



Educational Visits Policy

Phoenix Community Primary School

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Introduction

This policy reflects the values, ethos and philosophy of Phoenix Community Primary School in relation to the carrying out of offsite visits and fieldwork in all curricular areas. It provides a framework within which all governors, staff, parents and pupils work together. It will also provide guidance on the planning, carrying out and evaluation of all Educational Visits. It was developed from agreed school practice and is in line with guidance from the LA and the DfE.

Aims

- To assist all pupils in preparation for the opportunities, responsibilities and experiences of adult life;
- To promote positive attitudes and enthusiasm for offsite visits, whilst developing a sense of wonder which can be inspired by a local and wider environment;
- To develop enquiry skills which enable them to find out about places;
- To develop a sense of a place through first hand investigation of features and characteristics of places, contrasts and relationships between places and how people live in them;
- To develop children's sense of space and place, helping to answer the basic question 'Where am I?';
- To develop first hand an 'informal concern' about environmental relationships and issues and enhance their sense of responsibility for the care of the earth and its people in practical ways;
- To undertake outdoor and adventure activities
- To develop cross-curricular learning;

Responsibilities of the Educational Visits Coordinator (EVC)

- Ensure that this policy and associated health and safety issues are fully addressed when planning an Educational Visit;
- Approve Educational Visits once the risk assessment has been completed.
- Complete online 'Educational Visits Notification and Approval System' if the trip includes any overnight stays or includes any hazardous activities.

Responsibilities of Staff

Preparing for the Educational Visit

- Think through the aims, objectives and broad learning outcomes of the fieldwork
- Check that they are familiar with the school's Health and Safety policy and procedures arranging Educational Visits
- Be aware of adult pupil ratios:
 - Year R – at least one adult per six children
 - Years 1 to 3 – one adult per six pupils
 - Years 4 to 6 – one adult per ten to fifteen pupils
- However if an activity is judged to be more hazardous there may be a need for a higher ratio of adults to pupils
- Ensure that they understand charging legalities and Phoenix Community Primary School's Charging policy
- Obtain costing
- Fill in appropriate permission forms and present to Head Teacher for approval
- Arrange dates and times

- Arrange extra adult help
- Book minibuses and arrange drivers
- Obtain parental consent on a standardised form to include:
- Permission for the child to take part in the activities as described in the details;
- Identify any special requirements or health concerns;
- Give permission for emergency medical treatment.
- Make a preliminary visit to the fieldwork site and complete the risk assessment form
- Explain the purpose and expected outcomes to other colleagues or helpers
- Ensure that they know what to do in the event of an accident and who has final responsibility for decisions on the trip
- Ensure that they are aware of the Behaviour for Learning policy in relation to educational visits

Preparing The Parents

- Inform parents in writing of all necessary details and implications of the trip in good time
- For residential trips, arrange a parents' meeting to explain supervision arrangements, clothing and footwear, spending money and expected behaviour standards. Allow parents to express any concerns;
- Provide written checklist for parents at the meeting. Ensure absent parents receive checklist
- Parents will be reminded that pupils who continually behave inappropriately within school and therefore could pose a health and safety risk to themselves and/or others will not be permitted to join the educational visit. The pupil will be expected to attend school in an alternative class

Preparing The Pupils

- Carry out the work you have planned to do in the classroom before you go
- Practise any necessary skills before you go. Ensure that the pupils understand why they are going and the learning focus
- Ensure that the pupils know what their tasks are to be. Inform parents and pupils of expected behaviour standards
- Ensure that pupils are aware of any hazards and that they know what to do if a problem arises
- Remind pupils to bring suitable clothing, food and equipment

Preparing The Accompanying Adults

- Ensure all adults are aware of who the group leader is
- All adults to have read the risk assessment carried out before the visit and signed to confirm understanding;
- Each adult is given all necessary equipment and a list of the pupils' names and any special needs
- All adults know of a central meeting point and the times of activities throughout the day
- All adults are aware of and have read the Emergency Action Plan (Appendix A)

Managing The Visit Successfully on the Day

- Be aware of the weather forecast
- Check names and numbers of pupils; see that all staff have a list of pupils' names
- Check that everyone is aware of the chain of command and who the group leader is

