

Heaton St. Barnabas' CE (VA) Primary School

Policy For

Educational Visits

This policy was approved by Curriculum Committee

On: 14th March 2023

Signed.....

Position: Chair of Curriculum Committee

Heaton St.Barnabas' CE (A.) Primary School
School Policy and Guidelines for Educational Visits

This policy has been written in conjunction with 'The Governors Guide to the Law' and Local Authority guidelines (taken from the Outdoor Education Advisor's Panel National Guidance) on school visits and outdoor activities.

Introduction

Our aim is to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural and physical development, and prepares them for the opportunities and experiences of adult life. All educational visits enrich the work we do in school. The safety of the staff and children involved in them is paramount and this policy ensures that visits are well planned and any risks identified.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

PLANNING & PROCEDURES:

1. The Visit

The headteacher, other adults and governors have a shared responsibility for ensuring that when children are taken out of school on an educational visit there is suitable attention paid to their safety through appropriate leadership and safe staff ratios.

Visits will be booked, through discussion with the class teachers involved, by the Educational Visits Co-ordinator. PE competitions and tournaments will be booked by the PE Co-ordinator, liaising with the Educational Visit Co-ordinator.

Insurance for all trips –including residentials and international visits – is provided by the Local Authority. Sometimes – e.g. when a trip is arranged with a travel company – there may be travel company insurance in addition to this.

2. Planning

Lead teachers for each visit should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk. No contract or visit should be entered into until the lead teacher and Educational Visits Co-ordinator are satisfied that there is good safety provision.

3. Risk Assessment

All educational activities off school site must follow the completion of a formal risk assessment by the lead teacher. Risk assessments are to be completed on the appropriate forms prior to the event and checked for quality by the Education Visits Co-ordinator in good time (see Appendices). They should be communicated to all involved prior to the trip taking place – the responsibility for this lies with the Lead Teacher.

Risks must be contained to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken, including its duration.
- The location and environment in which the activity is to take place.
- The competence, experience and qualification of the school supervisory staff.
- The group members' age (including development age) and gender.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- The ratio of experienced, qualified centre staff to students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

If risk assessments are not completed in a thorough and timely manner by the lead teacher the headteacher has the right to cancel the trip for safety reasons.

4. Responsibilities:

i) The Governors have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits require the approval of the Governing Body.

ii) The Local Authority also has a duty of care for children on school visits as outlined in the LA guidelines.

iii) The Head Teacher has overall responsibility for ensuring that this policy is adhered to and for all off-site activities. Whether accompanying children or not, the headteacher is ultimately responsible for ensuring trips are well-organised with appropriate supervision and planning.

iv) The Educational Visits Co-ordinator has responsibility for booking trips and ensuring the quality of risk assessments completed by the lead staff member for each visit. These must be completed in a timely manner (1 month for a residential, 2 weeks for a trip, 1 week for a sports competition and 2 days for a local walk).

v) All Staff have the responsibility to co-operate with the headteacher and the governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the headteacher. Whilst responsible for pupils (including overnight in the case of Residentials), staff must adhere to the expectations of supervision of children as outlined in the staff code of conduct.

All injuries or accidents should be reported to the headteacher and recorded in the school accident book. The LA should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

vi) Parents must receive written details of routine visits and journeys. Their written consent is required for all activities that take place outside the school day and for any which take place outside the local area or involve public or private transport. When a child starts school, written permission is sought from the parent/carer for their child to take part in any school trip or other activity that takes children off the school premises during school hours in the local area.

Supervision of Pupils

It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group.

The lead teacher retains responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey of increased risk or specified activity.

Arrangements for supervision must consider the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs. These must be documented on the risk assessment by the lead teacher.

First aid provision

Residential visits must include a minimum of one member of staff with a recognised First Aid qualification.

All other educational visits should be attended by a member of staff who has received an appropriate level of first aid training unless a first aider is onsite at the venue. Individual pupil's medication, together with a complete first aid kit, must be taken on all educational visits with staff appropriately trained to administer EpiPen's and asthma inhalers. On trips including pre-fives there must be a member of staff trained in paediatric first aid.

5. Staffing the Visit:

The responsibility for ensuring effective staff: pupil ratios for educational visits lies with the headteacher. Bradford LA recommendations (taken from the Outdoor Education Advisor's National Panel) on school visits and outdoor activities) can be used as a guide. However, levels of supervision should be decided for each visit through the risk assessment process according to all the circumstances involved – SEN, activities involved, behavioural needs - and it is therefore not possible to set down definitive staff/student ratios for a particular age group or activity.

Voluntary helpers may be carefully selected and must act towards the children as a careful parent would in similar circumstances. However, the lead teacher retains primary responsibility for supervising the party at all times.

Starting points for recommended staffing ratios are as follows:

- For day visits without a high risk, a ratio of 1 adult to 10 children is required (Y5-6). Activities with increased levels of risk will require lower ratios.
- For children in Y3-4, a ratio of 1 adult to 8 children is recommended.
- For children in Y1-2, a ratio of 1 adult to 6 children is recommended.

- The Early Years Foundation Stage (EYFS) Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise.
- Where a child has a 1:1 teaching assistant in school, this provision must be carefully considered for the visit.

6. Transport:

Whenever an educational visit is due to take place that requires transport hired by the school, Local Authority approved reputable companies should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained. All transport will be booked by the business manager who will risk assess the company and type of transport needed.

It is recognised that on occasion it may be necessary from time to time for pupils to use public transport, where buses and trains are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill pupil should be taught.

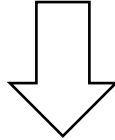
On occasion it may be necessary for children with Health Care plans to be transported separately from the group (e.g to reduce the distance walked for children with mobility conditions). Any alternative arrangements for an individual should be included on the risk assessment. When taken in a car, two members of staff should accompany an individual child unless the child has explicit written or verbal permission from their parent/carer with a named individual driver.



Risk Assessments Flow Chart General Visit

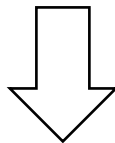
Contact the Venue to pre-book a visit – add to school diaries - EVC

Check: Cost (especially non-returnable deposit & date), suggested staffing numbers, specific hazards (water, adventurous activity)



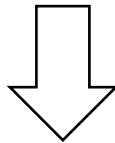
Transport Arrangements – EVC/School Office

Make sure that a coach can be booked if needed

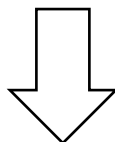


Notify Kitchen – EVC/School Office

Let the kitchen know of the date of the trip and the classes involved



Send out a letter to parents – EVC/School Office



At Least 2 Weeks Before Trip (Lead Teacher)

- Finalise adults on the trip and break duties affected

Suggested ratios (determined by risk assessment): Year 5/6 1:10, Year 3/4 1:8, Year 1/2 1:6, FS 1:4

- Complete Risk Assessment and hand-in to Educational Visit Coordinator
- Think about 1:1 children or children with medical or behavioural needs and liaise with parents/carers
- Ensure registration points are indicated on the risk assessment
 - Finalise lunch arrangements with the kitchen
(numbers of different lunches needed)

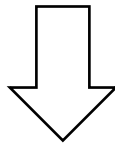


Risk Assessments Flow Chart

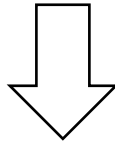
Local Area Walk/Visit

(not including lunch or payment – otherwise use General Visit Flow Chart)

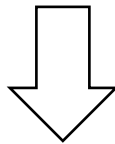
Contact the Venue (if necessary) to book a visit - EVC
Check it is within the Local Area
Add to school diaries



Check all children have Generic Trip Permission - EVC



Send out a letter to parents (for information only) – EVC/School Office

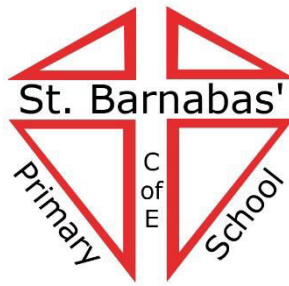


At Least 2 Days Before Trip (Lead Teacher)

- Finalise adults on the trip and break duties affected

Suggested ratios (determined by risk assessment): Year 5/6 1:10, Year 3/4 1:8, Year 1/2 1:6, FS 1:4

- Complete Risk Assessment and hand-in to Educational Visit Coordinator
- Think about 1:1 children or children with medical or behavioural needs and liaise with parents/carers
 - Ensure registration points are indicated on the risk assessment
 - Finalise lunch arrangements with the kitchen
(numbers of different lunches needed)



Trip Risk Assessment

Please return to Wasiq Suleman at least 2 weeks in advance of planned visit.

Trip to:	
Class 1:	Number of Children:
Class 2:	Number of Children:
Date:	

Please tick to confirm:

Information added to school diaries

Kitchen aware of the classes and date of the trip

All children have generic trip permission

You have visited the venue

Or note how you have checked suitability below:

Adults (including mobile numbers & cover for break duties):
1.
2.
3.
4.
5.

Transport Arrangements:

Is the trip within the school day?

