without his authorisation.

Party Leader	
Deputy	
Place of visit	
Date of visit	
Purpose of visit	
Has the party leader made a Preliminary visit to the site? If not, why not?	
What will the group ratio be?	Reception 1:4 Years 1-3 1:6 Years 4-6 1:10/15 Other please state.
Which adults will accompany the visit?	
Who is the named first aider?	
Risk Assessments – please	

attach	
Parental consent – has this been received in writing for all?	
Transport – which company? seatbelts?	
Insurance	This is covered already through the LA
Charges – what is the total cost of the visit?	
Emergency mobile phone numbers of lead adults	<ul style="list-style-type: none"> • • •

I have followed the guidelines in the school’s Educational Visits policy and have applied all the pre-visit requirements to the planning of the visit/activity.

Visit LeaderDate.....

I have studied this form and am satisfied with the arrangements in place.

Head TeacherDate.....

Chair of Governors (when appropriate).....Date.....

Woodland Grange Primary School

SCHOOL TRIP DETAILS TO BE LEFT AT SCHOOL

Date of trip.....Destination.....

Address and telephone number of destination.....

.....

.....

Time of departure.....Expected time of arrival.....

RETURN TRIP

Time of departureExpected time of arrival.....

Coach company used and telephone number.....

.....

Route being taken if outside Leicester.....

.....

.....

STAFF GOING

.....

.....

OTHER ADULTS ACCOMPANYING

.....

.....

.....

NUMBER OF CHILDREN GOING

A list of children going on the trip must accompany this sheet.

Woodland Grange Primary School

Checklist for Day Visits

1. Visit agreed by Head Teacher (complete notification of visit form)

2. Risk assessments completed and copies given to all supervising adults.

3. First Aider on trip

4. First Aid kit for each coach
5. Emergency Police holder for each coach
6. Checklist for leaders list (on Medical Room wall)
7. Sick buckets, tissues, newspaper, clean wipes etc. for all coaches.
8. Bin liners
9. Spare clothes
10. Medication/inhalers with parent's instructions/authorisation.
11. Cups/water
12. Mobile phones
13. Details of destination and timetable
14. Any equipment e.g. pencils, crayons, clipboards
15. Pro-forma of destination, names of party etc. (on board in Medical Room) left with the school office.

NOTIFICATION OF SCHOOL/COLLEGE VISIT FORM

School/College DfES No.

Contact Address

Telephone Fax No.

Date of Departure / / Date of Return / /

Number in Party (by age group)	Year	R	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL	
	Boys																
	Girls																

Accommodation Address

Telephone Email or Fax

Aim or Purpose of Visit

Activity Centre Licence Number (if appropriate) N/A

Mode of Transport Operator or Tour

Hire Agreement in Place YES / NO Company Name & Tel:

Staff	First Name & Surname	M/F	Qualifications	First Aid ()	Leader ()
1.					
2.					
3.					
4.					
5.					

* Please also list Non-Teachers or Volunteers who may be used as Assistant Leaders/Instructors.

* Please list overleaf or enclose Programme of Activities.

I/We certify that (please tick all sections that apply):

1.	Parents have been fully informed and have signed the consent form	
2.	The visit has the approval of the School Governors	
3.	All monies collected and accounts will be subject to audit	
4.	The appropriate sections of Guidance for the Conduct of Educational Visits and Adventurous Activities have been read by all adults accompanying the group	
5.	A preliminary visit has been made to the area/all available information on the area has been obtained and a written risk assessment has been completed and forwarded to the LEA	
6.	Additional insurance has been arranged	

Signature
 Date
 (Party/Leader)

Signature
 (Head/Principal)

For Office Use	
Rec'd	<input type="text"/>
Adv	<input type="text"/>
Ref	<input type="text"/>

To be returned to: Outdoor Education Adviser, Beaumanor Hall

Woodhouse, Loughborough, Leics, LE12 8TX

Tel: 01509 890119 Fax: 01509 890912

FOR SCHOOL LED ADVENTURE
 ACTIVITY PLEASE COMPLETE REVERSE

Are you leading an adventurous activity?

YES

NO

Activity

Venue/accommodation address if appropriate:

1.		(
2.		(
3.		(
4.		(

Activity locations to be used:

1.	
2.	
3.	
4.	

Staffing Information:

Persons leading the activity (first name and surname)	Relevant National Governing Body Qualification	Date of Award	Expiry	LEA Leadership Category

I/We certify that:- (Please tick all sections that apply)

1.	Technical equipment used is fit for purpose
2.	Participants have relevant personal protection equipment
3.	A preliminary visit has been made to the area/all available information on the area has been obtained and an activity specific risk assessment has been completed and forwarded to the LEA
4.	This venture will be operated within the guidance laid down in the Adventurous Activity Guidelines for Safety and Good Practice and conform to guidance in the Guidance for Educational Visits and Adventurous Activities

SAMPLE RISK ASSESSMENT FORM VERSION 1

Risk Assessment

Hazard	People Harmed	Risk Control	Further Action