- Ensure that you have the school telephone number (01233 622510). Ensure that the school office has mobile phone numbers and any other useful contact numbers on the day – all accompanying adults to have phone numbers listed on the Risk Assessment form.
- Take a file with:
 - Emergency contact numbers;
 - Consent forms;
 - Special (inc. medical) requirements of group members;
 - Group lists showing responsible adults;
 - A copy of the emergency procedure (See Appendix A)
 - Folders for residential visit to also include:
 - Address lists and telephone numbers for all members of party;
 - Any letters of authority;
 - Insurance details;
 - Accident reporting and insurance reporting forms;
- Check that pupils needing travel sickness pills have taken them themselves and given all medication to the group leader. Take a bucket, plastic bags and kitchen roll.
- Take a first aid kit
- Make sure you are aware of paying procedures at the location. Have some cash for emergencies
- Remind the pupils of hazards and code of behaviour
- Check that the pupils have equipment as organised
- Upon arrival, assess the site. Things may have changed since the pre-visit. Take contingency action if necessary
- Ensure that on all visits within walking distance, only pupils' with green permission slips, signed complete the visit

On Return

- Carry out follow up work
- Evaluate the visit (evaluation form attached)
- Keep any useful materials
- Display the work done

Child Safety in Vehicles

Any organisation or individual who carries other people's children in vehicles has a legal duty to ensure they carry them safely, with adequate insurance in place. To ensure that this duty of care is addressed and risk assessed any EVC or Teacher arranging such transport must check that:

- The driver is fit and competent;
- The vehicle is safe and suitable;
- The pupils are carried safely;
- The journey is properly planned.

Charging

Education Visits

We believe that learning and the curriculum are enriched by educational visits. Any visit taking place wholly or mainly during school hours should be considered as an educational visit rather than a vacation. There is a cost to the school for visits. Parents will be asked for a contribution toward the full cost of the visit including travel, board and lodging and

visit/entrance/instruction costs. On no occasion will a pupil be charged for more than the actual cost of provision. The school encourages all parents to pay for educational visits although if parents express difficulty meeting this cost a payment plan can usually be accommodated. In some cases, at the discretion of the headteacher, contributions will be waived entirely.

Non-Educational Visits

Visits taking place wholly outside of school hours i.e. weekends, and involving overnight accommodation are normally classified as 'vacational'. The cost for these visits is paid fully by the parents and will include a payment for the school arranging normal travel insurance. Deposit refunds cannot be made once the booking has been confirmed. Any further refund of monies will be dependent on what the school can reclaim via the travel insurance policy operating at the time.

If the school decides to disallow a child from undertaking a trip after payments have been made, these payments will be refunded with the exception of the deposit. It may be necessary to cancel ANY trip if insufficient numbers or contributions are received.

Pupil Absence

If the EVC and Group Leader believe that the pupil's behaviour may be a danger to themselves or the group, the pupil may be stopped from undertaking the visit. For educational visits the pupil will be expected to attend school in an alternative class.

Residential Visits

These visits will include an overnight stay. The process for these visits will be the same as above with these additional requirements. After the initial pre-checks and risk assessments the visit needs to be approved by governors. Approval will be sought through the Educational Visits Notification and Approval System. When approval has been granted by both parties the visit will be opened to the pupils.

Appendix 1 – School Trip Guidance

Pupil staff ratio

For trips to local sites and museums, government guidelines suggest a ratio of one adult to every:

- 6 pupils in Foundation Stage
- 6 pupils in Years 1 – 3
- 10-15 pupils in Years 4 – 6
- Qualified first aider present.

Make sure you consider carefully all possible risks (paying particular attention to the pupils who will be present) before deciding how many adults will be accompanying you.

