



Beaufort Primary School

Educational Visits Policy

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| Author | C Dewberry / J Bunting | |
| Approved by Governors | Signed: L Partridge | Date: 09/07/15 |
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| Policy Reviewed | Signed: | Date: |



Overview

The Governors and staff of Beaufort Primary School acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. Under statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet Statutory requirements and LA guidelines.

Our current EVC : Head teacher/School Business Manager

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to. These guidelines are to be read in conjunction with the regularly updated information provided by Derby City Council on the EVOLVE website. (<https://evolve.edufocus.co.uk/>)

Our Aims

School visits benefit young people in many ways, including:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the curriculum, experimental (first hand) and memorable learning
- Assessing and managing risks (safety)
- Developing latent talents, abilities and interests, which can be motivational and have lifelong relevance
- To encourage pupils to develop social skills such as co operation and consideration for others

Approval for Visits

All matters regarding each visit outside school

- Feasibility, planning, safety, organisation etc. will require the prior approval of the EVC.
- Approval of day visits will usually be at the discretion of the EVC (in consultation with the Headteacher)
- Parents will be notified of all these visits.

Planning a Visit:

1. Make provisional bookings for your trip – place, transport etc
2. Ask the office staff to calculate an approximate cost per child for the visit
3. Send letters out to parents detailing cost and asking for parental consent
4. Give the information, including number of children and staff/volunteer list to the SBM to log onto EVOLVE and record the details of your visit.
5. Complete the necessary paper risk assessments (downloadable from EVOLVE) and give to the SBM. **THE VISIT CANNOT BE APPROVED ONLINE UNTIL THESE RISK ASSESSMENTS HAVE BEEN RECEIVED AND SIGNED.** .
6. Ensure parental permissions has been obtained for all children on the visit..

On the Day of the Visit

1. Collect first aid kit(s)
2. Collect asthma inhalers and required individual medicine
3. Brief supervising adults ensuring they have all had copies of risk assessments
4. Give supervising adults their group list (if not previously done)
5. Ensure that at least one supervising adult is contactable by mobile phone and that the school office has the number.
6. Count pupils before you leave school and at regular intervals during the day.
7. Mobile phone(s) should be switched on during the entire visit, including outward and homeward journeys.
8. If staff have any concerns regarding any safety aspects of the journey or whilst at the grounds, they are to contact school immediately and must not hesitate to make their concerns known to the relevant body.



Headteacher should ensure that:

- Ensure that the Educational Visit Co-ordinator (EVC) is competent to oversee the co ordination of all off-site education, and support the EVC in attending relevant training courses.
- Visits comply with regulations and guidelines provided by the LA, schools governing body and the schools own health and safety policy.
- The group leader is competent to monitor risks and supervise the trip throughout the visit
- All necessary actions have been completed before the visit takes place
- The risk assessment has been completed and appropriate safety measures are in place
- Non teacher helpers on the visit are appropriate to supervise children
- Ratios of staff to pupils are appropriate
- The LA or governing body has approved the visit if necessary
- Parents have signed consent forms
- Arrangements have been made for the medical and special educational needs of the pupils
- Adequate first aid provision will be in place
- The mode of transport is appropriate
- Travel times out and back are known in school
- There is adequate and relevant insurance cover
- They have the address and phone number of the visits venue and have a contact name
- A school contact has been nominated and the group leader has the details

Risk Assessment

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visit/site specific risk assessments, which will differ from place to place and group to group.
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

All risk assessment forms are available from EVOLVE or the SBM. If staff need any support completing the risk assessments, they should arrange a meeting with the EVC.

Pre-Visits:

In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account.

- The number of pupils involved
- The age of the pupils, their sex, ability and general behaviour
- The previous experience of the group undertaking off-site visits
- The time of day and time of year
- The travel arrangements
- The hazards at the environment being visited
- The numbers, experience and quality of staff and volunteers
- The nature of the activities
- The special educational or medical needs of the pupils
- The quality and suitability of available equipment
- Seasonal weather conditions
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to carry on
- The need to monitor the risks throughout the visit



Duties and Responsibilities :

All staff must:

- Conduct themselves in a manner compatible with their own safety and safety /well-being of pupils
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times
- Report to the visit leader any concerns they may have regarding pupil behaviour and well-being during the visit.
- Greater levels of responsibilities will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

Responsibilities of Nominated Group Leader:

Group leaders, who must be a member of the teaching staff, but not an NQT, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities:

- Obtain the EVC's prior agreement before any off-site visit
- Follow LEA and governing body guidelines
- Appoint a deputy (preferably another teacher, but definitely another member of school staff)
- Have ownership of the risk assessments
- Pre-visit the site if possible
- Evaluate the trip after the event and forward all paperwork to the EVC to be kept on file
- Clearly define each helpers role and ensure all tasks have been assigned
- Be able to control and lead pupils of the relevant age group
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place
- Be aware of child protection issues
- Ensure adequate first aid provision is in place
- Undertake, complete planning and preparation of visit including briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review all undertaken visits/activities
- Ensure that teachers and helpers are fully aware of what the proposed visit entails
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure staff pupil ratio is appropriate for the group
- Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency

Other school staff:

Other school staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.

They should:

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

Adult Volunteers:

Additional adults on the visit should be clear about their roles and responsibilities during the visit.

They must:

- Conduct themselves in a manner compatible with their own safety and safety /well-being of pupils
- 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 staff supervisor and help with the control and discipline
- Speak to the group leader or member of school staff if concerned about the health and safety of the pupils at any time.
- The gender of the accompanying adults needs also to be considered, particularly where there is a mixed group of pupils.

Pupils:

The group leader must make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other helpers including those at the venue
- Behave sensibly and responsibly
- Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.
- If the group leader feels that such action may be necessary, first speak to the school EVC or the Headteacher.

Parents:

- Parents should be able to make an informed decision on whether their child should go on a visit.
- We do not advise parents to travel to sites themselves to meet their children on the trip. If a parent wishes to help on a trip they must travel in the coach with the children and the staff. (This is at the Heads' discretion)
- The group leader should ensure that parents are given sufficient information in writing.
- The group leader should also tell parents how they could help prepare their child for the visit (This could be included in the initial letter to parents informing them of the trip objectives etc.)

Parents will need to:

- Provide the group leader with emergency contact numbers for residential visits
- Sign the consent form
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

Records and Communications

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils.

Pre visit risk assessments and any after visit reports should be given to the EVC to keep on file.

Reports of any accidents or incidents should also be kept on file by the EVC.

It is the responsibility of the staff to give such documentation to the EVC.

Parents should always be made aware when their children are leaving the school premises. Even for a local walk, which is theoretically covered under the consent form parents sign when their child starts school, parents should be sent a brief note explaining the offsite activity.

Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to educate that child. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

First Aid

There should be at least one qualified first aider for each group / visit.

At least one first aid kit to be taken on every visit.

Staff/Pupil Ratios

Guidelines on staff pupil ratio should be adhered to on all school visits.

These are currently:

Reception class – 1 adult to every 5 children



School Years 1 to 3 – 1 adult to every 6 children
School Years 4 to 6 – 1 adult to every 10 children

These ratios should take into account

- Gender, age and ability of the group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Requirements of the organisation/location to be visited
- The needs of the pupils

Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group. When parents are taken on visits they should be carefully selected. They must be fully briefed before the visit. It should also be noted that for the protection of both adults and pupils, all adults should ensure that they are not alone with a pupil whenever possible. All adults on a visit should clearly understand their roles and responsibilities at all times. It should always be clear that the teacher is responsible for the group at all times.

Head counts :

Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue. All adults should carry a list of all the pupils and adults involved in the visit.

Pupils, from FS1/2 to year 2, should be easily identifiable

Emergency Procedures

Teachers in charge of visits have a duty of care to make sure that their pupils are kept safe and healthy.

They also have a common law duty to act as a reasonably prudent parent would.

Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

If an accident happens the priorities are:

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school
- Ensure that a teacher accompanies any casualties to hospital if necessary and that the rest of the group are supervised.
- Notify the police if needed
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties

In an emergency the group leader would usually take control of the situation.

This named person should have all the information about the visit.

Transport

The group leader should consider :

- Passenger safety
- Type of journey / time and distance
- Traffic conditions / Weather
- Insurance cover
- Supervision on the coach / Responsibility for checking seat belts
- Safety when crossing roads



- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport

Use of cars

Cars will only be used in an emergency situation. The following should be adhered to:

- The car should be roadworthy / The driver has the appropriate licence / insurance
- Drivers ensure pupils wear seat belts and sit in booster seats if necessary.
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged.