



# **Feering C of E Primary School**

## **Educational Visits Policy**

**November 2016**

Date for Review	November 2018
Signed – Chair of IEB	
Signed – Head Teacher	

**Care      Responsibility      Perseverance      Respect**

The school adopts the guidance from Essex County Council and, where relevant, the DfES document ***Health and Safety of Pupils on Educational Visits (HASPEV)***. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

## **1. Procedures**

- 1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Head Teacher for permission to plan the visit.
- 1.2 Once granted they should undertake a pre-visit in order to assess potential risks and suitability as well as determine organisational considerations.
- 1.3 'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low). In considering risk, there are 3 levels of which visit leaders should be mindful:
  - 1) Generic Risks – normal risks attached to any activity out of school.
  - 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on Form EV5.
  - 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

A Risk Assessment should be completed for approval by the EVC.

- 1.4 Permission will be granted when all the requirements have been considered and approved.
- 1.5 The ratio of adults to children in KS1 is 1:8; in KS2 1:10. Children with a statement of Special Educational Needs are supported by an adult on a 1:1 basis and should have their own risk assessment for each trip.

A professional judgement must be made by the Visit Leader, Head Teacher/ Deputy as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the Head Teacher must be informed and must sanction the revised ratio. Please note: parents should not bring younger children.

Pupils/Participants must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- 1) prior experience of pupils/participants
- 2) age of pupils/participants
- 3) responsibility of pupils/participants
- 4) competence/experience of staff
- 5) environment/venue

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils/participants in their immediate care, and be shown the completed Risk Assessment.

- 1.6 When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to Essex County Council by the EVC (online through Evolve) for approval. Approval should be sought from the Governing body for all residential trips and copies of risk assessments should be attached.
- 1.7 Once permission from the Governing body, and any necessary county approval, has been received, the visit leader can complete the planning organisation and bookings for the visit.
- 1.8 Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

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- 1.9 Following each visit, any incidents or accidents will be reported to the EVC and Head Teacher on the day it happens.
- 1.10 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

## **2. Residential Activities**

- 2.1 Children in Upper Key Stage Two have the opportunity to take part in a residential visit. The activity is in school time and a charge is made to the parents for this visit, including accommodation, travel and specialist instruction.
- 2.2 We encourage all children to take part in the residential visit. We endeavour to keep our costs as low as possible and encourage parents to pay in instalments. In the event of financial hardship, we may be able to offer some assistance. Parents will be issued with payments books to spread payments over a suitable period.

### 3. Coach Travel

- 3.1 Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils/participants and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being borrowed or hired, the driver must have passed the LB Southwark test for the driving of council vehicles.

### 4. Local Responsibilities

- 4.1 The Head Teacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.
- 4.2 The EVC is a staff member who has received relevant training and induction.

The school's current EVC is

<b>Miss S Price</b>
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- 4.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

### 5. Emergency Procedures

- 5.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the LA in the event of an emergency.
- 5.2 **First Aid** - The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Pediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.
- 5.3 In the event of a delay, parents will be contacted. In the event of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Head Teacher or designated deputy so that they can decide: -
- 1) If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
  - 2) However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Head Teacher, deputy or the home contact will inform the LA. If out of normal working hours, County Hall press offices can be alerted on 07774 279420 or 07796 937574. Contact with relatives should be as early as possible and

consistent in content. It is vital to ensure parental / guardian contact before the news spreads through the media. This would normally be done by the Head Teacher, Deputy or other designated person at the school.

**6. IEB**

- 6.1 The IEB will be informed and approval obtained from them for the following categories of visit prior to them being booked and taking place:-

**Residential trips**

**High risk trips (e.g. adventurous activities, etc.)**

- 6.2 The IEB will receive reports from the Head Teacher detailing the school visits that have taken place.

## Appendix 1

### **On the day:**

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Fill out the outings form to show which children and adults are going, where you are going, when you expect to be back and a contact mobile number. Leave this in the office.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

**Never** label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

- Early Years children must wear wrist bands.
- All children and adults should wear high visibility vests.

## Appendix 2

### **On the bus/coach:**

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.

## Emergency Procedures – School Visits

A group leader should be nominated for each visit and they should take charge in the event of an emergency. They should arrange for back up cover and ensure that they know what to do in an emergency. It is the responsibility of the group leader to ensure that all those involved in the trip, including parents and pupils are informed of who will take charge during an emergency and who the back-up cover is.

- Establish the nature and extent of the emergency as quickly as possible
- Immediately inform all group staff and helpers of the problem and clarify actions to be taken
- Account for all group members and ensure their well being
- Establish the names of people involved in the accident, if injured, the nature and extent of the injuries get immediate medical attention as appropriate
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Inform the school contact. The school contact number should be accessible at all times during the visit
- Details of the incident to pass on to the school should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom)
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area
- No-one in the group should discuss legal liability with other parties

Contact with parents will be through the school and will normally be done by the Headteacher.