Time line

As soon as possible (ideally at least 6 weeks before)	Pre visits to venues are advisable (although not always possible) in order to carry out an accurate risk assessment.
	Inform Di of planned trip so that she can: <ul style="list-style-type: none"> • Book minibus • Send letter • Complete insurance form • Inform kitchen • Inform music teachers • Liaise with Susan re finance
	Letter going out to be checked by SLT and signed by class teacher
	Educational visits coordinator (EVC) to be informed of trip.
1 week before trip	Risk assessment completed and signed by EVC or HT in their absence.
	Copy of signed risk assessment given to Di for trip file with copy saved on staff shared under educational visits.
	Children put in groups- ensure correct number of adults.
	Find 2x drivers for minibus
1 day before trip	All consent forms received- Di to send reminders if not.
	Check that all medication for trip is available.
	Check first aid kit and consent forms.

Day of trip	Consent forms and risk assessments taken along with other trip paperwork eg receipt of payment
	Packed lunches from kitchen.
	Medication/first aid with first aider in attendance.

Risk assessments and trips

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risks of activities, introduce measure to control those risks and inform their employees of these measures. Employers must ensure that those carrying out risk assessments are competent to do so.

Please consider the following:

- the type of activity
- the age/competence/fitness/usual standard of behaviour of the students
- any special educational/medical needs of students
- adult: student ratios
- the competence/experience/qualifications of the adults
- modes of transport, journey routes and location(s) of visits
- emergency procedures.

Generic risk assessments should consider the risks inherent in the activities to be undertaken and will involve an examination of issues outlined above, identifying the precautions necessary to ensure that risks to health are minimised.

Visit/site specific risk assessments

These consider the risks associated with the particular visit/site, which might include:

- the medical needs of students – supplies of medication and contingency plans if an adult has to accompany a student to hospital
- behaviour of students – control measures include a code on rules and behaviour
- weather conditions – control measures include obtaining local information about tides, potential for flooding and the likelihood of sudden weather changes.

The assessment should always have a pre-assessed 'plan b' for contingencies. For example, what is the 'plan b' if your coach breaks down abroad?

It is good practice for an exploratory visit to form part of the visit/site specific risk assessment, which will assist with pre-planning. If this is not possible information/advice could be sought from others involved in previous visits or from reliable local guides.

Risk assessments should also be ongoing and dynamic. A reassessment of the risks should be made while the visit is taking place and as the need arises. Risks may need to be reassessed in the light of changing weather, new safety warnings, illnesses, behavioural problems or emergencies.

Adventurous activities

Activities in or near water

Fatalities in educational visits have tended to occur when students are involved in activities in or near water. Government guidance on group safety around water stresses the importance of completing risk assessments which should take account of:

- the competence of the group leader and the other adults who will be present
- adult: student ratios
- potential hazards, identified through an exploratory visit if possible, or by obtaining as much information as possible by other means
- the likelihood of someone falling in the water
- underwater hazards (eg. rocks or strong currents)
- getting the group in and out of water easily
- changes in weather
- tidal conditions.

Outdoor activity centres

Centres that organise caving, climbing, trekking or water sports for people under the age of 18 must by law be licensed and regularly inspected by the [Adventure Activities Licensing Service](#). The inspection looks in detail at a range of issues including equipment, staff competence and qualifications, and accident and emergency procedures.

If a trip has any kind of adventurous activity then EVC will contact Kent Outdoor Ed team via online Ego form.

Farm visits

Risks assessments on the taking of students to farms should include hazards associated with E coli 0157 and other infections as well as those arising from the misuse of farm equipment.

Precautionary measures include:

- making sure that students wear appropriate outdoor shoes and clothing
- covering cuts and grazes on hands with waterproof dressing
- never allowing students to kiss animals or place their faces against them
- ensuring that students wash their hands thoroughly before and after eating, after any contact with animals and again before leaving the farm
- making sure that students do not use or pick up tools (e.g. spades and forks) unless permitted to do so by farm staff and that they do not ride on tractors or other machines.

If a member of the group shows signs of ill health after farm visit, they should consult a doctor as soon as possible and explain that they have been in recent contact with animals.

Foreign language exchanges

- select a partner school carefully and establish a close line of communication
- fully brief all accompanying staff, adults and students
- provide students at both ends of the exchange with literature and maps
- inform hosting families in writing of any special dietary requirements and that guests should not be taken on hazardous activities (e.g. skiing) without prior consent
- ensure that emergency procedures are in place.

With any overnight stay EVC to contact Kent Outdoor Ed team via online E-go form and complete a separate risk assessment.