If not, please make sure that permission is sought for each child and that arrangements for collection have been made (including Yellow Bus).

Lunch Arrangements: How many school packed lunches needed? Where will you eat?
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Budgets/Costing:

Children with specific needs: (Medical, inhalers, 1:1 support needs):

Schedule for the Day including registration points:

Letter sent home, informing parents attached

Risk Assessment attached

Lead Teacher Signature:

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Date Received:

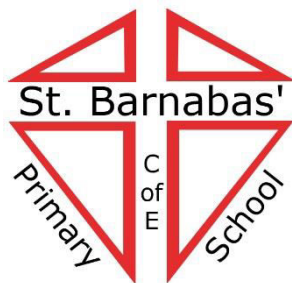
Signature:

RISK ASSESSMENT - transport

<u>HAZARD</u> <u>What could go wrong and to whom?</u>	<u>CONTROL</u> <u>What can be done about it?</u>	<u>SYSTEM</u> How will we make sure that the control is implemented? <i>Named people</i>

RISK ASSESSMENT - venue

<u>HAZARD</u> <u>What could go wrong and to whom?</u>	<u>CONTROL</u> <u>What can be done about it?</u>	<u>SYSTEM</u> How will we make sure that the control is implemented? <i>Named people</i>



Local Area Walk/Visit Risk Assessment

Please return to Wasiq Suleman at least 2 days in advance of planned Walk/Visit.

Class(es):	Number of Children:
Trip to:	
Date:	Approximate Times:

Information added to school diaries

Adults (including mobile numbers & cover for break duties):

Do all children have generic trip permission?

Children with specific needs: (Medical, inhalers, 1:1 support needs):

Letter sent home informing parents attached

Copy of the route attached

Walking Risk Assessment attached

Schedule for the Day including registration points:

Lead Teacher Signature:

.....

Date Received:

Signature:



Sports Competition

Please return to Wasiq Suleman at least 1 week in advance of planned Walk/Visit.

Trip to:

For:

Date:

Names & Classes of Children:

Information added to school diaries

Adults (including mobile numbers & cover for break duties):

Transport Arrangements:

Schedule for the day including registration points:

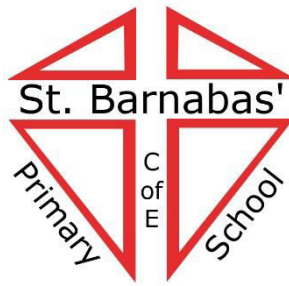
(If outside the school day please make sure permission letter is sent out and arrangements for collecting children are clear)

Children with specific needs: (Medical, inhalers, 1:1 support needs):

Letter sent home informing parents attached

Lead Teacher Signature:

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Date Received: Signature:



School Visit

Please return to Wasiq Suleman at least 1 week in advance of planned Visit.

Trip to:	For:
Contact at School:	
Date:	
Names & Classes of Children:	

Information added to school diaries

Adults (including mobile numbers & cover for break duties):

Transport Arrangements:

Schedule for the day including registration points: (If outside the school day, please make sure permission letter is sent out and arrangements for collecting children are clear)

Children with specific needs: (Medical, inhalers, 1:1 support needs)
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Letter sent home informing parents attached

Lead Teacher Signature:
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Date Received:

Signature:

Residential Tick List

	Pre-booking Stage
	Provisionally book Residential with suggested numbers
	Add dates to school diary
	Arrange provisional staff
	Book transport
	Create budget: pupil cost, transport cost, food cost
	Send out a letter for a non-returnable deposit
	Planning Stage (To be completed 4 weeks before Residential)
	Finalise booking with numbers
	Discuss children with specific needs with Leadership
	Finalise staff going on Residential and cover arrangements
	Parents meeting to include:
	<ul style="list-style-type: none">• Itinerary – including evening activities
	<ul style="list-style-type: none">• Kit List to parents
	<ul style="list-style-type: none">• Contact/dietary/allergy forms (pupil & staff)
	<ul style="list-style-type: none">• Medication permission forms (pupil & staff)
	<ul style="list-style-type: none">• Food arrangements (eg. packed lunch from kitchen on first day and/or sandwich choices)
	<ul style="list-style-type: none">• School contact info (mobile number for emergency)
	Transport and Activity Risk Assessments (can be based on the centre's own Risk Assessments)
	Chase up any additional payments needed
	Final Details (To be completed 1 week before Residential)
	Dormitory Lists
	Group Lists
	Create Folders for staff members (and school copy) with all relevant information (see example on next page)
	Finalise Cover arrangements and planning